SJSU Online Instruction Syllabus Guidance Fall 2020

This document provides guidance for faculty with regard to syllabus statements about online instruction policies and expectations. As we approach a full semester of virtual teaching and learning, faculty are encouraged to consider alternate assessments, issues of equity and privacy, and necessary disability accommodations.

The information below is provided as a reference and includes suggested syllabus language that faculty may choose to include, as appropriate for their courses. A Faculty FAQ on remote proctoring and additional resources are also provided.

Please review the following university policies:
F13-12 Technology Intensive, Hybrid, and Online Courses and Programs
S12-7 Consent for Recording of Class and Public Sharing of Instructor Material
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Zoom Class Protocol: If you plan to use Zoom in your class, the syllabus should include information about expectations and requirements, including the following.

Use of Camera in Class
- If you want students to turn on their cameras in Zoom, please include this in your syllabus. Also work with any students that may have special needs or requests for any individual accommodations on a case by case basis.

- Please consider the fact that students may be concerned about appearing on camera themselves, for disability-related or religious reasons, or concern for other family members, including children, who live with them in close quarters. The privacy of a student's home life and access to a room for privacy should not be a barrier to a student's success in a particular course.

Recording of Zoom Classes
- Please inform students whether or not you intend to record your classes and post them on Canvas. Please do so prior to or on the first day of class, and in the syllabus.

- University policy (S12-7) requires consent from all individuals who will appear in a class recording. If a student does not wish to be identified in a class recording, you might allow an "anonymous" option (e.g., student temporarily turning off identifying information from the Zoom session, including name and picture, prior to recording).

- Many students indicated in the Spring 2020 Student Success Survey that having recordings of class lectures was helpful for studying and reviewing material, or catching up on portions missed due to internet connectivity issues or other disruptions.

Note: If you choose, you can disable the download option of Zoom recordings on Canvas. Additionally, please inform the students that they are permitted to only view the recordings, not download the videos.

- Please inform students in your syllabus that they must obtain permission in advance to record any course materials. Such permission allows the recordings to be used for a student's private, study purposes only. Students will not be permitted to share any class recordings with someone who isn't enrolled in the class or without permission. The recordings are protected by instructor's copyright.

- Any student that needs accommodations or assistive technology due to a disability should work with the Accessible Education Center (AEC), and the instructor.

- Note that all federal, state, CSU system, and campus regulations on conduct including harassment and discrimination against other students or faculty apply to the online environment, just as in face-to-face instruction.

Online Exams - Faculty are strongly encouraged to consider alternative assessments that do not require proctoring. See [Faculty FAQs and resources](#) for suggestions.

Note: University policy [F15-7](#) requires all courses to have a culminating experience, but this does not need to be a final exam.

Proctoring Software and Webcam
If you choose to give a proctored exam, SJSU has several options available through eCampus, including Respondus Monitor and LockDown Browser, ProctorU, and Proctorio. Note that you can specify what materials and background conditions are allowed during your exam, rather than accepting the default settings. In some cases, remote proctoring software may be incompatible with the accommodation. Please consult with the [AEC](#) staff for more information.

[Best practices](#) for academic integrity in online courses are available on the [Teach Anywhere](#) site on eCampus.

If utilizing proctoring software, please provide notice to students of the following:

- Instructors have the discretion to monitor/proctor the online exams based on course objectives.

- Instructors may require the use of webcams during exams. This may include software applications that use AI, eye-tracking, machine learning, key logging, and other technologies.

- Instructors may use students' proctored videos for further investigation if cheating is suspected and recordings may become part of the student's administrative disciplinary record.

Suggested Sample Language to include in Syllabus

Proctoring Software and Exams

Exams will be proctored in this course through Respondus Monitor and LockDown Browser. Please note it is the instructor's discretion to determine the method of proctoring. If cheating is suspected the proctored videos may be used for further inspection and may become part of the student's disciplinary record. Note that the proctoring software does not determine whether academic misconduct occurred, but does determine whether something irregular occurred that may require further investigation. Students are encouraged to contact the instructor if unexpected interruptions (from a parent or roommate, for example) occur during an exam.

Recording Zoom Classes

This course or portions of this course (i.e., lectures, discussions, student presentations) will be recorded for instructional or educational purposes. The recordings will only be shared with students enrolled in the class through Canvas. The recordings will be deleted at the end of the semester. If, however, you would prefer to remain anonymous during these recordings, then please speak with the instructor about possible accommodations (e.g., temporarily turning off identifying information from the Zoom session, including student name and picture, prior to recording).

<u>Students are not allowed to record without instructor permission</u>

Students are prohibited from recording class activities (including class lectures, office hours, advising sessions, etc.), distributing class recordings, or posting class recordings. Materials created by the instructor for the course (syllabi, lectures and lecture notes, presentations, etc.) are copyrighted by the instructor. This university policy ([S12-7](#)) is in place to protect the privacy of students in the course, as well as to maintain academic integrity through reducing the instances of cheating. Students who record, distribute, or post these materials will be referred to the Student Conduct and Ethical Development office. Unauthorized recording may violate university and state law. It is the responsibility of students that require special accommodations or assistive technology due to a disability to notify the instructor.

<u>Other Information to provide to Students:</u>

Technology Requirements (example)

Students are required to have an electronic device (laptop, desktop or tablet) with a camera and built-in microphone. SJSU has a free [equipment loan](#) program available for students.

Students are responsible for ensuring that they have access to reliable Wi-Fi during tests. If students are unable to have reliable Wi-Fi, they must inform the instructor, as soon as possible

or at the latest one week before the test date to determine an alternative. See Learn Anywhere website for current Wi-Fi options on campus.

Zoom Classroom Etiquette

- **Mute Your Microphone:** To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking.
- **Be Mindful of Background Noise and Distractions:** Find a quiet place to "attend" class, to the greatest extent possible.
  - Avoid video setups where people may be walking behind you, people talking/making noise, etc.
  - Avoid activities that could create additional noise, such as shuffling papers, listening to music in the background, etc.
- **Position Your Camera Properly:** Be sure your webcam is in a stable position and focused at eye level.
- **Limit Your Distractions/Avoid Multitasking:** You can make it easier to focus on the meeting by turning off notifications, closing or minimizing running apps, and putting your smartphone away (unless you are using it to access Zoom).
- **Use Appropriate Virtual Backgrounds:** If using a virtual background, it should be appropriate and professional and should NOT suggest or include content that is objectively offensive or demeaning.

Online Exams

Testing Environment: Setup (example)

- No earbuds, headphones, or headsets visible.
- The environment is free of other people besides the student taking the test.
- If students need scratch paper for the test, they should present the front and back of a blank scratch paper to the camera before the test.
- No other browser or windows besides Canvas opened.
- A workplace that is clear of clutter (i.e., reference materials, notes, textbooks, cellphone, tablets, smart watches, monitors, keyboards, gaming consoles, etc.)
- Well-lit environment. Can see the students' eyes and their whole face. Avoid having backlight from a window or other light source opposite the camera.
- Personal calculators - indicate if permitted.

Testing Environment: Scan (example)
Before students can access the test questions, they are expected to conduct a scan around their testing environment to verify that there are no materials that would give the student an unfair advantage during the test. The scan will include:

- the desk/work-space
- a complete view of the computer including USB ports and power cord connections
- a 360-degree view of the complete room

Students must:
- Remain in the testing environment throughout the duration of the test.
- Keep full face, hands, workspace including desk, keyboard, monitor, and scratch paper, in full view of the webcam

Technical difficulties

Internet connection issues:
Canvas autosaves responses a few times per minute as long as there is an internet connection. If your internet connection is lost, Canvas will warn you but allow you to continue working on your exam. A brief loss of internet connection is unlikely to cause you to lose your work. However, a longer loss of connectivity or weak/unstable connection may jeopardize your exam.

Other technical difficulties:
Immediately email the instructor a current copy of the state of your exam and explain the problem you are facing. Your instructor may not be able to respond immediately or provide technical support. However, the copy of your exam and email will provide a record of the situation.

Contact the SJSU technical support for Canvas:

Technical Support for Canvas
Email: ecampus@sjsu.edu
Phone: (408) 924-2337
https://www.sjsu.edu/ecampus/support/

If possible, complete your exam in the remaining allotted time, offline if necessary. Email your exam to your instructor within the allotted time or soon after.

Academic Dishonesty
Students who are suspected of cheating during an exam will be referred to the Student Conduct and Ethical Development office and depending on the severity of the conduct, will receive a zero on the assignment or a grade of F in the course. Grade Forgiveness does not apply to courses for which the original grade was the result of a finding of academic dishonesty.