

WSU Vancouver Guide to Spring 2022 Instructional Topics

The Guide to instruction for Spring 2022 is intended to assist instructors with navigating the changes imposed by WSU's response to the public health emergency caused by COVID-19. It also provides some key resources for both faculty and students. This version includes Vancouver specific information. The Provost's Spring Semester Instructional Guidelines, Video Conference Course Policies, Instructional Modalities, and Academic Year 2021-2022 Student Requests for Alternative Instruction as Educational Accommodation can be viewed here: <https://provost.wsu.edu/guidelines-3/>

Supporting Faculty

WSU Vancouver campus Faculty Development Opportunities support faculty using instructional technologies to increase faculty efficiency and enhance student access and engagement. Academic Services offers workshops on Zoom, Panopto, Canvas and more, remote learning materials/resources [Academic Services - Information Technology - WSU Vancouver](#).

If you desire one-on-one sessions with Academic Services do not hesitate to reach out to [Michelle Eccles](#) and she will schedule you with a team member for on-Demand one to one instructional design support.

Also, the Learning Innovations team at Academic Outreach and Innovation (AOI) supports faculty using instructional technologies to increase faculty efficiency and enhance student access and engagement: <https://li.wsu.edu/>

AOI works with all faculty—both on campus and online—to create an environment where innovative pedagogy can flourish, wise experimentation is supported, and all learners receive the most robust and rewarding educational experience possible. Resources and trainings include:

- Workshops on Zoom, Panopto, Canvas and more
- ADA and copyright issues
- On-Demand one to one Instructional Design support
- Remote learning materials/resources

Learn about upcoming events and opportunities related to teaching innovation at WSU and join in the conversation at: aoi_learning_innovations@lists.wsu.edu.

In addition, the Provost's Teaching Academy comprises of faculty dedicated to excellence in education. Its mission is to promote a university culture that values, supports, and rewards excellence in teaching and the scholarship of teaching. Members are available for consultation on selected topics.

<https://provost.wsu.edu/teaching-academy/>

Faculty intending to use a teaching modality that includes either Some Online, Hybrid, or Online instruction for Spring 2022 should consult with their Academic Directors.

Faculty utilizing face-to-face instruction should be aware of the FAQs related to Spring 2022 teaching, which cover topics related to vaccinations and classroom practices aligned with current public health regulations: <https://provost.wsu.edu/procedures/fall2021faqs/>

COVID-19 related information evolves frequently. Significant changes will be communicated via updates on the University's COVID-19 website: <https://wsu.edu/covid-19/>

- **Faculty Resources:** <https://www.vancouver.wsu.edu/academic-affairs/faculty-resources>
- **Support for Writing in the Major course design:** <https://writingprogram.wsu.edu/m-courses/>
- **Open Educational Resources:** Low or no-cost educational materials curated by faculty; they assist with equity and inclusion of all students. WSU OER page: <https://provost.wsu.edu/open-educational-resources/>

General Reminders

Canvas

- As of Fall 2021, Canvas became the official learning management systems (LMS) for WSU. Students should not be asked to purchase other systems that function as an LMS.
- It is a student-centered practice to activate your Canvas course space before the semester begins and post syllabus (a draft is OK). Students need time to buy materials and required technology. Recommended date: January 4th.
- LMS support can be found at: <https://www.vancouver.wsu.edu/information-technology/academic-services> or <https://lmstransition.wsu.edu/>

Multi-Factor Authentication (MFA)

- Students and faculty will have to authenticate using two devices (e.g., computer, phone) for zoom, Canvas, or MyWSU.
- Students will need to have set up authentication before their first class.
- Access OKTA account settings and set up Multi-Factor Authentication at <http://account.wsu.edu/>
- Contact The Vancouver IT helpdesk for assistance: <https://www.vancouver.wsu.edu/information-technology>

Library Services: All services will be offered face-to-face. <https://library.vancouver.wsu.edu/>

Vancouver Library Hours: <https://library.vancouver.wsu.edu/library-hours>

Email: van.library@wsu.edu

Book a meeting with Librarian: <https://library.vancouver.wsu.edu/form/book-a-librarian>

Proctoring

Proctoring will only be available to courses that are taught through the WSU Global Campus. For Global campus courses, proctoring will be available only through ProctorU and managed by AOI.

- Please remember **accommodations for Religious Holidays**. See the calendar at <https://provost.wsu.edu/manuals-and-forms/religious-holidays/> in reference to Academic Regulations 72 and 82 on religious accommodations.
- Reminders for **Key Academic Policies** can be found here: <https://provost.wsu.edu/guidelines-3/>
- **Academic Regulations** can be found here: <https://registrar.wsu.edu/academic-regulations/>

Academic Calendar—<https://registrar.wsu.edu/academic-calendar/>

Spring 2022

- First day of classes – January 10, 2022
- Martin Luther King Jr Day--Holiday – January 17, 2022 (All University Holiday)
- President’s Day– February 21, 2022 (Class Holiday)
- Spring Vacation Break – March 14-18, 2022

Final exams – May 2 -6, 2022

There will be a compressed schedule that leaves Friday open for rescheduling exam conflicts.

Contact the Registrar’s Office to resolve scheduling conflicts: van.registrar@wsu.edu

The final exam schedule can be viewed here:

<https://studentaffairs.vancouver.wsu.edu/registrars-office/final-exam-master-schedule>

Grading

- The regular grading scheme (WSU Catalog, Academic Regulations 50, 90) applies in Spring 2022.
- Guidelines: <https://www.vancouver.wsu.edu/faculty-toolkit/grading>

Incomplete Grade Agreement

- Instructors may determine that the missed work and/or class time is so extensive that the student cannot make it up without taking an Incomplete grade. The Incomplete Grade Agreement form can be found here: <https://registrar.wsu.edu/media/762164/incompletegradeagreement050620.pdf>
- Students have one year to complete the work, unless a shorter interval is specified by the instructor. The Incomplete grade will administratively convert to an F grade after one year if the work is not completed as agreed. There are no extensions beyond the one year.

Supporting Student Success

Faculty are encouraged to employ the following strategies to support students’ personal well-being and academic success.

- Post the course syllabus early (before classes start) so students can see what materials and technology are required and make timely arrangements. January 4, 2022 would be a reasonable date.

- Let students know in the syllabus what course materials and technology will be required. If cost is a barrier for them, please share the following resources:
 - Students may apply for grant assistance to cover technology or COVID-19 related educational costs through the Student Emergency Funding request form: <https://studentaffairs.vancouver.wsu.edu/financial-aid>
 - The Laptop loaner program will continue in Spring 2022. To apply, students should visit: <https://www.vancouver.wsu.edu/information-technology/new-student-tech-guide>
 - Tech Help for Students: <http://wsuvtech4students.org/>
 - Access Campus Software Remotely with AppStream: <https://www.vancouver.wsu.edu/information-technology/access-campus-software-remotely-appstream>
- Exercise understanding and generosity when responding to students' requests to keep up with course work or complete missed work. During the fall semester some students may fall ill for an extended period. Many students will also have challenges related to access to technology and internet. Though students are responsible for ensuring that they attend all class meetings, complete all in-class and out-of-class work, and communicate with their instructor should they need to be absent, it is the expectation of the Provost's Office that instructors will reasonably accommodate students who are absent for an extended period. Regularly using Panopto or recording course sessions will assist students in keeping up with the course.
 "Reasonably accommodate" means coordinating with the student on scheduling examinations or other activities necessary for completing course requirements and includes offering different times for examinations or activities.
- Proactively build flexibility into course(s). Providing students with alternative ways to complete course requirements and demonstrate course learning outcomes increases student motivation, decreases disruptions to student learning created by absences or quarantines, and reduces the need to make accommodations for individual cases.
- Post an early Welcome Message to students in their Canvas Space.
 Students want to know: "What do I need to do to be prepared for my classes on the first day? Who will get in touch to tell me?"
 - Please reach out to students as early as you can to welcome them to your course and to let them know that the Canvas course space is open and how to access the syllabus and list of required materials.
 - Be sure to enable (activate) your LMS course space as soon as possible.
- Clear Office Hours Expectations: It is important to set clear office hours for your students and to adhere to them. Predictable, designated hours is considered a "best practice" to assist student success. While it is fine to use a virtual option (ZOOM or another platform) as a modality, students should also have the option to meet in person with their instructor, should they wish to do so. Providing both options would also support accessibility. The faculty manual emphasizes the importance of accessibility: faculty are expected to be accessible for student consultation and interaction outside of the scheduled class meeting

times. If faculty deem arranging their accessibility “by appointment” it is expected that such an approach is accompanied by additional information/clarification:

1. A clear explanation to students (on the syllabus, in Canvas, in messaging in class) about what “office hours by appointment” means and how utilizing that opportunity to connect with the faculty member can support students’ success in the course.
2. Clear instructions about how an appointment can be made. Faculty can set up appointment blocks using tools within the Canvas space where students can make appointments. This approach allows faculty to set different meeting times each week, rather than conform to a set schedule. This approach may eliminate the problem of requiring an additional step to request an appointment. But students must receive guidance from their instructor on how to use this option in Canvas.
3. If the student is expected to email the instructor to request an appointment that is then arranged individually between the faculty member and the student; the faculty member should commit to timely responses to those requests (e.g., within 24 hrs. no longer than 48 hrs.) and message that expectation to students. Thus, the goal is to set clear expectations about communication so that students know the time window in which they should hear from their instructor about a meeting time.

Syllabus Statement

- Please note the updated **COVID-19 syllabus statement** for the Spring semester.

COVID-19 Policy

Students are expected to abide by all current COVID-19 related university policies and public health directives at <https://wsu.edu/covid-19/>. Students who do not comply with these directives may be required to leave the classroom; in egregious or repetitive cases, students may be referred to the Center for Community Standards for university disciplinary action.

Student Wellness Center

If you are concerned about a student’s wellness center is available to help students with self-determination, self-advocacy and self-care. To contact or schedule with staff in Counseling Services or Health Services, please leave a detailed voicemail message at [360-546-9238](tel:360-546-9238) or email us at van.counseling@wsu.edu or van.health@wsu.edu. The Access Center has some changes in location and phone number. The Access Center office is now in VCLS 110, however, the Access Center Testing Classroom is still in VCLS 160A, adjacent to the Student Wellness Center Lobby.

Early Academic Referrals Program (EARS)

The first 3 weeks of the semester are a critical window for student persistence at the university. Students who miss class, fail to turn in work, or fail assignments are at academic risk. Research has shown that a “nudge” or “early intervention” can help students succeed in the course and persist in the university.

At WSU Vancouver we use two methods to request assistance for students.

- **The Student Care Network** (former AWARE Network) should be used if you see a student who is in severe distress and you are concerned may cause harm to self or others.
<https://www.studentcare.wsu.edu/home/>
- **The Academic Alert System** should be used if you see a student who is struggling academically and would benefit from additional support. Please read the descriptions of the two systems and then select the one you think is more appropriate.
Instructors can support students in distress in the moment using skills and strategies from the Student Care Network's Guide to Helping Students in Distress.
<https://studentaffairs.vancouver.wsu.edu/student-affairs/academic-alert-form>
- Instructors may hear of financial hardships, food security needs, home security needs, or other fundamental need from students. Students in need of support to meet their fundamental needs can be referred for assistance through the Student Care Network.

Reasonable Accommodation Statement

Students with Disabilities: Reasonable accommodations are available for students with disabilities or chronic medical or psychological conditions. If you have a disability and need accommodations to fully participate in this class, it is important that you contact the Access Center as soon as possible. Accommodations must be approved through the Access Center, located in VCLS 110, however, the Access Center Testing Classroom is still in VCLS 160A, adjacent to the Student Wellness Center Lobby.

Phone: 360-546-9739; E-mail: van.access.center@wsu.edu

Website: <https://studentaffairs.vancouver.wsu.edu/access-center>

Accommodation for Religious Observances or Activities

Washington State University reasonably accommodates absences allowing for students to take holidays for reasons of faith or conscience or organized activities conducted under the auspices of a religious denomination, church, or religious organization. Reasonable accommodation requires the student to coordinate with the instructor on scheduling examinations or other activities necessary for course completion. Students requesting accommodation must provide written notification within the first two weeks of the beginning of the course and include specific dates for absences. Approved accommodations for absences will not adversely impact student grades. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Students who feel they have been treated unfairly in terms of this accommodation may refer to Academic Regulation 104 – Academic Complaint Procedures.

Academic Integrity Statement

Academic integrity is the cornerstone of higher education. As such, all members of the university community share responsibility for maintaining and promoting the principles of integrity in all activities, including academic integrity and honest scholarship. Academic integrity will be strongly enforced in this course. Students who violate WSU's Academic Integrity Policy (identified in Washington Administrative Code (WAC) 504-26-010(3) and -404) will receive

[insert academic sanction (e.g., fail the course, fail the assignment, etc.)], will not have the option to withdraw from the course pending an appeal, and will be reported to the Center for Community Standards. Cheating includes, but is not limited to, plagiarism and unauthorized collaboration as defined in the Standards of Conduct for Students, WAC 504-26-010(3). You need to read and understand all of the definitions of cheating: <http://app.leg.wa.gov/WAC/default.aspx?cite=504-26-010>. If you have any questions about what is and is not allowed in this course, you should ask course instructors before proceeding. If you wish to appeal a faculty member's decision relating to academic integrity, please use the form available at <https://studentaffairs.vancouver.wsu.edu/community-standards>. If you have any questions about the process on the Vancouver campus, please call Eric Scott at 360-546-9530.

Policy Prohibiting Discrimination and Harassment (Executive Policy 15)

This policy expresses WSU's commitment to maintaining an environment free from discrimination, including sexual harassment. This policy applies to all students, faculty, staff, or others having an association with the University.

Discrimination, including discriminatory harassment, sexual harassment, and sexual misconduct (including stalking, intimate partner violence, and sexual violence) is prohibited at WSU (See WSU Policy Prohibiting Discrimination and Harassment (Executive Policy 15) and WSU Standards of Conduct for Students).

If you feel you have experienced or have witnessed discriminatory conduct, you can contact the WSU Office of Civil Rights Compliance & Investigation (CRCI) and/or the WSU Title IX Coordinator at 509-335-8288 to discuss resources, including confidential resources, and reporting options. (Visit crici.wsu.edu for more information).

Most WSU employees, including faculty, who have information regarding sexual harassment or sexual misconduct are required to report the information to CRCI or a designated Title IX Coordinator or Liaison.

Visit <https://ccr.wsu.edu/> for more information

Emergency Notification System

"WSU has made an emergency notification system available for faculty, students, and staff. Please register at MyWSU with emergency contact information (cell, email, text, etc.). You may have been prompted to complete emergency contact information when registering for classes at MyWSU. In the event of a building evacuation, a map at each classroom entrance shows the evacuation point for each building. Please refer to it. Finally, in case of class cancellation campus-wide, please check local media, the WSU Vancouver web page (<https://www.vancouver.wsu.edu>) and/or <http://www.flashalert.net/>. Individual class cancellations may be made at the discretion of the instructor.

Inclement Weather Policy

In the event that an adverse weather event (e.g., snow or ice) or natural hazard that poses a safety risk occurs, you should take personal safety into account when deciding whether you can travel safely to and from campus, taking local conditions into account. If campus remains open and your instructor decides to cancel the face-to-face meeting and substitute an alternative

learning activity, you will be notified by your instructor via email or through Blackboard within a reasonable time after the decision to open or close campus has been made. Instructions regarding any alternative learning options or assignments will be communicated in a timely manner. If travel to campus is not possible due to adverse regional conditions, allowances to course attendance policy and scheduled assignments, including exams and quizzes, will be made. Students who attempt to gain advantage through abuse of this policy (e.g., by providing an instructor with false information) may be referred to the Center for Community Standards for disciplinary action. If a student encounters an issue with an instructor, the student should first talk with the instructor. If the issue cannot be resolved, the student should follow the reporting violations of policies outlined on the student affairs website.

WSU Vancouver Campus Emergency Links:

- WSU Vancouver VanCoug ALERTS: www.vancouver.wsu.edu/alerts
- Weather Closure Media Web Sites: <http://www.oregonlive.com/>
- During adverse weather conditions when C-Tran is operating on snow routes, the WSU Vancouver campus will not be served as the snow route ends at 20th Ave.
For more information on bus routes and C-Tran scheduling, please visit their website at: <http://www.c-tran.com/>
- WSU Vancouver Home Page (Announcements and Alerts): <http://www.vancouver.wsu.edu/>
- WSU Vancouver Police: <http://www.vancouver.wsu.edu/police>
- Campus Safety Plan: <http://admin.vancouver.wsu.edu/clery-act/annual-security-report>
- Emergency Procedures: <https://www.vancouver.wsu.edu/public-safety/emergency-procedures>
- Hostile Intruder:
 - Campus Lock Down – Exterior doors will lock.
 - Apply “RUN-HIDE-FIGHT” personal safety protocol.
 - If sheltered or hiding; silence electronics, turn out lights, stay away from windows, barricade or lock doors, make a plan to fight if necessary.
 - Active Shooter Training links:
<https://oem.wsu.edu/emergency-procedures/active-shooter/>
[https://oem.wsu.edu/wp-content/uploads/sites/1081/2015/10/active-shooter-training-2016.mp4?_ =1](https://oem.wsu.edu/wp-content/uploads/sites/1081/2015/10/active-shooter-training-2016.mp4?_=1)

Additional Student Support Resources

Cougar Food Pantry: We know that it can be hard for students to make ends meet when paying for college and living on a tight budget. The Cougar Food Pantry can help. The pantry provides free, nonperishable food items for WSU Vancouver students in need. The process is simple, anonymous and judgement-free. Learn more and request food at <https://studentaffairs.vancouver.wsu.edu/cougar-food-pantry>

Learning Services for Students

<https://studentaffairs.vancouver.wsu.edu/engaged-learning-career-action-center/learning-services#workshops>

The Writing Center and Math and Science Skills Center will offer both face-to-face and remote academic tutoring and assistance options this Fall semester.

- **Writing Center:** <https://cas.vancouver.wsu.edu/writing-center>
- **Math and Science Skills Center** (Formerly QSC)
<https://studentaffairs.vancouver.wsu.edu/quantitative-skills-center-qsc>
- **eTutoring:** All WSU students have access to eTutoring's free online professional tutoring services: <https://studentaffairs.vancouver.wsu.edu/engaged-learning-career-action-center/etutoring>
- **Engaged Learning and Career Action Center:** <https://studentaffairs.vancouver.wsu.edu/elca>
- **Online Academic Success Skills Workshops:** <https://ascc.wsu.edu/academic-services/workshops/>
- **Undergraduate Research:**
<https://cas.vancouver.wsu.edu/neuroscience/student-research-professional-development>
<https://undergraduateresearch.wsu.edu/>

Student Tech Ready Checklist

If instructors wish to help their students be tech ready at the beginning of the semester, any or all parts of the following checklist could be copied and provided to students through Canvas, email, or other communication channel.

- Canvas is WSU's course management system, where students receive their assignments, submit their homework, and review their test grades.
- Zoom is WSU's video-conference classroom app, and has features that can help you virtually interact with your instructors, advisor, and fellow classmates. View WSU's YouTube video that shows you how Zoom works.
- Set up your WSU MFA account before classes start. Outlook, Zoom, Canvas, MyWSU require multi-factor authentication (MFA), WSU's added security authentication step. To protect you online, it requires a user to enter their network ID (NID) and password, followed by a code received through one of several options. WSU has a web page to provide more information including how to set up your account. There's also a YouTube video.
- Make sure your computer meets the minimum requirements and has an adequate internet connection.
- Need help to afford required technology or course materials (computer, text books)?
 - Students may apply for grant assistance to cover technology or COVID-19 related educational costs through the Student Emergency Funding request form:
<https://studentaffairs.vancouver.wsu.edu/financial-aid>
 - The loaner laptops program will continue in Fall 2021. To apply, students should visit:
<https://www.vancouver.wsu.edu/information-technology/new-student-tech-guide>
 - Tech Help for Students: <http://wsuvtech4students.org/>
 - Access Campus Software Remotely with AppStream:
<https://www.vancouver.wsu.edu/information-technology/access-campus-software-remotely-appstream>

- Check your WSU Outlook emails frequently (anysender@wsu.edu and notices in myWSU) -- advisers, professors, departments, events, and activities use email to communicate essential information. Don't miss important course information!