

### Recommended Format for Syllabus Statement/Amendment

**Amendment to Syllabus**  
**ABC 123 01**  
**Fall 2009**  
**Professor Joanne Smith**  
**(date)**

**Syllabus Statement:**

In the event of a college declared critical emergency, Salem State College reserves the right to alter this course plan. Students should refer to [www.salemstate.edu](http://www.salemstate.edu) for further information and updates. The course attendance policy stays in effect until there is a college declared critical emergency.

In the event of an emergency, please refer to the alternative educational plans for this course located at/in [*faculty member determines this*]. Students should review the plans and gather all required materials before an emergency is declared.

### Planning Considerations for Faculty

1. Please consider reviewing the appropriateness of your attendance policy. Note the suggested guidelines for institutions of higher education published by the CDC  
*“Review and revise, as needed, policies, such as student absenteeism policies and sick leave policies for faculty and staff, that make it difficult for students, faculty, and staff to stay home when they are ill or to care for an ill family member,. Do not require a doctor’s note to confirm illness or recovery. Doctor’s offices may be very busy and may not be able to provide such documentation in a timely way.*  
*(retrieved August 27, 2009 from <http://www.flu.gov/plan/school/higheredguidance.html>)”*  
If the President of Salem State College and/or the health authorities deem it necessary, the President may declare period of relaxed attendance policies. However, your course attendance policy stays in effect until there is a college declared critical emergency.
2. Consider ways to help students continue work even if they cannot come to class. Consider potential alternative assignments for missed classes, discussions, quizzes, labs, etc.
3. Prepare a communication plan in case you and/or your students are unable to attend class or the class is cancelled. For example,
  - Keep a list of student e-mail and phone numbers at home
  - Post syllabus online and update frequently
  - Create an e-mail list for each class
4. Consider preparing and distributing alternative educational activities for up to 2 weeks in the event of a college declared critical emergency.
5. Think about choosing a departmental “Pandemic Pal,” a colleague who might assist with your course in your absence and share with your students essential contact information, communication plans and alternative assignments.

6. Consider preparing your course for e-learning by adding Blackboard to it through Navigator. Update the e-learning site with announcements, class materials and alternative assignments.
7. Keep your login and password information for Navigator, SSC e-mail, and your Noble Library Pin Number at home.
8. Have a conversation with your subject specialist at the library about online resources.
9. Consider an interdisciplinary assignment, developed by faculty colleagues across departments.
10. Consider attending workshops on Flu-Proofing your course. See <http://tinyurl.com/fluproof> for a list of workshops, online tutorials and guidelines that will help. For example, consider:
  - Learning electronic communication tools (listserv, Blackboard, Moodle, Wikis, etc).
  - Creating alternative lesson plans
  - Recording class lectures to post online
  - Narrating slideshows from home
  - Conducting group work and collaborate on projects and assignments online

**11. This section contains basic information about addressing the needs of students with disabilities during a college declared critical emergency. Please contact Lisa Bibeau at [lbibeau@salemstate.edu](mailto:lbibeau@salemstate.edu) if you have any questions or need clarification about the following:**

In the event of a college declared emergency that requires alterations to the course plan, faculty must maintain accommodations set in place at the start of the course for students with disabilities throughout the alteration period. Examples include:

- If alteration to the course requires the students to view a video electronically, the video must be made accessible. Most recent videos have closed captioning built in, but a simple, text transcript can be provided separately.
- If using Web CT or Moodle for exams, extended time must be provided for those students whose letters stated this accommodation. If you need help doing this, please contact Lisa Bibeau at [lbibeau@salemstate.edu](mailto:lbibeau@salemstate.edu)
- Documents posted need to be in an accessible format. Word Documents tend to be the most accessible because they allow for the use of screen-readers. Many PDFs are not accessible because they do not allow screen-readers.
- Faculty will need to have access to the original Accommodation Approval Letter written by the Disability Services office. It is critical that the faculty give only the accommodations stated in the letter. If a faculty member does not have access to the letters while the alteration to the course is in place, s/he can contact Lisa Bibeau at [lbibeau@salemstate.edu](mailto:lbibeau@salemstate.edu).

### Preparing your students

1. Review your course policies, alternative assignments, and communication plan with students and inform them of your "Pandemic Pal."
2. Review alternative assignments and suggest that students assemble all necessary materials at home.
3. Encourage students to choose "Pandemic Pals," someone who will share notes and keep them updated on activities should they miss class.
4. Ensure that students have access to the communication tools and materials you intend to use as alternative educational activities.
5. Insist that students use only SSC e-mail for communication and strongly encourage them to activate and keep the following account information at home:
  - Clipper card number and 6 digit Noble Library Pin Number (online and North Shore Library Access)
  - Wireless user name and password (for multiple student services online)
  - Navigator ID and password
  - Student ID- in case they forget any of the above
6. Introduce students to <http://libguides.salemstate.edu> which contains research assistance, subject guides, and useful resources compiled by Salem State librarians.