

SYLLABUS EXCERPTS TO ACCOMMODATE COVID19 INTERRUPTIONS FALL 2020

*This document contains required language regarding COVID-19 and sample excerpts instructors could use to ensure clarity in the Fall 2020 syllabi. The Federal guidelines that apply to individual courses are to continue to adhere to the [credit hour definition](#) and to maintain substantive communication with students. The WSCUC expectation is to provide **clarity for students** and does not dictate specific technology or pedagogical guidance. WSCUC also expects adherence to the federal credit hour definition and adherence to internal institutional policies put forth by PGBS and the University. Pedagogical decisions are left up to the instructor and department chairs (such as software or lesson plans). Institutional decisions are actions PGBS would want to see across all sections (such as use of official email accounts, use of the direct instruction calculation table, and use of an LMS platform). It is up to the individual institution to set their own standards for substantive communication. The guidance for online courses and directed study outlined in [Pepperdine Online Credit Hour Standards for Online Education](#) meet substantive standards. Additional information on federal and WSCUC accreditation for faculty can be found [here](#).*

The following excerpts are for PGBS faculty to copy/paste into their syllabi for the Fall 2020 term. These statements will help us to meet accreditation standards by providing clarity to students and helping to document the adjustments to courses that would normally take place on ground. It is important that we set student expectations for the *entire term* at the *start of the term*. Courses should be designed to run online for the full term for those students who chose to complete the entire course remotely. The excerpts below are divided into required excerpts and optional excerpts.

The course lesson plan and assignments must be up to date and match the online modality and course plans for the Fall 20 term. This will allow us to demonstrate that we are maintaining quality and documenting how we are meeting the learning outcomes for courses that are normally on-ground.

The text in **green** indicates faculty discretion. If you chose to add course-specific requirements, please change the font from green to **black** in your final syllabus draft. If not, please delete them from your final syllabus draft.

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SYLLABUS ADDITIONS

(REQUIRED - RELEVANT TO ALL COURSES)

Please copy/paste all of the excerpts in this section to document the accommodations implemented during Covid19 interruptions.

COVID 19 STATEMENT - FALL 2020

PGBS is committed to providing a safe and accommodating learning experience for all of our students during this time. Additional points of clarity have been added to the syllabus to support the adjustments in modality. Links to technology support, recommended internet and computer capabilities, and other resources are also included. Throughout this period, all live, synchronous sessions will take place during the regularly scheduled class time through web conferencing. Students are required to submit assignments online through the learning management system, Courses (Sakai). In some cases, an instructor may request students submit assignments through email. Thank you for your resilience, flexibility, and patience as we collectively adapt to the changes necessitated by COVID-19. We look forward to returning to our normal operations soon.

REQUIRED TECHNOLOGY

Students are expected to have the following installed and operable prior to the first class meeting.

- Pepperdine [Gmail account](#)
- Google hangouts enabled on Gmail account
- [Pepperdine Zoom account](#)
- Functioning computer with microphone and camera for video conferencing
- [faculty to insert software required ex. Microsoft office student may need for assignments]
- [faculty to insert additional technology needs, must be reasonable]

INTERNET CONNECTION AND COMPUTER PROCESSING SPEED

Minimum Recommended Computer Processing Speed: HigherDual Core 2Ghz or Higher (i3/i5/i7 or AMD equivalent)
Minimum recommended RAM: 4Gb

[Additional information](#) is available.

Minimum Recommended Internet Bandwidth: 800kbps/1.0Mbps (up/down) for high quality video. [Additional information](#) is available.

Pepperdine provides a resource for students to check their [internet speed](#).

RECORDING COURSES DISCLOSURE

Course meetings may (and will likely) be recorded by the instructor and/or University to comply with Americans with Disabilities Act (ADA) guidelines and to accommodate students affected by COVID-19. Recordings will only be accessible to current students enrolled in the course (or relevant Pepperdine employees) and disseminated only through internal Pepperdine channels. Students are not permitted to disseminate or make available for general public consumption.

Class meeting recordings are considered confidential. Students are restricted from downloading, copying, and posting any course recordings anywhere for personal or public consumption. Instructors may choose to delete such after material has been tested or at the end of term. Failure to comply is a violation of the Student Code of Conduct.

GRADUATE CAMPUS TECHNOLOGY SUPPORT

Phone: 310-506-HELP (4357)

Hours: 24 hours a day, 7 days a week, 365 days a year

[PGBS tech support](#) can be found here.

TECHNOLOGY SUPPORT FOR SAKAI

[Sakai Guides](#) for Students

Students needing tech support for Sakai can contact the University Tech Support.

There is also a tech support button within Sakai to request help.

Phone: 310-506-HELP (4357)

Hours: 24 hours a day, 7 days a week, 365 days a year

[PEPPERDINE UNIVERSITY'S CREDIT HOUR POLICY](#)

For all Pepperdine programs, including but not limited to the undergraduate, master's, juris doctorate, and doctoral levels, for each credit hour (unit) granted, students must have successfully met the academic requirements with an amount of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships. The above policy is applicable to all courses offered, regardless of the mode of delivery and/or session length (e.g. full term-length, weekend mode, abbreviated term, face-to-face, hybrid, online, etc.).

Approved by the University Academic Council
May 2012

PEPPERDINE ONLINE CREDIT HOUR STANDARDS

[Credit Hour Standards for Online Education](#)

Synchronous Instruction: Teachers and Learners in the same place at the same time

Asynchronous Instruction: Teaching and Learning taking place at different times

Directed Instruction: Academic instruction that engages the learning community in activities to achieve specific learning outcomes. The instructor's curricular design and direction are integral to the student learning experience and meeting the established student learning outcomes. Directed instruction can occur through Synchronous and Asynchronous Instruction

In a traditional face-to-face or online course the following definitional metrics apply:

- 1 unit equals 15 hours of directed instruction.
- 2 units equals 30 hours of directed instruction.
- 4 units equals 60 hours of directed instruction.

For every one hour of directed instruction, there should be at least 2 hours of outside-the-class student work (homework).

TABLE FOR DIRECTED INSTRUCTION CALCULATION

[faculty to insert calculation based on individual course design - reflect best estimate, and adjust to proper unit amount]

4 Units = 60 Hours of Directed Instruction

Directed Instruction Activity	Hours
Synchronous Instruction (In-person or online)	45
Asynchronous Instruction	15
TOTAL	60

**Minor adjustments to the ratio of synchronous and asynchronous may be made at instructor's discretion in response to course needs. The total hours of directed instruction will meet or exceed the number expressed above.*

SYLLABUS ADDITIONS FOR TURNITIN, PROCTORTRACK or TOPHAT (OPTIONAL)

The following excerpts should be included in a syllabus if an instructor chooses to implement Turnitin or ProctorTrack.

Please note: The use of Turnitin will require that all the following excerpts below are inserted into the syllabus: Turnitin, Assignments that use Turnitin, Academic Integrity, and Citation Resources.

TURNITIN

This course may require electronic submission of essays, papers, or other written projects through the plagiarism detection service Turnitin (<http://www.turnitin.com>). Turnitin is an online plagiarism detection service that conducts textual similarity reviews of submitted papers. When papers are submitted to Turnitin, the service may retain a copy of the submitted work in the Turnitin database for the sole purpose of detecting plagiarism in future submitted works. Students retain copyright on their original course work. The use of Turnitin is subject to the Terms of Use agreement posted on the Turnitin.com website. You may request, in writing, to not have your papers submitted through Turnitin. If you choose to opt-out of the Turnitin submission

process, you will need to provide additional research documentation and attach additional materials (to be clarified by the instructor) to help the instructor assess the originality of your work. Pepperdine Turnitin policy can be found [here](#).

ASSIGNMENTS THAT USE TURNITIN

[Faculty to insert how Turnitin will be used in the course, ex. List of specific assignments that will employ Turn It In for grading]

ACADEMIC INTEGRITY STATEMENT

The PGBS Code of Ethics and process for conduct violations can be found [here](#).

CITATION RESOURCES

Pepperdine citation style guides can be found [here](#).

PROCTOR TRACK

This course requires the use of identity verification software used for exam proctoring. ProctorTrack (PT) allows students to take an exam online from a remote environment. The technology uses identity verification and tracks movements to ensure test-taking integrity. PT will continuously verify a student's identity and test-taking experience by recording the screen and testing environment. An algorithm is used to flag behaviors that are unusual. Your instructor is alerted to the flagged behaviors and will have access to the recording so he/she can review for any concerns. Recordings will only be available to the instructor and Pepperdine IT staff and are deleted at the end of each term. Faculty reserve the right to require students to use ProctorTrack PT as part of an evaluation.

[Technical Requirements](#)

[Privacy Policy](#)

[FERPA Compliance](#)

[ProctorTrack FAQ](#)

[Academic Ethics for Students](#)

Please note: If you experience any issues with ProctorTrack, your best course of action is to **contact their Technical Support staff, directly: Call: 1 844 326 5219 ext. 3 | Access: <https://www.proctortrack.com/support>** and Live Chat is available the moment you start a ProctorTrack test or quiz.

TOP HAT

Top Hat is a software platform that works with Courses/Sakai to digitally enhance the classroom experience remotely and face to face. Students in the FTMBA, MSGB and MSRE programs will

be provided with a TopHat student account. A unique join-code will be provided for you to access this course. For more information: www.tophat.com