

**2021 Fall Syllabus Supplement Information**  
**Talkington College of Visual & Performing Arts**

*What new information should I provide in my course syllabi?*

**Vaccinations:** Texas Tech University strongly recommends students adhere to CDC guidelines on COVID-19, including obtaining COVID-19 vaccinations. If you were unable to obtain a vaccination prior to your arrival on campus, the COVID-19 vaccine is available at Student Health Services by appointment. You can find additional information about the vaccine [here](#), and about the recently announced incentive program [here](#).

**Face Covering Policy:** As of May 19, 2021, face coverings are optional in TTU facilities and classrooms but, based on CDC guidelines, are recommended and welcome, especially for those who have not been vaccinated for COVID-19 or who may have susceptibilities to the virus. Face coverings are required in public transportation (e.g., Citibus) and in the Student Health Clinic.

[Also, as may be applicable to a course, note the earlier bullet points about face coverings while working with small children and in third-party off-campus placements.]

**Seating Charts and Social Distancing:** There is no longer a mandated social distancing protocol for classroom seating but using a seating chart and taking attendance are recommended in support of campus contact tracers if needed. Social distancing is recommended in rooms that will enable it.

**Illness-related Absences:** *\*note: no longer via the Office of the Dean of Students, the link below will take them to self-reporting, which will create documentation.*

For personal and illness related absences, students must submit all available documentation directly to Kathy Nordstrom within two weeks of the absence. Once documentation has been verified, the student will have one week to submit/complete missing work/exams/quizzes/etc. For university, school, or student organization related absences, the School Director prepares the appropriate absence letter.

[IoRs may provide their own additional statement here keeping in mind that, generally, student absences due to illness are to be considered as they were prior to the pandemic, with consideration given to the fact that students who are isolating with COVID-19 and students who are quarantining for symptoms or direct exposure may have extended days of absence. Makeup opportunities should be provided in a reasonable timeframe.]

Direct students to the guidance for students at <https://ttucovid19.ttu.edu/User/Consent>.

**In-Person Office Hours:** [IoRs may provide their own statement here with a provision that, for in-person office hours, masks are optional and welcome. IoRs concerned about the relative close proximity of in-office visits may request (but not require) students to wear masks when attending in-office visits, utilize social distancing as feasible, or arrange for office visits in large spaces (e.g., vacant classrooms). Virtual office hours may also be offered but should not be wholly in lieu of in-person opportunities.]

**Personal Hygiene:** We all should continue to practice frequent hand washing, use hand sanitizers after touching high-touch points (e.g., door handles, shared keyboards, etc.), and cover faces when coughing or sneezing.

**Potential Changes:** The University will continue to monitor CDC, State, and TTU System guidelines in continuing to manage the campus implications of COVID-19. Any changes affecting class policies or delivery modality will be in accordance with those guidelines and announced as soon as possible. If Texas Tech University campus operations are required to change because of health concerns related to the COVID-19 pandemic, it is possible that this course will move to a fully online delivery format. Should that be necessary, students will be advised of technical and equipment requirements, such as web cam, microphone, and remote proctoring software.