

I. Academic Calendar

Arts & Sciences courses follow a [delayed academic calendar for 2020-2021](#). The Provost and The Graduate School have indicated that all DBBS courses must follow this calendar:

Fall 2020 Semester

Classes Start: (M) September 14, 2020
Thanksgiving Break – No Class: (Th-F) Nov. 26-27, 2020
Last Day of Classes: (F) December 18, 2020
Final Exams: (M-Su) January 4-10, 2021 – Remote

Spring 2021 Semester

Classes Start: (M) January 25, 2021
Spring Break – No Class: (M-F) March 15-19, 2021
Last Day of Classes: (Th) May 6, 2021
Final Exams: (F-Th) May 7-13, 2021

II. Course Delivery Mode

- **Medical Campus:** Medical campus activities that do not involve direct patient care or clinical education, including DBBS courses and journal clubs, should be conducted remotely while significant COVID-19 community transmission persists. In-person class meetings on the Medical Campus must be approved by the DBBS Associate Dean for Graduate Education and should have educational objectives that necessitate in person education. (See section III for more information.)
- **Danforth Campus:** DBBS courses that meet on the Danforth campus will follow policies and guidelines established for that campus.
- All DBBS courses must make high-quality, interactive remote instruction available for students and instructors in quarantine, high-risk groups, or who otherwise cannot come to campus.

Regardless of the delivery mode, all DBBS courses should follow these [Arts & Sciences instructional policies](#):

- 1) **Canvas** – All DBBS courses should: (i) be published in Canvas with a syllabus; (ii) ensure all digital course content is accessible in Canvas (may be hosted elsewhere, but linked in Canvas); and (iii) ensure course-wide communication is available through Canvas.
- 2) **Student Interaction** – All DBBS courses should create opportunities for both synchronous and asynchronous interaction between students and instructor(s) as well as among students themselves.
- 3) **Access to Instructor for Academic Support** – All DBBS instructors should hold weekly office hours or an equivalent help session that is open to all students. Office hours may be held online.
- 4) **Course Policies and Procedures** – All DBBS instructors should consider building flexibility into course policies and procedures to manage potential disruptions due to COVID-19. Any flexibility should be explicitly communicated to students so that they understand how potential disruptions will be handled. Such flexibility might include an option for completing the course asynchronously, the opportunity to make-up assignments after missed deadlines, or the potential to drop the lowest grade on a set of assignments.
- 5) **Accommodations** – All DBBS instructors should ensure that students receive their approved accommodations in accordance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act (1990).
- 6) **Syllabi** – All DBBS instructors should upload their syllabi into [Syllabi Central](#) and submit a syllabus by email to dbbscurriculum@wustl.edu by the first day of the semester.

A syllabus is more than a course calendar; it provides a comprehensive overview of the course, including: (i) course information and logistics, (ii) instructors and contact information, (iii) course description, learning objectives, and prerequisite knowledge, (iv) required materials, texts, and supplies, (v) grading and assessment metrics, (vi) assignments and exams, (vii) course policies, (viii) university policies, and (ix) resources for students.

DBBS instructors are encouraged to use the WU Center for Teaching and Learning [syllabus template](#).

Updated July 2020. These policies combine guidance from the Schools of Arts & Sciences and Medicine.

III. Use of Medical Campus Classroom Space

Medical campus classroom space should only be used when in-person instruction is educationally necessary and has been approved by the DBBS Associate Dean for Graduate Education. An on-campus class meeting is educationally necessary when the learning objectives cannot be achieved in a remote delivery mode (whether synchronous or asynchronous). Instructors must demonstrate that the educational benefit to students will outweigh the risk of viral transmission incurred by congregating in a classroom while community transmission of COVID-19 persists.

DBBS Course Directors wanting to hold on-campus class sessions must email Associate Dean Robyn Klein (rklein@wustl.edu) **by July 20, 2020** to explain the educational necessity.

After receiving approval for on-campus class sessions, a DBBS course may meet on the Medical campus only when the following conditions are met:

- 1) **Operations Level** – Medical campus [research operations level](#) must be **Yellow or Green**.
- 2) **Physical Distancing** – Efforts must be made to create spacing of chairs, tables, computers, etc such that occupants remain at least 6 feet apart in all directions from other individuals.
- 3) **Health Screening** – All students and instructors must follow current Medical campus health screening guidelines prior to entering campus.
- 4) **Personal Protective Equipment (PPE)** – All occupants in a room should wear a cloth mask or surgical/isolation mask whenever multiple people are present.
- 5) **Food** – Communal food should not be served during DBBS education activities on the Medical Campus.

IV. More Information on 2020-2021 Course Planning:

- Washington University COVID-19 Response & Recovery: <https://covid19.wustl.edu/>
- DBBS-specific information: <http://dbbs.wustl.edu/Pages/COVID-19.aspx> (see DBBS Faculty Information)
- Fall Planning Committee: <https://covid19.wustl.edu/planning-ahead/>
- Instructional Planning Task Force: <https://insideartsci.wustl.edu/instructional-planning-task-force>
- Support from The Center for Teaching and Learning: <https://teachingcenter.wustl.edu/events/?audience=faculty>
- WUSTL MyCanvas: <https://mycanvas.wustl.edu/>