

TEACHING SUMMER ON THE HILLTOP

WELCOME BACK PACKET

2022

WHAT YOU NEED
TO KNOW AS YOU
RETURN TO THE
HILLTOP



SMU®

OVERVIEW

This guide serves as a reference for your return to campus. As policies and procedures continue to change and evolve around COVID-19, please keep the following in mind:

- The most up-to-date information will be posted on the [SMU COVID-19 page](#).
- This information in this guide was published on 6/29/2020.
- We are all responsible for ensuring the health and safety of the SMU community.

IMPORTANT SMU LINKS

[SMU COVID-19 Page](#)

[SMU Keep Teaching](#)

[Emergency Fund Request Form](#)

[Dr. Bob Smith Health Center](#)

CREATING A HEALTHY CAMPUS

HOW COVID-19 SPREADS

COVID-19 spreads through the transmission of respiratory droplets between people who are in close contact with one another. These droplets are produced when a person sneezes, coughs or talks.

1

Droplets can land in the mouths or noses of people nearby and be inhaled into the lungs

2

Droplets containing the virus can land on surfaces or objects and be transferred from person to object to person

3

Close contact is defined by being within 6 feet of another person for 15 minutes or more

SMU's enhanced cleaning procedures throughout the campus includes routine cleaning and sanitizing of high-touch areas, as well as adding multiple cleaning rotations per day. You can read more about cleaning protocols for SMU classrooms, campus housing and offices [here](#).

Discover additional information about how COVID-19 spreads by reading the most up-to-date [information from the CDC](#) and by watching [this video](#).

CREATING A HEALTHY CAMPUS *cont'd.*

HOW TO RECOGNIZE SIGNS AND SYMPTOMS

People with COVID-19 can have a wide range of symptoms. Individuals can be infected, yet present as asymptomatic, meaning they do not show any symptoms. They can also be infected and show mild to severe symptoms.

Symptoms may appear 2-14 days after exposure to the virus and can include the following:

Fever or chills	Cough	Muscle or body aches
Headache	Loss of taste or smell	Sore throat
Congestion or runny nose	Nausea or vomiting	Diarrhea
Shortness of breath or difficulty breathing		

If you are experiencing any COVID-19 symptoms, do not go to class, and avoid contact with other people. Make an appointment with your personal physician or at the Dr. Bob Smith Health Center to see if you need to be tested for COVID-19 by calling 214-768-2141.

Discover additional information about COVID-19 signs and symptoms by reading the most up-to-date [information from the CDC](#) and by watching [this video](#).



HOW TO PROTECT YOURSELF AND OTHERS

SMU EXPECTS FACULTY, STAFF AND STUDENTS TO:



WEAR FACIAL COVERINGS

Facial coverings are **required** in all public indoor spaces, including classrooms; building entrances and exits; lobbies and lounges; as well as in hallways, stairwells, restrooms and elevators.



PRACTICE SOCIAL DISTANCING

Stay at least 6 feet apart from other individuals on campus, both indoors and outdoors. Follow the directions on all signage, including in elevators and office spaces.



WASH/SANITIZE HANDS

Hand-washing should last at least 20 seconds, include soap, and occur frequently throughout the day. Students are encouraged to carry personal hand sanitizer.



CLEAN SURFACES REGULARLY

To eliminate infectious droplets on commonly touched surfaces, it is important to clean your spaces and items frequently with soap and water or disinfectant.



STAY HOME IF SICK

If you are experiencing any COVID-19 symptoms, do not go to class, and avoid contact with other people. Make an appointment at the Dr. Bob Smith Health Center or with your personal physician to see if you need to be tested for COVID-19.



LIMIT TRAVEL

Visits to restaurants and entertainment venues can be risky at this time – please use caution. Interstate travel during the Summer II term is strongly discouraged.

SELF-SCREENING

Everyone is expected to conduct a self-screening every day.

If you answer **yes** to either of the following questions, stay at home and contact your personal physician or the Dr. Bob Smith Health Center:

1

Have I been in close contact with a person with a *lab-confirmed* case of COVID-19?

2

In the last 24 hours, have I experienced *any* of the following **new** symptoms: **coughing, shortness of breath or difficulty breathing, chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, or fever greater than 100 degrees?**



BASICS

DAILY CHECKLIST

- ☐ Your SMU ID
- ☐ At least one cloth face covering (3 is best!)
- ☐ Personal hand sanitizer
- ☐ Disinfectant wipes and cleaning supplies
- ☐ Thermometer

REMINDERS

- ☐ Complete a self-screen
- ☐ Wash your hands frequently
- ☐ Disinfect/clean high-touch surfaces

DR. BOB SMITH HEALTH CENTER

Hours of Operation

Medical Services: Monday - Friday 9 a.m. – 3 p.m.

Counseling Services: Monday - Friday 9 a.m. – 4 p.m.

During Summer Session II, screening and testing for COVID-19 is also available to faculty and staff at no charge.

For student appointments, medical and counseling professionals are utilizing virtual visits as much as possible.

TO SCHEDULE AN APPOINTMENT AND GET MORE INFORMATION:



Visit the [Dr. Bob Health Center website](#)



Call 214.768.2141

HYFLEX/HYBRID INSTRUCTION

HyFlex is a specific type of hybrid course delivery model.

At SMU, HyFlex courses are conducted in real time with some students attending in person and others participating remotely via Zoom. This allows students and faculty to adapt to changing situations and accommodate short-term absences from the in-person experience.

HyFlex also allows remote students to engage in meaningful ways with their coursework through SMU's Canvas Learning Management System. SMU classrooms are outfitted with hardware and software that allow for teleconferencing via Zoom. When needed, recorded lectures will be available to students via Canvas.

HyFlex courses follow the standard meeting schedule for in-person courses. Students may not self-select whether they attend in-person or via Zoom. SMU pre-assigns the method students use meeting-to-meeting.

PLEASE NOTE:

Summer courses may have a higher percentage of fully remote students than is expected for the fall term. Parameters for fall HyFlex/Hybrid instruction may differ as a result. Please consider student time-zone differences and technology limitations, and make accommodations where possible and appropriate.

FACULTY INFORMATION

SUMMER SESSION II

BEFORE YOUR COURSE BEGINS

All faculty (fully remote or hybrid) are expected make at least the following minimum use of Canvas Learning Management System:

- Publish a syllabus, including information about technology tools, student services, netiquette, academic integrity, and expectations for grading/response times.
- Communicate with students using the "Announcement" feature.
- Organize class content into "Modules."
- Become familiar with the Canvas attendance tool.
- Support contact tracing by using the assigned-seating grid (for in-person students) through the Canvas attendance tool.

WHILE YOUR COURSE IS TAKING PLACE:

- Make a special effort to check in each weekday with remote students in your course.
- Organize and use the Canvas Gradebook so that students can keep track of their progress.
- Connect to SMU library resources.
- Make sure all assignments, exams and assessments are assigned through Canvas to ensure consistency for both remote and in-person students.

CTE and OIT staff are available to provide training and support in setting up these requirements.

All faculty (fully remote or hybrid) are expected make at least the following minimum use of Zoom:

- For all sessions connecting to remote students
- For conducting all virtual office hours
- In recording ALL Zoom sessions and post them to Canvas

THE CLASSROOM

MANAGING THE NEW CLASSROOM EXPERIENCE: TECHNOLOGY, ENVIRONMENT, HEALTH & SAFETY

- Wherever possible, your Summer course will have a dedicated classroom (i.e., the University has tried to minimize the scheduling of more than one course in a room). However, plan to arrive to class early to permit time to wipe down your work area. Sanitizing spray and disposable wipes (paper towels) will be provided by Facilities in all active classrooms.
- Start your Zoom session when you arrive to make sure cameras and mics are working properly. If you have a moderator supporting your Zoom students, they can help with this step. Contact OIT Help Desk or the Classroom Technology Hotline (214-768-8888) if you need assistance.
- Anticipate students will also need some time at the start of class to clean their desk area.

Students, faculty and staff are **REQUIRED** to wear protective face coverings while in public indoor spaces — including during class meetings. Faculty may remove their face coverings for ease of communication if speaking behind a Plexiglas shield.

- Disposable face coverings will be provided to each instructor for students who forget their own. If possible, greet students so you may offer masks to any students who require them.
- Instructors will be provided with a personal set of instructional materials including disposable face coverings, whiteboard markers/eraser and a wearable transparent face shield, as needed.

When working in the familiar environment of the classroom, it will be easy to forget that some or even most of your students are remote. Anticipating these aspects of the experience will help make the hybrid classroom more natural. Decide beforehand:

- How you will handle questions from remote students. It may be helpful to designate question periods during class to avoid interruptions. Remember that some remote students may experience transmission delays.
- How you will handle chat entries
- If the moderator will be responsible for activating screen sharing or other presentation tools

NOTE: If there are other specialized equipment needs for your classroom, we will make every effort to provide solutions.

Please contact OIT Academic Technology via the Help Desk for technological needs (214-768-HELP). Please contact the Intersessions Office for other teaching needs (214-768-1009).

GRADING

- All tests, exams, and other assessments must be offered remotely/fully online (even for face-to-face students in HyFlex/Hybrid courses).
- **PLEASE NOTE:** As it is necessary that students exercise an abundance of caution when it comes to potential COVID-19 symptoms, **attendance should NOT be a factor in grading.** Consider adding a “professionalism” grade related to attendance, both in-person and remotely.

CAMPUS SERVICES

HUGHES-TRIGG STUDENT CENTER

- All visitors are required to wear a face covering
- Since HTSC is under renovation, access may be further restricted
- For more information or questions about the Hughes-Trigg Student Center services, click [here](#)

DEDMAN CENTER FOR LIFETIME SPORTS

- Find modified hours [here](#)
- Advanced registration for facility use can be completed through the [Online Member Portal](#)

DR. BOB SMITH HEALTH CENTER

- Click [here](#) or call 214.768.2141 to book an appointment

ACADEMIC SUPPORT SERVICES

SMU LIBRARIES

Research and Instructional Support

- Librarians will provide remote research consultations
- Online “[Ask Us](#)” chat includes expanded hours

Facilities

- [Curbside pickup](#) is available
- Virtual services will continue until opening on July 6th
- Seating has been modified to accommodate social distancing

A-LEC

Remote tutoring and academic counseling appointments are available

UAC

Remote advising appointments are available

LINKS AND RESOURCES

[SMU ADVANCED CLEANING PROTOCOLS](#)

[ALTSHULER LEARNING ENHANCEMENT CENTER \(A-LEC\)](#)

[SMU COVID-19 PAGE](#)

[DISABILITY ACCOMMODATIONS & SUCCESS STRATEGIES \(DASS\)](#)

[DEDMAN CENTER FOR LIFETIME SPORTS](#)

[SMU DINING HOURS AND LOCATIONS](#)

[DR. BOB SMITH HEALTHCENTER](#)

[SMU EMERGENCY FUND](#)

[HUGHES-TRIGG STUDENT CENTER](#)

[SMU KEEP LEARNING](#)

[SMU LIBRARIES](#)

[SUMMER HOUSING INFORMATION](#)

[UNIVERSITY ADVISING CENTER \(UAC\)](#)

Visit [SMU.edu](https://www.smu.edu) to find information about campus services not listed.

INFORMATION FROM THE CDC:

[COVID-19 SIGNS
AND SYMPTOMS](#)

[HOW COVID-19
SPREADS](#)



World Changers
Shaped Here



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