APDesign Syllabus Statement for Spring 2021

Due to the COVID-19 global pandemic, some aspects of the Spring 2021 semester will be atypical. We will follow the university’s modified Spring 2021 calendar. In accordance with K-State re-opening guidelines to keep students, faculty and staff safe for the duration of the pandemic until access to a vaccine is widely available, the following requirements are in place until further notice:

- Courses will be structured and delivered in ways that ensure six feet of distance between all participants and may include remote instruction. Your professor will provide the course structure, delivery, and communications, as well as the contingency plans for each of these if local conditions, county, state, or federal COVID-19 restrictions change.

- Workspaces will be assigned in design labs. Furniture may not be moved. Depending upon pandemic conditions, you may be required to limit your time in design labs or other APDesign facilities. If time limitations become necessary, the College and your professor will communicate these with you.

- Strict adherence to K-State’s face covering policy will be required at all times while on campus or taking part in campus-related activities [https://www.k-state.edu/covid-19/guidance/health/face-covering.html](https://www.k-state.edu/covid-19/guidance/health/face-covering.html)

- K-State has designated areas for eating food in the K-State Union, dining facilities associated with residence halls, and while safely distanced out of doors. While inside the APDesign facilities, students may only remove face coverings momentarily to drink beverages.

- Should you need to work remotely (more than described in this course syllabus) for any reason, please immediately inform your professor of this need so they may make reasonable accommodation for you. If your need to work remotely affects multiple courses you are taking, contact your academic advisor or Lisa Last, Director of Academic Services.

- Please be aware of the K-State excused absence policy ([F62 CLASS ATTENDANCE AND COURSEWORK](https://www.k-state.edu/covid-19/guidance/students/)). Notify the Office of Student Life to verify excused absences and notify your faculty (complete the form at their website or contact them at 785-532-6432 or stulife@k-state.edu); this includes Covid-19 illness and quarantine. Refer to The APDesign Absence Procedures (under Policies on the APDesign website) regarding other absences. The APDesign Office of Student & Academic Services (capdss@ksu.edu) can help you document certain absences that are not covered under the University excused absence policy.

- If you become ill and you believe you have coronavirus symptoms, please do not come to campus and immediately contact Lafene Health Center at 785-532-6544 and ask for a nurse before you visit the health center.

- If you need assistance removing your work materials from a design lab so you can be productive during a quarantine, please contact your advisor or email the APDesign Office of Student & Academic Services (capdss@ksu.edu).

Additional information about K-State’s response to the global pandemic is available at: [https://www.k-state.edu/covid-19/guidance/students/](https://www.k-state.edu/covid-19/guidance/students/)