

Dear Colleagues:

Welcome to the Fall 2020 syllabus letter. Please see the [Purdue Syllabus Template](#) webpage for required information that each syllabus must include and some elements that many faculty choose to add. We also share thoughts on factors to consider as you prepare for your Fall 2020 course(s).

There are three new or modified sections of the Fall 2020 syllabus template to address COVID-19:

- Academic Guidance in the Event a Student is Quarantined/Isolated (new)
 - Includes information regarding Academic Case Manager support for students
- Attendance Policy During COVID-19 (modified)
- Classroom Guidance Regarding Protect Purdue (new)

Also new for Fall 2020, the university has developed safety procedures for instructional spaces as part of the Protect Purdue plan. Please carefully review the new [Overarching Protect Purdue Standard Operating Procedure \(SOP\) for Classrooms, Instructional Labs, and Experiential Courses](#). Make sure your course activities are covered by the university SOP. If not, please follow instructions in the SOP to seek a review for an exception.

Perhaps the most important web page to support your teaching with practical information, suggestions, and resources is found at the [Innovative Learning website](#), particularly the newly redesigned [Teaching and Learning webpage](#). This site combines the expertise and support of IMPACT, the Center for Instructional Excellence, Teaching and Learning Technologies, and Purdue Online. The team will continue to update with teaching and learning resources including specific guidelines, resources, and assistance related to teaching during COVID-19.

When complete, please upload your syllabus to Purdue [Course Insights](#). A syllabus archiving system, this feature in [myPurdue](#) makes it easy for faculty to make their syllabi available to the University community, including students.

Key Dates

- Classes begin on Monday, August 24, 2020
- Face-to-Face Instruction Ends on Tuesday, November 24, 2020
- Thanksgiving Break (No Classes) is from Wednesday, November 25-29, 2020
- Classes End on Saturday, December 5, 2020
- Final Exams are December 7-12, 2020
- Commencement is Sunday, December 13, 2020
- Grades are due by 5:00pm on Tuesday, December 15, 2020
- See for additional details
 - [Purdue 2020-2021 Academic Calendar](#)
 - [Protect Purdue Academic Year Announcement](#)

Final Factors

- New! Complete your COVID-19 Protect Purdue employee training in Success Factors
- Make sure you are [FERPA certified](#).
- If your course involves an industry-sponsored class project procedures have been developed for handling the agreements, payments, and intellectual property rights. Please review the specifics at the [Sponsored Student Class Projects and Capstone Projects webpage](#). For additional questions or assistance with a specific industry-sponsored student class project, please email Legal Counsel at legalcounsel@purdue.edu. You can also contact Ken Sandel (765) 494-1063 or sandel@purdue.edu.
- If you are not sure where to refer students for personal, academic, or financial assistance, send them to the Office of the Dean of Students. Schleman Hall, Room 207, email: odos@purdue.edu, 765-494-1747, or the [ODOS website](#).

Thank you for continuing to share your scholarship and expertise with our students during these incredibly challenging times. Education is our most powerful tool for improving the lives of others and ourselves.

Best wishes with your courses,

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