

Important COVID Related Policy
Instructor Suguru Hiraide

1. Under the circumstances, the contents of syllabus and the course related documents may be modified and updated anytime through the semester on short notice to meet the most current guidelines and requirements by the university.
2. We meet face to face. Students must be available during the class time. However, these are the other possible class situations,
 - a. One group of students physically meet for the first 90 minutes of the regularly scheduled class, and the other group of students physically meet for the last 90 minutes. The order alternates each class time.
 - b. One group of students physically meets Monday and the other group meets Wednesday during the class time.
 - c. One group of students physically meets in the room and the other group of students meets virtually (Zoom).
 - d. Both groups meet virtually (Zoom).
3. This course requires students to use D2L and Zoom programs for class records and course communication. Students should regularly check D2L and the email hosted via D2L for important course information.
4. When we meet face to face, we will encourage social distancing and If you need to join the class on Zoom, you must send me an email to explain your excuse at least 15 minutes before the class session time. When using Zoom during the class time, students can use virtual/custom background, however, they must be live and visible to the instructor. Do not use a still image. If you need to join Zoom consecutively more than a week, you may need to ask the Office of Student Affairs to write a letter to me directly from them. If you have any questions, ask me and/or the Office of Student Affairs. if you fail to follow the policy, you may receive an absence, even if you join on Zoom.

The Office of Student Affairs webpage, email, and phone.

<https://msutexas.edu/student-life/dean/mission-statement.php>

Email: student.affairs@msutexas.edu

5. In the event of increased incidence and risk of COVID that results in the university moving back to a shelter-in-place mode, the course instruction will transition to fully online. More instructions will be given at that time. I recommend students to look for and keep accessible materials, found objects, and tools to complete projects in case of fully online class.
6. MSU Texas Coronavirus Updates Page: <https://msutexas.edu/coronavirus/index.php>