

# Art Appreciation Fall 2020

## *Course Information*

**Course Title:** Art Appreciation 1300-13686

**Required text:** DeWitte, Debra J., Ralph M. Larmann, M. Kathryn Shields. *Gateways to Art*. 2n Ed. E-book or paperback. ISBN: 978-0-500-84057-3. No code needed.

**Technical Requirements:** Access to a Windows PC or Mac computer. A stable Internet connection, Blackboard Learn, Respondus Lockdown Browser, REMIND App, Google Arts & Culture App, Penji App, Zoom.us, YouTube channel (or other), Microsoft Word and PowerPoint, resources to produce and edit digital images and video (ie. digital camera, video camera, smartphone, scanner, etc.) WebCam, USB drive to save your work and have a backup. Make sure that your software is working and that you are not using a Chromebook for the exams. **Chromebooks are not compatible** with Lockdown browser.

## **Instructor Contact Information/Introduction**

**Instructor's name:** *Davinia Miraval, Lecturer*

**Instructor's office hours:** On **Remind** M-F 11:00 am to 9:00 pm MST  
On the **Study Room**, M 7:00-8:00 pm MST  
On [Setmore](#), M 2:00-5:00 pm, 7:00-8:00 pm  
F 2:00-5:00 pm MST (for appointments outside office hours)

**Instructor's email:** *Only* through Blackboard mail

## **Course Description**

This course is an introduction to the visual arts, and will cover basic concepts, terminology and styles in a manner intended to accommodate a variety of learning styles. Students will be exposed to several historical western and non-western cultural styles of art in a variety of media, including architecture. Prior to the art historical study of these styles, students will devote several weeks to the study of the fundamental concepts and terminology of art, as well as methods of making and issues surrounding the creation of art.

Although frequently used to fulfill freshman core requirements, Art Appreciation is geared to students at all levels, from all academic disciplines. Students need not have had any prior experience in art to succeed in this class, and there are no pre-requisites for enrollment. However, regular attendance at lectures and participation in class discussions and activities are fundamental to an active appreciation of the material presented in this course.

## **Course Format**

This course is designed using a modular format—that is, each week is “packaged” as a single module so that all the materials, lecture notes, submission areas, discussion posts are in one area for a given week.

Course material will be presented in a lecture format, utilizing visual support in the form of slides, videos, and works exhibited at art venues.

### **Course Prerequisite Information**

There are no prerequisites for enrollment in this course.

### **Course Goals and Objectives**

The following goals and objectives have been targeted for this course. Students will gain:

- experience in the formal and iconographic analysis of art objects.
- a fundamental understanding of the concepts and terminology of art.
- a knowledge of the methods of making and issues surrounding the creation of art.
- a knowledge of some of the major monuments of western and non-western art.
- a developing awareness of the significance of individual and historical styles and the manner in which they reflect personal and cultural values.

### **Course Outcomes**

Students who successfully complete this course will have a basic understanding of the nature of art, the issues surrounding the creation of art and the ways in which art objects and monuments reflect their respective temporal and cultural contexts. They will also have an introductory level knowledge of art historical study of specific works and cultural styles. The study of the visual and symbolic language of art, including the visual elements, principles of design and iconography, will enable students to formally and conceptually analyze works of art; the result will be a heightened sense of visual/perceptual awareness and a marked improvement in critical thinking and communication skills. In learning to appreciate the visual arts, students will explore the nature of self-expression and the emotional aspects of visual communication and will experience greater self-awareness.

### *Course Requirements*

#### **Exams (50% of your final grade)**

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There will be 4 exams given in this course, and they will be visible on Blackboard the day of the exam, and the day for review, but never before. Deadline for the exams is always 12:00 a.m. MST on Thursdays and review will be done on the following Monday. You will be required to take the exams under Lockdown browser and video recorded under Respondus using your Webcam. All exams will include questions that require the student to refer to images, as well as questions that do not refer to slides. The objective format will be used, and tests may include slide identifications, multiple choice, true/false, essay or matching type questions.

Each of the 4 exams covers a different section of the lecture/text material and all of them weight the same percentage in the overall final grade.

Tentative dates for the first 3 examinations appear in the tentative course calendar. Any changes regarding these dates will be announced well in advance of the actual test date. The final examination date is set and cannot be changed. You can find review sheets for the exams on the Welcome Folder. You will need to download "Lock Down Browser" and have a web cam on the computer. You will be recorded! You can find detailed instructions on the Welcome Folder.

## **Participation Assignments (50% of your final grade)**

Participation is a vitally important component of each student's overall performance in this course. The participation grade consists of scores on assignments performed independently. Participation assignments are indicated in the course calendar. *Details of each individual assignment can be found posted on Welcome Folder and its respective Weekly Module.* All participation assignments are due on time. Assignments and make up assignments should be turned in electronically on the Blackboard link for the assignment only. Deadline for assignments is always 12:00 a.m. MST on Saturdays. **Assignments turned in by e-mail won't be graded.**

When working on your assignments **consider the visual elements and design principles.** As the semester progresses and you have more knowledge on the subject, your assignments should show that and be more complex and precise with the Principles of Design and Elements of Art. The more elements and principles you state correctly, as well as art terms learned on the online lectures, the better your grade. **Start your assignments with time in advance.** Do not leave them to the last minute. This will affect the quality of your work and your grade. Most assignments require selfies and photographs. If they are not submitted, no grade will be provided.

### *Assignment 1.1*

Introduction Survey and Agreement. Download the file and fill the questionnaire.

*Details for this assignment can be found posted on the Welcome Folder under Assignment Info*

### *Assignment 1.2*

Introduction Blog.

### *Assignment 2*

Recreating and Criticizing Art. Discuss the levels of observation.

*Details for this assignment can be found posted on the Welcome Folder under Assignment Info*

### *Assignment 3*

Museum Online Visit with a Scavenger Hunt.

*Details for this assignment can be found posted on the Welcome Folder under Assignment Info*

## **Extra Credit (EC)**

Quizzes count as extra credit points that will be added to the exam grades. Extra credit questions may also be present on the exams, as well as Power Points assignments or written assignments. Quizzes are due always 12:00 a.m. MST on Sundays, with an exception on the last week of classes. Make-ups for these opportunities won't be offered. No other extra credit will be given in this class.

NOTE: When you do the extra credit quizzes, Bb does not grade correctly. If you write mouth, and the answer is lips, even though is more or less the same thing, Bb will mark it wrong. If you, or I, write something with a misspelling, Bb will mark it wrong. You may be getting zeros from Bb on several of the quizzes. After the dead line, I will go and grade your quizzes directly, and you will get the points you earned.

## Peers Assisting Student Success

This is a free tutoring program that consists of student led review sessions for historically *difficult courses*. The weekly review sessions are led by a student who has previously taken the course and is working closely with the professor to help provide individualized academic support to students.

At the beginning of the semester you will receive an email (or other kind of communication) from Miner Learning Center (MLC) asking for your availability during the semester to attend PASS sessions. *Answer by the second day of classes* in order to best provide you with sessions that will fit your schedule. Normally, there will be three scheduled sessions per week, so you can attend as many sessions as you would like.

**It is mandatory to assist two PASS sessions**, but you are highly encouraged to assist as many sessions as possible, one before Exam 1 and another one before Exam 3. The sessions will be conducted via ZOOM. There will be individual and group sessions. If you want a one to one meeting, you will need to download the Penji App and make your appointment through it. These sessions will add 5 extra credit points to Exam 1, and 5 extra credit points to the Final Exam. If you **do not attend** the mandatory sessions, 10 points will be taken off from Assignment 3.

These class PASS sessions are led by Molly Reed. **She is not a TA (teaching assistant)**. She is your peer leader. Molly cannot extend deadlines, inform you of your grades or give you extra credit. He is here to assist you academically, but not to provide you with notes. For help with any of the issues mentioned above you will have to talk to the professor.

## Grading Standards and Criteria

Exams and participation assignments will be average together in order to get the final class grade. This average is visible on "My Grades" on Blackboard.

This course will not be graded with a fractional scale. You will not receive a plus or minus grade.

<i>Asgnmt.</i> 1.2	<i>Asgnmt.</i> 1.2	<i>Asgnmt.</i> 2	<i>Asgnmt.</i> 3	<i>Exam 1</i>	<i>Exam 2</i>	<i>Exam 3</i>	<i>Exam 4</i>	<i>Final Average</i>	<i>Letter Grade</i>
100	80	70	90	73.3	90	87.7	80	83.8	B

90% & above	A	<b>excellent</b>
80% & below 90%	B	<b>above average</b>
70% & below 80%	C	<b>average</b>
60% & below 70%	D	<b>below average</b>
Below 60%	F	<b>unsatisfactory, failing</b>

**IMPORTANT NOTE:** Students who do not earn a final average of at least 70% (C) will not pass this course and will be required to repeat it. Students who do not perform well on Exam 1 and 2 should contact me immediately.

## Course Policies

### Attendance and Conduct

Virtual Attendance and participation are considered performance criteria for this class. You should log in minimum 3 times a week. While online, participants are expected to complete all online lectures, videos,

and activities listed on each weekly module. You can use the Tentative Course Calendar as a guide. Failure to perform to required standards will result in strong grade penalties and may result in failure of this course.

### **Conduct in the Online Classroom:**

The same guidelines followed in a face to face classroom should be followed in the online classroom plus specific rules required for an online environment. Please follow the rules of Netiquette stated on the syllabus. Also, refer to Student Expectations and Responsibilities.

Persistent disruptive behavior may result in an inquiry conducted through the Office of the Dean of Students, disciplinary action, or failure of this course.

### **Conduct During Exams**

The following policy for conduct during exams will be rigorously enforced. Non-compliance could result in an inquiry conducted through the Office of the Dean of Students, failure of the course, or the student being placed on probation.

- Do not refer to any study materials during the exam, unless is indicated.
- No electronics of any kind will be allowed during the exam. This includes your phone.
- Do not leave and return to the area during the test.
- No talking or communicating in any manner with another person during the exam.
- Do not google the answers.
- Respondus Lockdown Browser will require that all internet tabs are closed prior to the start of the test.
- Respondus Monitor requires a webcam and microphone.
- Respondus Monitor requires you to take a video of your surrounding area (desk, chair, walls, etc.)
- You will be required to show the webcam your student ID prior to the start of the test.
- Your face should be completely visible during the test. Blocking the camera will disable the test.

### **Late Assignments and Make-up work**

All assignments, **with the exception of the Extra Credits, which have a final due date**, could be turned in after the dead line, but will have 5 points deducted for every day that the assignment is late. *Assignments will be only accepted for the next 7 days for a grade.* Assignments turned after the 4th day will receive a grade of 50 no matter what, if the assignment is not turned in, it will be graded with a zero.

Requests for makeup exams or assignments will be granted only with appropriate documentation and by arrangement and approval of the instructor.

A student making a request for any makeup must meet one of the following criteria:

- Student is absent due to his/her serious illness or grave illness of his/her child; the makeup request must be accompanied by a doctor's note. Routine doctor and dentist appointments are not excused.
- Student is absent due to a family emergency or death in the immediate family; documentation of the situation must be provided.
- Student is absent due to participation as a representative of UTEP in an off-campus event, such as an athletic event, debate or field trip. Instructor approval of the absence must be obtained prior to student participation in the event.

Makeups for the first three exams will be given during the two days after the exam deadline; they may or may not follow the objective format used for regularly scheduled exams. No makeups will be given for the final exam, no matter what. This is the Art Department policy. No makeups will be given for quizzes or extra credits. Students who cannot commit to the rigors of this course should considering taking it at another time.

## **Communication**

### ***With the instructor***

*Remind for quick responses or emergencies.*

This is a **private** text message service that keeps the phone numbers hidden. You are only texting the instructor. Use the software for **emergencies**. i.e. My exam closed on me. Could you let me take it again? Or when you need a **quick and fast answer**. i.e. Can I do my assignment as voice over? Or to let me know **something important**. i.e. I have resubmitted the assignment you asked me for. Questions about the content or the assignments can be also posted here, but you should try the Help Board instead.

Do not use Remind to ask me about a due date or if I have your exam grade. Access the Tentative Course Calendar or My Grades on Blackboard instead.

Please keep in mind that I teach other classes and have other responsibilities. If I am in those activities, I may not get to text back immediately. Please have patience. I will try to get back to you as soon as possible.

If you text me after 9:00 pm, I will respond the next day.

**To access the service:** *Remind* can be downloaded free from the Google Play Store or the Apple App Store. Instructions for other options to join are *under the Welcome Folder or on remind.com*

**REMIND Code: @artut1**

### ***Blackboard Messages (email)***

**Do not** send me emails through the regular UTEP email. It is usually very crowded with College information and is easy to miss emails send from the students. Please only use the email system provided by Blackboard. That will assure a prompt response. Sometimes it may take me up to 48 hours to answer you back, so please prepare with time. Messages sent late Friday might not be returned until Monday, emails received during school holidays may not be returned until classes resume. If you need a faster response use Remind.

**This is a private channel.** Here you can ask me questions that are not urgent, make appointments to see me, and send me images or comments if you like.

### ***Study Room***

If you would like to talk to me in a more face to face setting, you could use the Study Room. There will be a link exclusively for you to meet me in an environment very much like Skype or Zoom. **This is a private channel.** Text me in advance to make an appointment and for me to open the link. For instructions on how to work the environment, go to [Bb Collaborate Ultra](#). You can also find instructions on the Welcome Folder.

## *Help Board*

**This is not a private channel** If you have questions about the class like the material, the content, problems navigating Bb, general questions for you classmates or anything else you may think it will also benefit the class to know, please use the Help Board. i.e. What is the difference between an implied line and a contour line? Does anybody have trouble uploading the assignment? etc.

## *Setmore Appointments*

You can find me in the Study Room on Mondays from 7:00-8:00 pm, but if that does not work for you, I could meet you on Monday 2:00-5:00 pm, 7:00-8:00 pm and Friday from 2:00-5:00 pm MST. Go to the Setmore webpage and make your appointment. I will check my calendar and let you know if I can meet with you by confirming your appointment. If not, we could discuss another time for our meeting.

## ***With your fellow students.***

### *Help Board*

**Do not** send emails to the whole class through Bb Messages. In that way, only you can see the responses, by using the Help Board you can help others that may have the same question. The Help Board is a forum where you can ask questions or ask for advice, share knowledge, interchange ideas, make comments, show images, chat with your classmates or create study groups. Use it!

### *Study Room*

Here you can have video conferences with your classmates. The Study Room environment works like Skype. You could set a day and time to get together on the Help Board and then go to the Study Room to meet as if you were doing it face to face. There is a link open to all students to enter the environment at any time. For instructions on how to work on the Study Room, go to [Bb Collaborate Ultra](#). You can also find instructions on the Welcome Folder.

## **Blackboard Learn**

Knowledge of Blackboard is a requirement for this class. If you don't feel comfortable using Blackboard, contact the Help Desk at 915-747-5257 or <http://admin.utep.edu/Default.aspx?tabid=74092> for help with the software, or go to [https://help.blackboard.com/Learn/Student/Watch\\_Videos](https://help.blackboard.com/Learn/Student/Watch_Videos). If you find your computer needs updates or features enabled, call the Technology Support Help Desk for assistance.

Please make sure you can access your Art Appreciation Blackboard link.

You will have to access Blackboard often, in order to not miss any important information. All course work will be completed through Blackboard. Quizzes, exams, announcements, instructional videos, web links to art sites, the class schedule, assignment links as well as grades will be posted there.

You must have access to a strong Internet connection either at home, school, or a reliable wireless location. A strong Internet connection is especially important when taking exams. Some computer labs on campus are: LACIT, Liberal Arts Building, room 405; LTC, Main Library, room 324; ATLAS, UGLC, room 202. Google Chrome, Microsoft Edge (Windows 10) and Safari (Mac) are the good browsers to use with Blackboard. **Mozilla Firefox, is the best. Do not use Internet Explorer.**

Blackboard does not work with Chromebooks on exams. You will need a Windows PC or a Mac computer to take the exams. If you find your computer needs updates or features enabled, call the Technology Support Help Desk for assistance.

**Bb Student** is the Blackboard app that can be downloaded from the Google Play Store or the Apple App Store. You could use this app to get easy access to the class and your grades. You will need a desktop or laptop computer to do your course work. Blackboard does not fully support mobile devices.

## **Student Expectations & Responsibilities**

You will log into Blackboard on a daily basis to complete course work, check for communication, and/or take quizzes.

You will respect your learning environment, instructor, and classmates:

- You will exhibit appropriate and civil behavior at all times. Disorderly conduct or disruptive behavior will result in removal from the class with a possible referral to the Chair of the Art Department or the Dean of Students
- You will respect others' opinions even if you disagree with them.
- You will use respectful and proper language when communicating with your instructor and/or classmates.
- You will use proper communication skills in your writing:
  - Always use proper grammar, spelling, sentence structure and organization in your writing.

You will take ownership of your learning experience. Grades are not given, they are earned.

- The effort you put forth in the course will determine your final grade.
- Your current course grade will always be available through My Grades on Blackboard.

If you are struggling in class, do not hesitate to contact/meet with me. Do not wait until the end of the term to ask for help.

## **Netiquette Guide**

It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette.

## Security

- Remember that your password is the only thing protecting you from pranks or more serious harm.
- Don't share your password with anyone
- Change your password if you think someone else might know it
- Always logout when you are finished using the system

## General guidelines

When communicating online, you should always:

- Treat instructor with respect, even in email or in any other online communication
- Always use your professors' proper title: Dr. or Prof., or if you in doubt use Mr. or Ms.
- Unless specifically invited, don't refer to them by first name.
- Use clear and concise language
- Remember that all college level communication should have correct spelling and grammar
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you"
- Use standard fonts such as Times New Roman and use a size 12 or 14 pt. font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING
- Limit and possibly avoid the use of emoticons
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or offensive
- Be careful with personal information (both yours and other's)
- Do not send confidential patient information via e-mail

## Email netiquette

When you send an email to your instructor, teaching assistant, or classmates, you should:

- Use a descriptive subject line unique to the subject. DO NOT just reply without changing the subject line, unless the subject had not changed.
- Be brief
- Avoid attachments unless you are sure your recipients can open them.
- Avoid HTML in favor of plain text
- Sign your message with your name
- Think before you send the e-mail to more than one person. Does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when you click, "reply all"
- Be sure that the message author intended for the information to be passed along before you click the "forward" button

## Discussion board netiquette and guidelines

When posting on the Discussion Board in your online class, you should:

- Make posts that are on topic and within the scope of the course material
- Take your posts seriously and review and edit your posts before sending
- Be as brief as possible while still making a thorough comment
- Always give proper credit when referencing or quoting another source
- Be sure to read all messages in a thread before replying
- Don't repeat someone else's post without adding something of your own to it

- Avoid short, generic replies such as, “I agree.” You should include why you agree or add to the previous point
- Always be respectful of others’ opinions even when they differ from your own
- When you disagree with someone, you should express your differing opinion in a respectful, non-critical way
- Do not make personal or insulting remarks
- Be open-minded

### **Instructor Expectations & Responsibilities**

Instructor will be prepared to teach class.

Instructor will provide an encouraging and respectful class environment.

Instructor will cover the material outlined in the course calendar and uphold the stated policies on assignments, tests, and other items outlined in the syllabus.

Instructor will grade fairly and keep you informed of your progress in class by returning graded work in a timely manner.

Instructor will be available for assistance and/or clarification.

### **Instructor Response Time:**

- Email: <48 hours
- Remind Texts: <24 hours
- Grading and Feedback on Assignments in Blackboard: <before the beginning of the week after the due date of the assignment.

### **How to be successful in Art Appreciation**

- Follow instructions carefully.
- Keep your “Tentative Course Calendar” at hand and follow it carefully.
- Do not let a lot of content to accumulate and try to cram it two days before the exam. That won’t work.
- Do your assignments, lectures and activities on a timely manner.
- Be aware of the due dates for exams and assignments.
- Submit your work on time
- Follow the order of the Weekly Modules
- Use the Help Board
- Meet under the Study Room
- If you have any questions or concerns, please contact me through Remind or Blackboard Mail.

### ***Instructions for Weekly Modules on Blackboard***

- You have a “Tentative Course Calendar” which you should follow along with the Weekly Modules. You can find it under the Welcome Folder. The Weekly Modules will be marked “Week 1” “Week 2” etc. on both documents.
- Inside each module, there are items for readings, lectures, and videos you need to study **in order**, as well as assignments or quizzes/exams.
- Start on the “Welcome Folder” then follow each item in order: Welcome to Art Appreciation, How to be successful, Syllabus, Tentative Course Calendar, Books Required, etc.

- Make sure to mark your progress as “Done or View.”
- Move to the “Weekly Modules” then open “Week 1”
- Study all the documents, do the readings, watch the videos or PowerPoint presentations, take the exams and do your weekly work.
- Take notes.
- Then you continue with all the other weeks: Week 2, Week 3 etc.
- I recommend to do the module’s items in order, but you can organize your time according to your needs, and leave the assignments or weekly homework by the due date.

If you have any questions, post on the Help Board or contact me directly.

### **Incompletes, Withdrawals, Pass/Fail Policies**

Incompletes or I grades will be considered for students completing satisfactory or better work and having serious, legitimate situations beyond their control requiring additional time to complete the course requirements. All I grades are given at the discretion of the instructor and the approval of the Department chair.

Students hold the full responsibility for withdrawing from this course if that procedure is elected. Withdrawals must be completed on or before the final date to drop a course with a W. Students missing this deadline will be issued a grade for their performance in the course.

Art 1300 is a grade-based course and is not available for audit or pass/fail options.

### **Plagiarism/Academic Dishonesty Statement**

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion.

**Cheating/Plagiarism/Collusion:** Cheating is unethical and not acceptable. Plagiarism is using information or original wording in a paper without giving credit to the source of that information or wording: it is also not acceptable. Collusion involves collaborating with another person to commit any academically dishonest act.

Do not submit work under your name that you did not do yourself. You may not submit work for this class that you did for another class. If you are found to be cheating or plagiarizing, you will be subject to disciplinary action, per UTEP catalog policy.

Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the Office of Student Conduct and Conflict Resolution (OSCCR) for possible disciplinary action.

Refer to: [OSCCR](#) and to [Student Conduct and Discipline](#) for further information.

### **Disabilities Statement**

I will make any reasonable accommodations for students with limitations due to disabilities, including learning disabilities. Please see me personally before or after class in the first two weeks or make an appointment, to discuss any special needs you might have. If you have a documented disability and require

specific accommodations, you will need to contact the Center for Accommodations and Support Services (CASS) within the first two weeks of classes.

Web: [Center for Accommodations and Support Services](#)

Phone: (915) 747-5148 voice or TTY Fax: (915) 747-8712 E-Mail: [cass@utep.edu](mailto:cass@utep.edu)

## **Health and Safety Information**

### *When Faculty, Staff and Students are Required to Stay Home*

All faculty, staff and students are required to STAY HOME if they:

- test positive COVID-19,
- are experiencing symptoms related to COVID-19, or
- were exposed to any individual who tested positive for COVID-19 within the last two weeks.

The CDC defines an "exposed person" as anyone who has had close contact (less than 6 feet for 15 minutes or more) with someone who has tested positive for COVID-19. The close contact with a COVID-19 positive individual must also have occurred within a specific window: 2 days *before* the COVID-19 positive individual's first positive test and *until* that same individual meets the criteria for discontinuing home isolation.

### *When Faculty, Staff and Students Must Self-Report*

All faculty, staff and students must REPORT if they:

- test positive COVID-19,
- are experiencing symptoms related to COVID-19, or
- were exposed to any individual who tested positive for COVID-19 within the last two weeks.

The CDC defines an "exposed person" as anyone who has had close contact (less than 6 feet for 15 minutes or more) with someone who has tested positive for COVID-19. The close contact with a COVID-19 positive individual must also have occurred within a specific window: 2 days *before* the COVID-19 positive individual's first positive test and *until* that same individual meets the criteria for discontinuing home isolation.

### *How to Self-Report*

To make sure reports are tracked accurately, self-reports must be made to [screening.utep.edu](https://screening.utep.edu). Self-reporting will allow the University to provide guidance on how to prevent exposure to others, and provide the criteria and procedures required for returning to campus when appropriate. Information will be safeguarded and used only for supporting you and determining exposure of other faculty, staff and students.

### *What Faculty, Staff and Students Must Do Before Coming to Campus*

The web link, [screening.utep.edu](https://screening.utep.edu), which can be saved to a home screen on Apple or Android devices, includes daily screening questions.

All faculty, staff and students will use this link each day before coming to the UTEP campus. Upon completion of the daily screening questions, the page will tell them whether they are clear to proceed to campus or not. Using this tool will automatically send an email to your supervisor letting them know that you are or are not coming to work. If you report COVID-19 symptoms, the system also automatically reports to UTEP Environment, Health & Safety who will reach out to you directly with further instructions.

Faculty, staff and students should comply with these instructions and any subsequent guidance that may be provided by Environmental Health & Safety (EH&S), Human Resources, the Dean of Students, or other university officials.

### *What to do when on Campus*

***Each of us helps to build our collective commitment to use best health practices all the time.*** Getting the basics right is the most important thing each of us can do to protect ourselves and each other.

It is everyone's responsibility to help keep our campus safe by following best practices when on campus, especially faculty, staff, and student leaders who are important role models. All faculty, staff, and students are required to

- Wear face coverings when in common areas of campus or when others are present,
- Maintain a minimum separation of six (6) feet between yourself and others, when possible, and arrange spaces to make this possible in almost all circumstances,
- Adhere to room/space limitation on number of occupants, and
- Wash hands frequently.

### *Syllabus Statement Regarding COVID-19 Accommodations:*

Students who use the screening application to report a positive COVID test, exposure or symptoms will not be allowed on campus and may need accommodations. If this occurs, you should contact your instructor as soon as possible so necessary accommodations can be made. If necessary please contact the Dean of Students' Office and the Center for Accommodation and Support Services (CASS), to help provide reasonable accommodations.

### *Compliance*

Because everyone's cooperation is needed to help prevent the spread of disease, repeated refusal to comply with this policy will be referred to the appropriate University official (Provost for faculty, Human Resources for staff, and Dean of Students for students) and may result in disciplinary action.