

## MEMORANDUM DCD #39, 2021-22

To: Chairs & Directors, University of Toronto Scarborough  
Cc: Chairs' Assistants, Undergraduate Coordinators & Departmental Assistants  
From: Professor Katherine R. Larson, Vice-Dean Teaching, Learning & Undergraduate Programs  
Date: 27 April 2022  
Re: **Summer Term**  
Note: For broad distribution

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Dear Chairs & Directors,

As we prepare for the Summer 2022 term, we hope that the enclosed information and reminders will be helpful for your department's planning. Please circulate to all faculty, instructors, and TAs who will be teaching in your unit in the Summer 2022 term, as well as to administrative staff.

### Mask Mandate and UCheck

As recently announced, the University of Toronto [will be extending its mask mandate until 30 June 2022](#). Masks are required in classrooms and in indoor spaces where physical distancing cannot be maintained. The University continues to recommend the use of medical-grade masks where possible, and these will continue to be available on campus to community members at U of T Scarborough this summer.

Please be aware that a very small number of students have a university approved exemption from mask-wearing for disability-related concerns. Once an exemption is confirmed, *AccessAbility Services* will be in touch with faculty with a letter outlining the accommodations for those students.

Faculty who require a mask exemption while lecturing for pedagogical reasons (e.g., demonstrating language instruction) or health-related reasons, should reach out to their Chair for guidance.

As of 1 May 2022, health screening and contact tracing will become unavailable in UCheck. These features may be reinstated with little notice if public health guidance or recommendations change.

The proof of vaccination module will continue to be available and can be used to:

- Upload proof of vaccination (required for new and continuing employees)
- Voluntarily upload proof of booster (additional) doses for all students, faculty, librarians, and staff

While health screening through UCheck is unavailable, individuals can monitor their health using the [Provincial health screening tool](#). Completing a health screening before coming to campus is highly recommended, and we continue to ask members of our community to remain at home if they are ill.

Further updates can be found at [UTogether](#).

### **Well-Being and Mental Health**

Even as the arrival of the Summer term – along with long-awaited warmer weather – brings hope, we all continue to be affected by the impact of, and ongoing challenges related to, the pandemic. Faculty and staff who need additional support, including for needs related to health accommodations, childcare, and/or eldercare, should not hesitate to reach out directly to their Chair, as well as to the [Family Care Office](#) and [Health & Wellbeing](#).

Please ensure that students are aware of campus supports for well-being and mental health - [Health & Wellness Centre](#) including the 24/7 [My SSP App](#).

We encourage faculty, staff, and students to also draw on the resources offered by U of T Scarborough's [AccessAbility Services](#) and [Equity, Diversity, & Inclusion Office \(EDIO\)](#) as well as the University of Toronto's [Anti-Racism & Cultural Diversity Office \(ARCDO\)](#). Please also advise students that academic learning support is available through the [Centre for Teaching & Learning](#).

A reminder that students who need to miss academic activities due to illness or other reasons should submit an [absence self-declaration form](#) through ACORN. To ensure that students are not coming to campus while ill and to ease pressures on the Health & Wellness Centre, please remind instructors that they should not be asking students to provide additional documentation or verification of illness forms.

### **Course Planning and Syllabus Development**

The Summer 2022 term begins on **9 May**. Please take note of [sessional dates](#), including the timing of the summer Reading Week.

We are looking forward to a wide offering of in-person courses this summer, complemented by a selection of online courses across departments. While we are hopeful that the summer weather will bring an easing of the current pandemic wave, it is crucial that faculty continue to plan their courses with flexibility, resiliency, and compassion in mind. [Universal design for learning \(UDL\)](#) principles will assist with this, giving students multiple pathways for success in a course.

The Centre for Teaching & Learning (CTL) has many resources that faculty can draw on in developing their courses. Learn more about the [support that CTL offers](#) for both educators and students and refer to CTL's [Academic Resources for Faculty](#) for a range of pedagogical tools and supports, including materials generated during the pandemic.

In addition, [CTL's Educational Developers](#) provide consultations on syllabus and assignments, course design, and experiential learning. For technical support for your teaching, contact [quercus.utsc@utoronto.ca](mailto:quercus.utsc@utoronto.ca).

The tri-campus Centre for Teaching Support & Innovation (CTSI) has consolidated guidelines for syllabus design, including information on accessibility and links that enable faculty to [jump to sample syllabus statements](#). Syllabus templates, along with customizable statements, are also available on the Course Information System (CIS).

A reminder that *Ouriginal*, the University of Toronto's, plagiarism detection tool, is integrated directly into the Quercus platform. Instructors can email [quercus.utsc@utoronto.ca](mailto:quercus.utsc@utoronto.ca) for assistance if needed.



**In Closing**

We fervently hope that this is the last term that will need to be preceded with pandemic-specific guidance. Over the summer, a revision of the [U of T Scarborough Academic Handbook](#) will be taking place through an equity-based and accessibility lens, as well as with pandemic learnings in mind. This will be shared in advance of the Fall 2022 term to assist with course planning for 2022-23.

We wish you well for the Summer term, and hope that the coming months also bring good time for rejuvenation.

Best wishes,

*Katherine R. Larson*

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Vice-Dean Teaching, Learning & Undergraduate Programs  
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