

*Note: Yellow highlight indicates new policies related to the Public Health Emergency.  
Ver. 1.0, updated January 17, 2022*

**ES476 HYDROLOGY (4 credits)  
POLICIES AND PROCEDURES**

**Winter Term 2022** - Western Oregon University – **Jan. 3 to March 18** – Hybrid

**Instructional Mode:** Online Hybrid Asynchronous with one synchronous in-person meeting per week on Tuesdays, 2:00-3:50 PM, NS218. Optional synchronous Zoom meetings may be engaged at the designated Tuesday meeting time, as needed.

INSTRUCTOR: Dr. S. Taylor

OFFICE HOURS: M-W-F 12:00-1:00 PM  
By Appointment

OFFICE: RM 210 Natural Sciences Bldg

Phone: (w) 838-8398 (cell) 541-760-9216

e-mail: [taylor@s.wou.edu](mailto:taylor@s.wou.edu)

Web Site: [www.wou.edu/taylor](http://www.wou.edu/taylor)

PERSONAL ZOOM OFFICE MEETING URL:

<https://wou-edu.zoom.us/j/88621557213?pwd=bTJxVmZ5MmQzeWkvSWJnc0VWSDJOQT09>

WEEKLY IN-PERSON CLASS MEETING: Tuesdays 2-4 PM, Natural Science Building, NS218

WEEKLY ZOOM CLASS MEETING [OPTIONAL AS NEEDED]: Tuesdays 2-4 PM via Zoom

<https://wou-edu.zoom.us/j/81709965177?pwd=UmQ1L3NVWC9PMHdJN1BucVBYdkh4UT09>

Meeting ID: 817 0996 5177 Passcode: 315976

ES322 CANVAS SHELL: <https://www.wou.edu/portal>

ES322 CLASS WEB SITE: [https://people.wou.edu/~taylor/es476\\_hydro/ES476\\_home.html](https://people.wou.edu/~taylor/es476_hydro/ES476_home.html)

WEEKLY HELP SESSION: Beeb Singson, Earth Science Lab Preparator, Thursdays 2-4 PM, NS115A

Contact Beeb by email ([singsonb@wou.edu](mailto:singsonb@wou.edu)) or by cell/text (801-792-1193) to make an appointment.

**CATALOG DESCRIPTION:**

Water is the most important natural resource on Earth, and its ubiquitous occurrence is what makes our planet unique in the solar system. The science of hydrology is the study of water, its mode of occurrence, and related physical processes. This course focuses on (1) the conceptual understanding of hydrologic processes, (2) the interaction between atmospheric, surface, and groundwater regimes, and (3) an introduction to quantitative analysis. Course topics include the global hydrologic cycle, physical properties of water, aquifer and groundwater systems, surface water and watershed analysis, and introduction to quantitative techniques. Class lab exercises are designed as skill-building tools that promote the use of current computer technologies with a special emphasis on hydrologic data collection and analysis.

**HYBRID MODE:**

This course will be conducted with a mixture of learning modalities including in-person class meetings, field trips, synchronous zoom meetings (as needed) and asynchronous online activities. Students will engage internet tools including email, class web site, Canvas learning management system, and web conferencing technology (Zoom).

As a team, we will be using up to 6 possible modes of remote communication for this term, either separately or together in combination, these include: (1) Personal one-on-one mobile device interactions (e.g. voice calls, text messaging, whatsapp), (2) WOU email system ([taylor@s.wou.edu](mailto:taylor@s.wou.edu)), (3) ES476 Class Web Site: [https://people.wou.edu/~taylor/es476\\_hydro/ES476\\_home.html](https://people.wou.edu/~taylor/es476_hydro/ES476_home.html)), (4) ES322 Class Canvas Course Shell via WOU Portal: (<https://www.wou.edu/portal>), (5) Zoom online conferencing tool and if necessary, (6) U.S. Postal Service and paper mail.

**Canvas Class Access:** To connect and log in, click on the Canvas button in your WOU Portal. For questions / help, click on "Help" on the Canvas toolbar to find links to the Help Guides, live chat and phone access to the support

team, video tutorials, and more. For problems connecting or logging on to Canvas, contact WOU Center for Academic Innovation email: askai@wou.edu phone: 503.838.9300

**Weekly Class Meetings:** The class will be conducted online in a hybrid mode, with one in-person class meeting per week on Tuesdays from 2-4 PM in Natural Science Building room NS218. However, we are still in a pandemic public health scenario with COVID and the professor will engage an **optional synchronous real-time virtual class meeting once per week via Zoom, at the same day / time on Tuesdays from 2-4 PM for Winter 2022 as needed (see link under contact information above)**. The weekly real-time class meetings will provide instructions and lesson overviews; engage active learning, and provide opportunities for students to ask questions or receive assistance with assignments. I will send out weekly email reminders and/or virtual meeting links as we progress through the class session. **Alternative options will be provided to students who are not able to attend the real-time class meetings; recordings will be archived and available.**

**Virtual Office Hours:** Standing office hours will be held during the posted days / times above using the Zoom personal meeting tool. The instructor has an account with a virtual room set up that has a static web address with following URL: <https://wou-edu.zoom.us/j/8273666289?pwd=bitrNUtBNzNZNUYycFF6NlpzT2ZKUT09> Each week, at the listed day and time, I will have a meeting space open for students to drop in as needed. Enter the URL into a web browser, click link to join meeting, enter your full name and email address in the login box to enter virtual meeting room. Voice, video and text / chat options are available. If you experience difficulty connecting to the Zoom space during office hours, Plan B give me a call directly on cell phone at 541-760-9216, or email anytime, that works as well.

#### **COURSE GOALS AND LEARNING OBJECTIVES:**

ES476 learning objectives are aligned with WOU Earth Science program outcomes and select components of the LEAP (Liberal Education and America's Promise; <http://aacu.org/leap>) learning outcomes developed by the Association of American Colleges and Universities. Upon successful completion of ES476 Hydrology, students will be able to demonstrate minimum competency in the following program areas:

1. Explain mass and energy transfer cycles that drive the hydrologic cycle (PO1)
2. Apply algebraic, trigonometric, and statistical principles to geologic data collection and analysis (Q)
3. Summarize the transfer processes and mass balance functions associated with key components of the global water budget (PO1)

#### **THE PROFESSOR'S PHILOSOPHY ON UPPER DIVISION EARTH SCIENCE / GEOLOGY COURSES:**

The upper division Earth Science / Geology course sequence is designed for mature, serious students who are willing to work hard, play hard, have fun, and learn in-depth skills / concepts in a professional academic setting. By default, our student population is very diverse with a wide array of skills, interests, and career goals. The student population ranges from serious Earth Science majors with focused career objectives, to Geology / Earth Science minors to Science Education majors. As such, the professor is charged with serving a diverse array of student interests and career goals in the most professional manner possible. The problem-solving and technical skills acquired via training in the Earth Sciences are highly valuable (and marketable), regardless of career track. Students are expected to actively participate in the learning process and make a significant contribution to the academic integrity of the Earth Science program at Western Oregon University. The ultimate goal of the program is to provide graduates with the academic skills that will enable them to be highly competitive in graduate school or the career marketplace. *GO TEAM!*

#### **OPTIONAL TEXTS:**

Cech, T.V., Principles of Water Resources, 3<sup>rd</sup> Ed., Wiley & Sons, ISBN 978-0-470-13631-7, 546 p.  
Brutsaert, W., Hydrology: An Introduction, 2005, Cambridge University Press, 605 p. ISBN 9780521824798

#### **ADDITIONAL READING:**

Journal articles, text readings, and lab exercises, to be provided by the instructor. **There is no purchased textbook required for this class.**

**CLASS NOTES:**

A comprehensive set of instructor class notes are available for download via the internet. The class web site is at URL [http://www.wou.edu/taylor ...](http://www.wou.edu/taylor) and follow the links to the "ES476" home page. The class notes are available as Adobe Acrobat Reader files (\*.pdf file).

**WEB-BASED LEARNING MANAGEMENT SYSTEM:**

Web-based curriculum materials, exercises and group discussions will be accomplished via a combination of the course web page ([https://people.wou.edu/~taylors/es476\\_hydro/ES476\\_home.html](https://people.wou.edu/~taylors/es476_hydro/ES476_home.html)), email ([taylors@wou.edu](mailto:taylors@wou.edu)) and use of the Canvas course management system via WOU Portal, as needed (<https://www.wou.edu/portal>).

**EVALUATIONS AND EXPECTATIONS:**

Student performance will be evaluated on the basis of 2 exams (Mid-term, Final) and weekly readings, review questions, videos and lab exercises. The following is a breakdown of evaluation points, dates, and letter grades:

Mid-Term Exam	100	pts	25%
Final Exam	115	pts	29%
Class / Lab Assignments	135	pts	34%
Class Participation/Attendance	50	pts	12%
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TOTAL:	400	pts	100%

Final Grading Scale

Percent Range	Letter Grade	Percent Range	Letter Grade
of Total Points		of Total Points	
94-100%	A	77-79%	C+
90-94%	A-	73-76%	C
87-89%	B+	70-72%	C-
83-86%	B	67-69%	D+
80-82%	B-	63-66%	D
		60-62%	D-
		<60%	F

**Exams:** Exams will be administered at evenly spaced increments throughout the term; the final will be 20% comprehensive with test material drawn from throughout the term. Exams will largely consist of essay questions and homework-type problems. *Warning: the exams are very comprehensive and will likely require a full 2+ hours to complete, please plan accordingly.*

**SPECIAL NOTE ON EXAM ANSWERS:** Never use "etc." in an essay or short answer on an exam. This means nothing in terms of demonstrating your content knowledge. Sketches and drawings help support your written word.

**Make-Up Exams:** Under NO circumstances will make-up exams be administered without prior arrangement (at least five days) and good reason. Please show up on exam day!

**Class and Lab Assignments:** Class and lab assignments will be worked BOTH during class time and outside of class time each week. You will have lab, reading, and homework assignments that **may** take up to 3 or 4 hours to complete outside of class time, maybe more in some cases, depending on your skill levels and ability. Please plan your schedule accordingly. Due dates for class exercises will be prescribed by the instructor. Late work will be accepted up to 1 week after the due date, but will be automatically assessed a penalty of -20% of the point total.

Due to the volume of students assigned to the instructor each term, he will not be able to grade the lab exercise work in detail. The homework and lab assignments will be checked for completeness, with questions randomly chosen for content and accuracy. Grade points will be assigned on the basis of these two criteria. Exercise answer keys will be posted on the class web site by the instructor. **It is your responsibility to: (1) check your work against the lab / homework keys, (2) make sure you understand how to complete the exercises, (3) find help if you have trouble with lab exercises, and (4) study / learn the exercise skills and material for the exams.**

**A Note About Incompletes:** No incomplete grades will be given during the last week of class. If you have a problem that warrants an incomplete, make arrangements prior to the last week (no exceptions!!).

**Learning Resources and Grade Outcomes:** The class knowledge base will be derived from a combination of the following: (1) independent student reading outside of class; (2) independent student engagement of take-home lab exercises and quantitative problem solving; (3) independent student reading of web resources linked from the class web site; (4) systematic review and memorizing of class notes and ancillary reading materials, as directly linked from class web site and handed out in hard copy during class time; and (5) successful attendance, note taking, and engagement of in-class lectures delivered by the instructor. Instructor lectures are designed as interpretive translations to assist students in understanding the class content and to stay on track with the weekly schedule. Lectures are not intended as the primary knowledge transfer mechanism. . **Independent asynchronous student engagement of readings, class notes and learning activities outside of class time is the most important pathway to success.**

#### **ANOTHER NOTE ABOUT LAB EXERCISES:**

Lab exercises will be quantitative in nature with an expectation that students have or will develop skills in the areas of applied algebra and trigonometry. Students will learn computer applications with emphasis on data analysis and problem solving in the Earth sciences. As such, lab exercises will require an additional time commitment outside of the scheduled weekly meeting (i.e. you will have "homework" and "projects" to work on outside of the scheduled class time).

**FIELD TRIP(S):** **Due to the public health crisis, there will be no off-campus field trips offered in Winter 2022.**

#### **WEEKLY CLASS PARTICIPATION AND ASSIGNMENT POLICY:**

There is a direct correlation between class participation and student performance. Since this course is being offered in an online format, students are expected to engage in active learning modules with their peers and instructor on a daily and weekly basis. Successful completion of the course is based on online student participation and collective interaction. As such, student work activities and progress will be checked via Canvas Login Records each week. Assessment will involve one-on-one debriefing with the instructor and clear demonstration of student achievement. Class participation points are available to students who demonstrate adequate weekly progress on their in-class assignments and show up as part of the team. Absent work with written excuses for medical reasons or university-related functions may be used to arrange make-up work with the instructor. As with incompletes, contact the Office of Student Affairs to arrange for assistance as needed (838-8365).

#### **STUDENT HONOR POLICY AND CODE OF CONDUCT:**

Students are prohibited from committing or attempting to commit any act that constitutes academic misconduct. By way of example, students should not give or receive (or attempt to give or receive) unauthorized help on assignments or examinations, including selling/buying and/or uploading/downloading instructors' classroom information without express permission from the instructor. Misconduct also includes copying others work, cutting-and-pasting computer results, and using cheat sheets on exams. However, students are encouraged to interact in small groups during class assignments, i.e. you can freely discuss concepts in all portions of the class, except exams. To avoid a problem in this regard, students should properly acknowledge and document all sources of information (e.g. quotations, paraphrases, ideas) and use only the resources authorized by the instructor. If there is any question about whether an act constitutes academic misconduct, it is the students' obligation to clarify the question with the instructor before acting. For more information, please see the WOU Code of Student Responsibility at

<https://wou.edu/studentconduct/files/2017/10/CSR-09.01.17.pdf>

### **OTHER REQUIRED MATERIALS:**

Students will also need access to a scientific calculator, colored pencils, ruler, and protractor. You will be required to use these materials during lecture, lab, and exams. Please plan accordingly, or you will have trouble successfully completing the class. Computer access and Microsoft Office (Word, Excel, Powerpoint) will be required to complete lab exercises. For the hybrid mode of delivery, students will need access to computer hardware, software (including MS Office, MS Word, MS Excel or alternative compatible products), and a stable internet connection capable of streaming video. MS Office365, including Excel, is available free to all WOU students, for more information connecting visit the following URL: <https://wou.edu/tech/remote-access/> Please plan accordingly, or you will have trouble successfully completing the class.

You will be required to complete and electronically submit worksheets using MS Word and Adobe Acrobat PDF file formats derived from a Windows 10 Operating System. If you are using Apple IOS / MAC software products, you will be required to import and export to Windows-compatible MS word and Adobe PDF file formats. This process may involve scanning hand-written work with your phone or scanner, and / or converting to a windows-compatible image file format including JPG and PDF. Please plan accordingly, or you will have trouble successfully completing the class. *NOTE FOR APPLE COMPUTER USERS: please do not submit your digital assignments in "PAGES" or "HEIC" file formats, convert them using internet resources or other software to Microsoft compatible file formats including one of the following: Acrobat PDF, MS Word DOCX, JPG, TIF. Please inform the professor ASAP if there will be issues working with these types of file formats or digital documents, and we will problem solve as needed.*

### **A NOTE ABOUT COMPUTER-BASED AND ONLINE COURSES:**

This class will use technology, hardware, software, and the internet. As such, there are endless possibilities for software glitches, system failure, and total confusion. Your patience with lab exercises, assignments, course content, and software / hardware glitches will be greatly appreciated. **Our motto for this class: "expect the worst and hope for the best"**.

### **STUDENT TECHNOLOGY SUPPORT:**

A website with detailed information about computer requirements and technology support for WOU students is available at the following URL: <https://wou.edu/provost/keep-learning/>. In addition, other important phone numbers and web links for WOU technology support are listed below:

Western Oregon University Canvas Support: 1-503-838- 9300 ([askai@wou.edu](mailto:askai@wou.edu))

Western Oregon University Computing Solutions (UCS): 1-503-838-8925 ([ucshelpdesk@wou.edu](mailto:ucshelpdesk@wou.edu))

WOU Remote Access Resource Page: <https://wou.edu/tech/remote-access/>

WOU Academic Affairs Resource Page: <https://wou.edu/provost/instructional-resiliency/>

### **STUDENTS WITH DISABILITIES AND OTHER SERVICES:**

Any student who has a disability that requires accommodation, please make an appointment to see me. The Office of Disability Services is available to support students with disabilities as well as the faculty and staff who serve the students for more information contact ODS, phone 503-838-8250, <http://www.wou.edu/disabilityservices/>

Students in need of assistance with other personal life and health issues should contact the CARE Team in the Office of Student Affairs 503-838-8221, <http://www.wou.edu/student/care-team/care-team-information/>

### **A NOTE ABOUT THE LAST WEEK OF CLASS:**

Given that the Oregon University System employs the "quarter method" of academic scheduling, upper division courses are by nature "compressed" with much detailed information to cover in a relatively short period of time. Please note that most upper division text books are geared for courses at universities with a 16 week semester system (i.e. we are truly trying to pack 10 pounds of soil in a 5 pound bag). As such, the 10th week of class is as critical to content coverage as the 1st week. Students should anticipate a full slate of "normal" activities during the last week of class, including lectures, lab exercises, written reports, etc. The class is not over until after the final exam! **Plan your schedule accordingly!**

### **A NOTE ABOUT LOST OR MISSING WORK:**

The instructor will only grade work that is received and physically visible. Any missing work (lab assignments, homework, quiz/test answer sheets) will receive a "0" on the grade sheet. This policy applies to work lost by the student or instructor. If the student demonstrates that the work was turned in, but is missing due to the instructor's error, then the student will be afforded an opportunity to make up the work and resubmit it for graded credit. Otherwise, the student will not receive credit for lost or missing work.

**Student Weekly Workflow and Time Management:** You will have reading, and homework assignments that may take up to 3 or 4 hours to complete, maybe more in some cases, depending on your skill levels and ability. Please plan your schedule accordingly. A significant portion of this class is completed by students in an asynchronous-online format, outside of formal synchronous class meeting times. Given the independent nature of completing outside class work, students commonly encounter time management issues due to the open-ended nature of self-structuring a weekly workflow. The recommended steps in successfully approaching the course from a time management perspective include the following: (1) attend and participate in the in-person, real time class meetings so that you understand the weekly logistics, homework instructions and premise of the class content, (2) set up a weekly class work schedule outside of synchronous class time, for example on three days of the week, schedule 1-2 hour work time for the class where that is all you focus on, (3) complete the assignments ahead of time before the last minute on the due date, (4) start by watching the assigned videos and answer review questions, follow by completing the reading assignments, and finish by completing the class exercises and/or lab assignments, (4) submit your completed assignments via Canvas upload by the prescribed due date. Weekly homework assignments are due on the following Monday of the next week. **Plan your schedule accordingly, so that you don't fall behind!**

**DIGITAL ASSIGNMENT SUBMISSION USING CANVAS:** All assignments will be submitted electronically as MS Word or Acrobat PDF files to the ES322 Canvas Online Class Management System via the WOU Portal (<https://www.wou.edu/portal>).

**INSTRUCTOR TIMELINE FOR ONLINE RESPONSE; GRADING EXAMS AND ASSIGNMENTS:**

The instructor will respond to emails / messages ASAP and within 24 hours (usually much faster, but understand that it could be up to a day before I respond). On weekends and in the evening, it may take a bit longer, but I will make a point of getting back to you as quickly as possible. The instructor's class grades are typically due to registrar's office the week following the class end date. All exams, lab materials, and assignments submitted by students throughout the term will be graded by that time, however the professor will make an effort to return graded materials within two weeks of the assigned due date. Answer keys and other resources will be posted to assist with students evaluating their work on a weekly basis. **Grade Reports: I will be using the Canvas gradebook tool. In addition, I will be personally reviewing your work submitted via Canvas upload, grading it manually, and recording scores in my own spreadsheet / gradebook, outside of Canvas. I will send you individual grade updates via email as the session progresses.**

**REQUESTS FOR TIME EXTENSIONS:** The professor is flexible, helpful and supportive. It is understood that students are busy and get caught in a crunch and require extra time to complete assignments. Requests for extensions will be considered on a case by case basis; however, given the rigorous nature of the fall class schedules of the student group, it will be best to complete work according to or ahead of schedule, as possible.

**CHANGE OF SYLLABUS AND ASSIGNMENT DUE DATES:**

The instructor reserves the right to modify the syllabus and class schedule at any time during the term. Students will be notified of such changes in a timely manner. The instructor also reserves the right to assign unscheduled homework / class assignments at any time. All students will be responsible for completing this work and it will comprise part of the final class grade. **Due to the Public Health Emergency, the short-turnaround shift to remote / online education will be a work in progress. Patience and teamwork will be required. The instructor reserves the right to change the syllabus and class structure, as needed, given the dynamic nature of the situation, and the potential for glitches associated with the technology infrastructure. Much time will be provided for students to succeed and adjust to the new learning mode, as the term progresses.** In general, weekly reading review assignments are due via Canvas upload on Mondays by 11 PM, following the prior class week topic.

**TENTATIVE CLASS SCHEDULE:** This outline should be considered tentative at best. The following schedule may be modified as class ideas evolve throughout the term. Reading references: "Cech" = Principles of Water Resources Text, "Viessman" = Viessman and Lewis Text, Introduction to Hydrology; "Dingman" = Dingman text, "Physical Hydrology"; "Waltham" = Waltham Text, "Mathematics as a Tool for Geologists"; Driscoll "Groundwater Wells"

Week / Dates	Class Content	Reading
1 01/03/22-01/09/22	Class Introduction, Hydrologic Systems, Hydrologic Cycle, Global Water Budget In-Person Meeting: Tuesday Jan. 4, 2 PM	Cech Chap 1, 2 Waltham Chap 1
2 01/10/22-01/16/22	Physical and Chemical Principles Part 1 In-Person Meeting: Tuesday Jan. 11, 2 PM Week 1 Assignments Due by Monday Jan. 10, 11:00 PM	Viessman Chap 3 Waltham Chap 3
3 01/17/22-01/23/22	Physical Principles Part 2; Atmospheric Processes Part 1 In-Person Meeting: Tuesday Jan. 18, 2 PM Week 2 Assignments Due by Monday Jan. 17, 11:00 PM	Cech Chap 2 Dingman p105-140
4 01/24/22-01/30/22	Meteorology Part 2, Oregon Climate & Water Resources In-Person Meeting: Tuesday Jan. 25, 2 PM Week 3 Assignments Due by Monday Jan. 24, 11:00 PM	Cech Chap 3
5 01/31/22-02/06/22	Surface Water-Watersheds-Rivers Part 1 In-Person Meeting: Tuesday Feb. 1, 2 PM Week 4 Assignments Due by Monday Jan. 31, 11:00 PM	Viessman Chap 9
6 02/07/22-02/13/22	Mid-Term Exam Week (Exam 1 Tuesday Feb. 8) Surface Water-Watersheds-Rivers Part 2 Week 5 Assignments Due by Monday Feb. 7, 11:00 PM	Ritter et al. Chap 5
7 02/14/22-02/20/22	Introduction to Groundwater I In-Person Meeting: Tuesday Feb. 15, 2 PM Week 6 Assignments Due by Monday Feb. 14, 11:00 PM	Cech Chap 4
8 02/21/22-02/27/22	Groundwater II; Flow Mechanics In-Person Meeting: Tuesday Feb. 22, 2 PM Week 7 Assignments Due by Monday Feb. 21, 11:00 PM	Viessman Chap 7, 10
9 02/28/22-03/06/22	Groundwater III; Well Hydraulics In-Person Meeting: Tuesday March 1, 2 PM Week 8 Assignments Due by Monday Feb. 28, 11:00 PM	Driscoll
10 03/07/22-03/13/22	Student Pop-Up Presentations / Reading Summaries In-Person Meeting: Tuesday March 8, 2 PM Week 9 Assignments Due by Monday March 7, 11:00 PM	Journal Readings
11 03/14/22-03/18/22	Final Exam Week (Exam 2 Thursday March 17, 12 PM) Week 10 Assignments Due by Monday March 14, 11:00 PM	

## COVID-19 AND PUBLIC HEALTH INFORMATION

### Up-to-Date COVID Information

COVID-19 is an ongoing, dynamic situation that may change during any given term, leading to changes in rules and guidance. Find up-to-date information at:

Western Oregon University: [wou.edu/coronavirus](http://wou.edu/coronavirus)

Oregon Health Authority: [govstatus.egov.com/OR-OHA-COVID-19](http://govstatus.egov.com/OR-OHA-COVID-19)

CDC: [www.cdc.gov/coronavirus/2019-ncov](http://www.cdc.gov/coronavirus/2019-ncov)

### Vaccinations

All students who take in-person classes or who will spend time on campus are required to be fully vaccinated against the COVID-19 virus or submit an exemption before the start of classes. Please contact the Student Health and Counseling Center (SHCC; 503-838-8313, [health@wou.edu](mailto:health@wou.edu)) if you have questions about how to submit proof of vaccination or claim an exemption. Further instructions can be found on SHCC's website at [www.wou.edu/health](http://www.wou.edu/health). Vaccination against COVID-19 remains one of the best ways to protect your health and the health of our community. At least one vaccine has now received full approval by the FDA. For more information on COVID-19 vaccines, including how you can get vaccinated, please visit: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/vaccine-benefits.html>

### Masks and Face Coverings

The purpose of WOU's Mask Policy ([https://www2.wou.edu/nora/policy.entry.view\\_policy/?ppolicyid=1077](https://www2.wou.edu/nora/policy.entry.view_policy/?ppolicyid=1077)) is to promote the health and safety of students, staff, faculty and the broader community. The State of Oregon and Western Oregon University require that masks or face coverings be worn when indoors on campus (Monmouth and Salem), except when you are actively eating, drinking or engaged in public speaking. If you are alone in an enclosed room (i.e., with four walls, ceiling and a closed door), you can remove your mask. Masks or face coverings should be worn in combination with other measures, such as physical distancing, proper hand washing and vaccinations. Masks or face coverings are also required outdoors, if physical distancing cannot be maintained.

### Be prepared for the possibility of remote delivery

Due to ever-changing conditions with COVID-19, students and faculty should be prepared for the possibility that fully in-person and hybrid courses might be switched to remote delivery at any time.

### Classroom behavior statement

As we return to campus, we need to actively engage in behaviors that reduce the spread of COVID-19 and comply with statewide public health requirements. Therefore, WOU students, faculty, and staff will:

- Wear a face covering or mask that covers both nose and mouth when indoors
- When possible, try to maintain increased physical distancing
- Engage in proper hand washing hygiene
- Minimize eating and drinking while in classrooms, but if you need to do so, remove and replace your mask as quickly as possible. (It may be okay to step outside class briefly, if you need to have a drink or snack.)
- Self-monitor for symptoms of COVID-19, and stay home if you are ill.
- Cooperate with local public health authorities if you contract COVID-19, or are notified that you came into contact with someone who contracted COVID-19
- Comply with directions from local public health authorities to isolate if ill, or quarantine if you have been identified as a contact (fully vaccinated individuals will not need to quarantine unless they have symptoms)

### Attendance and Public Health

In order to facilitate contact tracing in case someone in our class tests positive for COVID-19, attendance will be taken for every class meeting. Please be sure to comply with the system of attendance used by the instructor in your classroom.

In the case of illness that will keep you from attending class, you should submit a Student Absence Notification request form at: [www.wou.edu/advising/absence](http://www.wou.edu/advising/absence). This form allows the Student Success and Advising office to relay the information regarding your absence to faculty members in a timely manner. The notification sent to your faculty will serve as a courtesy notice and does not excuse your absence. It will still be your responsibility to communicate with your instructor to discuss any work missed during your absence. Information submitted through the Student Absence Notification System must be truthful, in accordance with the Student Code of Responsibility.

### **What to do if you are contacted by a contact tracer?**

Contact tracers call people who may have had contact with someone who has tested positive for COVID-19. We want everyone to feel safe answering the call from a contact tracer.

First, you should know your information is strictly confidential and will be treated as a confidential public health record. Your information will not be shared with other agencies, including immigration officials.

If a contact tracer is unable to reach you, they will leave a voicemail and request that you call back. The voicemail will not contain any health information.

If a contact tracer calls you, here's what ***they will ask***:

- Your name, date of birth and where you live

- If you need an interpreter in a language other than English

- Your race, ethnicity, language and disability information

- If you have any symptoms of COVID-19

- If you need a place to stay, or if you have other needs to help you stay at home

- If they can contact you daily to monitor your symptoms and needs

- If you have been vaccinated or tested

Contact tracers ***will not ask for*** the following information. If anyone calls you requesting the information below, hang up, as they are not part of local or state contact tracing efforts:

- Social security number

- Immigration status

- Credit card number, bank account or billing information

Visit Oregon Health Authority's contact tracing website to learn more about this important public health strategy to slow the spread of COVID-19: <https://govstatus.egov.com/OR-OHA-Contact-Collaborative>

### **What to do if you test positive for COVID-19?**

If you test positive for COVID-19, please call the Student Health and Counseling Center (SHCC; 503-838-8313) to inform them of your positive test. To prevent the spread of COVID-19, it is important for WOU to know about positive tests in our community.

### **What to do if you are feeling sick?**

If you are feeling ill, stay home and do not go to class or work. Please call the WOU Student Health and Counseling Center (SHCC; 503-838-8313), or your preferred health care provider if you experience COVID-19 symptoms, including fever, cough or shortness of breath. Your questions will be answered by phone and if necessary you will be directed to the best medical option, which might be an in-office visit, telemedicine, or a referral to urgent care. ***It is important that you call first*** as the SHCC will be working with students who have prior appointments and you may unnecessarily expose other students—or yourself be exposed—to COVID-19.

Your health care provider will also determine whether COVID-19 testing is appropriate based on symptoms and test availability in their area. The Oregon Health Authority has published a COVID-19 test site locator to help people in Oregon find testing sites in their community. The interactive map is available on pages in both English and Spanish and can be toggled into multiple other languages:

[healthoregon.org/covid19testing](http://healthoregon.org/covid19testing) (English)

[healthoregon.org/pruebasdecovid19](http://healthoregon.org/pruebasdecovid19) (Spanish)

You may also call the SHCC if you just have questions about possible exposure to COVID-19 or symptoms of COVID-19. Any student eligible for services can call the SHCC whether they live on or off campus. Any student enrolled in one or more credits for in-person or hybrid courses is automatically assessed the SHCC health fee and is eligible to receive care on campus. Students enrolled only in online classes are not assessed the fee and are therefore not eligible for care; however, if you are in Oregon, you can choose to pay the fee to access SHCC services. The fee is \$150 per term. If you are currently out of state, please call the SHCC to see if you are eligible for services because counselors face restrictions on practicing across state borders. Medical providers can only practice in Oregon.

### **Student Health and Counseling Center**

WOU students taking all online classes must opt into the \$150 health service fee to access medical and counseling services at WOU's Student Health and Counseling Center (SHCC). Students taking in-person or hybrid classes will be automatically assessed the above fee and will gain access to SHCC services. For more information, please go to <https://wou.edu/health/> or call the SHCC at (503) 838-8313.