

With the start of a new semester, it is important to understand the new modifications in place for instruction within our teaching spaces. These changes were made in response to the ongoing COVID-19 pandemic and were put in place for the safety of students, faculty and staff.

Building and Teaching Space Access

- Exterior building doors will require a CMU ID swipe; please carry your CMU ID at all times
- Teaching spaces will open at 7:30 a.m. and close at 10:00 p.m. with the exception of CUC building and department controlled labs and studios

Teaching Space Overview

Teaching spaces have been reduced in capacity to allow for six foot physical distancing. The space capacity consists of student seats plus one instructor seat and one teaching assistant (TA) seat.

- Space capacity signs will be posted by the classroom door
- Space layout illustrations located outside the door and near the board will indicate the placement of furniture
 - Placement for moveable seating will be indicated with 'Place Chair Here' stickers on the floor
 - 'Do Not Sit' signs will be placed on certain permanent seats, as indicated in the layouts
 - Teaching assistants will have a specified seat indicated by a 'TA Reserved Seat' sign
 - ADA furniture will be identified, if applicable
 - Space layouts indicate points of egress if there are multiple entrances to the space
- **It is very important that the teaching space capacity is enforced**
 - Please do not remove or add furniture to any teaching space
 - Only registered students are permitted to attend in-person courses
 - Waitlisted students are not permitted to attend in-person sections due to strict seating capacities; if a waitlisted student is attending class in-person, they must leave. Please contact your department coordinator to discuss waitlist invitations or to work out capacity issues
 - Remote students are expected to attend synchronously during the scheduled course section meeting time, unless other arrangements are made by the faculty member

Teaching Space Supplies (chalk, erasers, markers)

- Board writing supplies will still be provided in teaching spaces; however if you wish to request your own supply, please see your building facility manager to order supplies from FMS
- Sanitizing wipes and hand sanitizers will be available in all teaching spaces; please only use hand sanitizers around special equipment
- All teaching spaces are scheduled to be cleaned during the day between classes and nightly, depending upon capacity and utilization

Teaching Space Etiquette

These simple steps will ensure that the classroom is properly set up for the next scheduled class:

- End your class on time
- Erase all boards and cap markers, if available
- Power down all audio/video equipment
- Ask students to check that moveable furniture is placed appropriately above the 'Place Chair Here' floor sticker
- Dispose of garbage properly (located in the hallway, outside the intersection of traffic)

General Reminders

- Be sure to check the [schedule of classes](#) regarding your assigned teaching spaces
- Only registered students may attend classes; only registered students may audit a course
- Check that you are listed as the instructor for all your courses to assist with final exam, faculty course evaluation and grade submission administration
- Consider adding a proxy who may view your course roster or enter grades. Undergraduate students may not serve as proxies. You can find instructions for assigning a proxy at www.cmu.edu/es/grading-and-exams/proxies.html

If you notice something is missing or wrong with the classroom furniture or supplies, please call FMS at 412-268-2910 or email fixit@andrew.cmu.edu.

If you are having trouble with any audio or video equipment in the room, please contact Media Tech at 412-268-8855 or email mediatech@cmu.edu.

Inquiries about teaching space assignments and course related changes may be directed to courses@andrew.cmu.edu.