**Sample Syllabus/Email Language and Conversation Starters**

*Please note that these are examples and instructors should tailor them to fit their own needs.*

**Starting the semester with a caring campus mindset:**

* “Before we proceed with work/class, I wanted to recognize we have all been through a lot this past year and a half. It has been a hard time in many ways for each of us. Many things have changed and we all may be adjusting to these changes differently. Know that I too have been impacted by the pandemic and am adjusting to changes. If may be helpful for us to acknowledge these issues before we proceed with other tasks this semester. We can have a discussion now about anything you would like to share before we move into work/course-related items. It may be helpful for us to acknowledge positive things that came from the pandemic as well.”
* “Anytime throughout the semester I will be open for conversations in person, by phone or by email about anything on your mind.  There are also many campus and community resources we have available to assist us in caring for ourselves and each other that I can share.”
* “Welcome back from an unusual and once-in-a-lifetime kind of year. How are you?”
* “Is there anything I can answer or try to explain before we get started in this new year?”
* “I want to understand where you are coming from. How was your last year? Is there anything you want to share now or more privately?”
* “It’s been an unusual year. If I say something that is offensive, please tell me right away or feel free to reach out more privately.”
* “We have a wonderful support system at K-State. Please tell me or show me when you need assistance.”