[ONLINE COURSE SYLLABUS TEMPLATE – you should include items in upright text; instructions, comments, and options are in italics and should be replaced with specifics for your course or deleted. You may remove the major headings (e.g., 1. Course Information) if you choose.]

THE UNIVERSITY OF NEW MEXICO–LOS ALAMOS
SYLLABUS

Course Number and Name
Semester

Instructor: [Name]
Virtual Office Hours: Day/Time & Connection Information

Phone: [place N/A if no phone]
Email: [UNM Lobomail, and/or Learn course messages]

https://bringbackthepack.unm.edu/
The University of New Mexico presently requires masks to be worn indoors by all individuals, vaccinated and unvaccinated, at all locations at all campus and branch campus locations. Masks must be worn in any indoor group setting, including classrooms. All students, faculty, staff and visitors should wear their masks at all times in UNM buildings unless they are eating, drinking, or in an office alone. Please help us continue good public health practices (handwashing; staying home when ill; physical distancing, when possible; mask-wearing, etc.) so we all stay safe and healthy.

To protect and preserve the health, safety and welfare of the UNM community, the University of New Mexico will require that all faculty, staff and students accessing University facilities and programs be fully vaccinated for COVID-19 as soon as possible, but no later than September 30, 2021.

1. Course Information

Catalog Description
[This must be quoted from the current UNM–LA catalog and/or UNM catalog. Description should list all prerequisites for the course. Include number of credit hours.]

Course Description
[Optional, if you want to add more information in addition to the catalog description.]

Textbook, eBook, Course Materials
[Provide all information a student needs in order to obtain the textbook, including author, title, edition, publication date, publisher, and ISBN. It is helpful to mention if the textbook is available in more than one format, e.g., hard cover, soft cover, e-book. If students can use prior editions, mention which ones.

Mention any course-packs, publisher-provided supplements, course keys, or other information that students will need. For used books, if the required material may be purchased separately, mention how the student can obtain it. E.g., how would a student get a publisher’s access code to the publisher’s online materials if the student purchases a used book?

Provide information about where to obtain the textbook. MBS is the online bookstore used by UNM-LA (http://losalamos.unm.edu/campus-life/ordering-books.html). Do not mention alternative booksellers by name. You should mention that any books purchased through an alternative source cannot be sold]
back to the MBS bookstore. You should also mention whether supplemental material or publisher’s access code is required or optional and that it probably will not be packaged with used books or books purchased from another seller.

Note that YOU will be responsible for working with the textbook publisher’s representative to find out this information, and you will need to supply it to the person setting up textbook orders with MBS. You should also verify your course’s textbook entry on the MBS site before the semester begins, in time for corrections to be made if necessary.

If your course requires students to purchase other materials or equipment for the course, mention it here.

2. Course Objectives and Learning Outcomes

[Course Objectives and Learning Outcomes can be combined]

Course Objectives
[Course objectives must be included. Check with your Division Chair to see if your department uses standardized objectives for your course.]

1.

2.

etc.

Learning Outcomes
[Learning outcomes must be included. Check with your DC to see if your department uses standardized learning outcomes for your course. Your learning outcomes should be measurable, consistent with course activities, and written in language that is meaningful to students.]

At the conclusion of the course, you should be able to:

1.

2.

etc.

Essential Skills
[If your course is a General Education Core course, provide a statement about your essential skills here.]

Because this is a General Education Core course, activities will be incorporated into this course to support development of the following three essential skills that are required by NM/HED:

[list only the skills for your subject area, they are provided here for your convenience:

1. **Communications**: Communication, Critical Thinking, Information & Digital Literacy
2. **Mathematics**: Communication, Critical Thinking, Quantitative Reasoning
3. **Science**: Critical Thinking, Personal & Social Responsibility, Quantitative Reasoning
4. **Social & Behavioral Sciences**: Communication, Critical Thinking, Personal & Social Responsibility
5. **Humanities**: Critical Thinking, Information & Digital Literacy, Personal & Social Responsibility
6. **Creative and Fine Arts**: Communication, Critical Thinking, Personal & Social Responsibility]
Student progress in developing essential skills will be measured in assignments, discussions, and/or exams throughout the course. [customize for your course]

Assessment
UNM-Los Alamos conducts ongoing assessments of student learning so that we can continue to improve the curriculum to give students the best education possible. The data collected for this assessment will be selected by the instructor or the department and may come from exams, projects, or other assignments. The assessment will focus on the learning outcomes in this syllabus (listed above). The data from this assessment will be collected and reported anonymously. Data summaries will be reported to the department, to the Office of Instruction, and posted on the web. The information collected will be used to make improvements to curriculum and teaching. This assessment is not a reflection of your grade and is not a grading exercise; it is simply an evaluation of how well students are mastering certain skills.

3. Course Policies

Grades and Grading Policies
[You should list evaluation criteria, what will be graded, and your grading scale (points/% needed for each letter grade).]

Evaluation will be based on the following course activities and components, weighted as indicated:

1. 
2. 
   etc.

[Also include specific policies: on late work, whether any grades will be dropped, missed quizzes or exams, quiz or exam retakes, whether resubmissions are accepted on assignments, reductions in points, extra credit, resolution of grading disputes, how long students have after receiving a grade to question or protest it, etc.]

[Mention how students can expect to get feedback from you on assignments or other work and how soon they can expect to see it after submitting work or after a due date.]

You can keep track of your grades using My Grades in Learn. [or other tool you use, e.g., publisher grade book]

Attendance and Participation Policy
[Define your policy here. The paragraph below contains suggested policy.]
“Attendance” and “participation” mean something different in an online class, so policies in this class may differ from the policies you are used to seeing in your traditional classes. [State your policy on participation in discussions, group work, chats, etc. For example,...] In this course, you are expected to log in to the course at least three times a week to check for new announcements, email, or posting of course materials and to submit required coursework. You should discuss with me any planned absences or problems regarding your ability to log in and participate. In addition, you should talk with me as soon as possible anytime you cannot log in for more than a few days or if you fail to complete assigned work.

[You should specify whether or not students can work together on assignments, and if allowed, which...
ones/types and how they will be graded. If you will be requiring group-work, you should specify how groups will form and how they will be graded. You may specify the details of group-work in the course itself.}

**Academic Honesty Policy**

[Include a statement about academic honesty. A suggested statement is below, but you are encouraged to add your own specific responses to specific types of infractions]

You are expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, including dismissal, against any student who is found responsible for academic dishonesty. Any student who has been judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course. Academic dishonesty includes, but is not limited to, dishonesty on quizzes, tests, or assignments; claiming credit for work not done or done by others (plagiarism); and hindering the academic work of other students. A brief guide to what constitutes plagiarism and how to avoid it can be found here: [http://losalamos.unm.edu/library/docs/avoiding-plagiarism.pdf](http://losalamos.unm.edu/library/docs/avoiding-plagiarism.pdf).

You should take care not to leave your computer or thumb drive where others can steal or copy your work or make your files “public.” When using a public computer, you should make sure that you erase your work from the computer and remove your thumb drive.

### 4. Course Communications

**Course Communications**

[It is recommended that faculty hold weekly virtual office hours using Zoom or other web conferencing communication platform. You should clarify if and how you will use email and other forms of communication outside of class, e.g., whether or not you want to be emailed, called, Zoomed, Skyped, or texted. You should clarify if and how you will use Learn Course Messages or UNM email. Note that Learn Course Messages are completely internal to the course. One cannot use an external email account to send email to an internal Learn address. Be aware that FERPA considerations dictate that Learn Course Messages or UNM Lobomail are the preferred communication channels when discussing a student’s class performance. Use of gmail, Hotmail, etc. is not advised.]

[Also mention other forms of communication that may be used in the course, such as discussions, blogs, web conferences (if they will be held). How do you want students to contact you, and how can they expect you to contact them? For example:]

In this course we will use Learn’s Course Messages to communicate with each other. I will not send email to your UNM or other external account except in case of an emergency, and you should expect to initiate and receive all messages about the course from within Course Messages. If you can’t log in to Learn, you should contact me at [YourEmail@unm.edu].

You are expected to follow the rules of online etiquette (netiquette) in your communications with me and with each other. Classroom netiquette rules are posted in the online classroom.

**Response Time Policy**

[Include a statement about what response time students can expect from you in answering their emails, text messages, and phone calls, and your expectations for their response times. A suggested statement is]
You can expect a response from me within 24 hours on weekdays and 48 hours on weekends to course messages, email messages, text messages, or phone calls. When you receive a communication from me, you should attempt to reply within 48 hours.

**Unexpected Cancellations**

Specify where the student can find this information. You should also use Announcements because these show up every time the student logs in.

You can find information about unexpected cancellations of events or assigned work (e.g., exams, chats, discussions) in the Announcements section of the online classroom.

You should check Announcements and Course Messages if used each time you log in to the online classroom.

You will receive information about campus emergencies via LoboAlerts. Confirm that you are signed up to receive notifications on [http://loboalerts.unm.edu](http://loboalerts.unm.edu).

### 5. Technical Needs

**Computer Requirements**

Since this course is taught entirely online, frequent use of a computer is required. You must have access to a computer and to the internet, and you will need to be familiar with the use of a browser such as Edge, Chrome, Safari, or Firefox. Access at least part time, to a broadband (high speed) internet network, such as DSL, cable, wireless, or satellite, is strongly recommended since some of the assignments may involve audio and video clips. You can access a broadband network at many libraries and on campus.

From the UNM-LA campus, you can access Learn and MyUNM from public computers, from computers in computer labs, and from computers in the library. If you wish to use your own computer on campus, you can connect to one of the UNM-LA Wireless networks. Instructions for accessing these are given here: [http://losalamos.unm.edu/campus-life/computing-services/wireless-network.html](http://losalamos.unm.edu/campus-life/computing-services/wireless-network.html)

Since this is an online course, some minimum hardware and software are required in order to complete the course. A list of software that is required for Learn is found in Appendix B of the Online Learning at UNM-LA Student Guide (see below) and in the online classroom.

List any required course-specific software here that students must have, e.g. Autocad, MatLab, Photoshop, etc. Provide links or information about how students can obtain each one. Free downloads of certain software are available from UNM: [http://it.unm.edu/software/index.html](http://it.unm.edu/software/index.html)

At present, Learn is not officially supported while running in a browser on mobile devices (tablets or smart phones) and some functions run poorly on these, if at all. You can try using them, but if you run into difficulties, UNM and UNM-LA personnel will NOT be able to help. You should NOT ATTEMPT to use one of these devices to submit critical work such as assignments, exams, or discussion posts. Blackboard supplies a mobile version of Learn, which also is not officially supported by UNM and should be used only for viewing, not creating or submitting materials. You can find more information about the mobile version of Learn here: [http://online.unm.edu/help/learn/mobile/students/](http://online.unm.edu/help/learn/mobile/students/)

**UNM-LA Computer Account Policy**
You are required to have a UNM campus account (NetID). You will use this account to access this course via Blackboard Learn. You will also use this account to register for classes through MyUNM, http://my.unm.edu. This account is also used to read and send e-mail (the UNM email address looks like NetID@unm.edu), print transcripts, check financial status, and check degree progress. The NetID and password for Learn are the same as your login for your UNM Main Campus account.

You are required to check your UNM email (LoboMail) periodically, as this is the main communication method used by the university. You may forward your LoboMail to another email address; however, this is not encouraged by UNM and not supported by UNM IT personnel. https://unm.custhelp.com/app/answers/detail/a_id/6701/kw/forward%20lobomail.

You can access your email via MyUNM by clicking on the “MyUNM” at the top of the UNM–Los Alamos web page (http://losalamos.unm.edu) or the Main Campus web page (http://www.unm.edu), or by typing in the web address http://my.unm.edu. Just to the left of the Login button for MyUNM are icon buttons to access Lobomail and Learn. You must then log in using your NetID and password.

You should be aware of the computer use policies as they affect your education at UNM-LA. See Computer Use Policy links on this page: http://losalamos.unm.edu/campus-life/computing-services/index.html.

6. Support and Resources for Online Learning

Online Learning at UNM-LA Student Guide
[Optional: Instructors may also choose to require students to email back a statement that they have read this guide and/or whatever syllabus/orientation materials you also want to include].

You should read the Online Learning at UNM-LA Student Guide – Blackboard Learn. You may assess your readiness for online learning in Appendix A and C:

http://losalamos.unm.edu/academics/online-learning/students/online-learning-student-guide-blackboard.pdf.

Student Support
UNM-Los Alamos offers support for students enrolled in classes using UNM Learn and online publisher sites. This includes help accessing and navigating sites such as Pearson Mastering, MyLab, Wiley platforms, etc. Please contact Kevin Rosenberger at rosenbergerkm@unm.edu.

Training and Help for Learn
You can find video training on how to use Blackboard Learn at http://ondemand.blackboard.com/students.htm.

UNM has provided additional help and quick-start training materials for Learn at http://online.unm.edu/help/learn/ and under the Support button inside the Learn classroom.

Technical Support
If you are having technical problems with Learn, you can contact free technical support in one of the following ways:

- Phone: 505-277-0857, option 2 – IT and Learn support on Main Campus.
- Web: http://online.unm.edu/help/learn/support/
7. Academic Support

**Academic Support Center (ASC)**
The Academic Support Center at UNM-LA offers tutoring and academic help. For more information, go to [http://losalamos.unm.edu/asc/index.html](http://losalamos.unm.edu/asc/index.html). Questions related to course organization or setup should be directed to me.

**Libraries**
The Library at UNM-LA has many electronic databases that you may find useful. You can link to the UNM-LA Library web site here: [http://losalamos.unm.edu/library/index.html](http://losalamos.unm.edu/library/index.html)

You can access many electronic resources, including books and journals, through the UNM Main Campus Libraries at: [http://library.unm.edu](http://library.unm.edu).

**Student Services**
Student Services is a central hub of information for prospective, current, and former students to find assistance and answers to questions about admissions, academic advising, registration, financial aid, and other resources on campus. [http://losalamos.unm.edu/faculty-staff/student-services/index.html](http://losalamos.unm.edu/faculty-staff/student-services/index.html)

8. UNM and UNM-LA Policies

**Drop Policy**
If you decide to drop the class, it is your responsibility to do so; you should be aware of University-wide posted deadlines for tuition refunds and mandatory assignment of grades. You should not assume that I will drop you before a deadline if you simply stop attending a face-to-face class or stop logging in to an online class.

Dropping a course may affect your financial aid status and/or tuition refund. A drop will result in a grade of “W.” If you do not officially drop the class, you will receive the grade earned based on the syllabus grading criteria, which may be an “F.”

**Students’ Online Classroom Participation May Be Monitored**
[You should add to the following paragraph your policy on monitoring and specify how that information will be used in your class (e.g., will it impact grades or just be used to identify students having problems).]

The online classroom provides tools for the instructor to monitor students’ participation in online classes. In addition to seeing all of the posts and comments that are made in discussions and blogs, I have access to records of when you logged in, what course materials you opened during each session, and when you submitted exams and assigned coursework. This data is made available to me to enable evaluation of class participation and to help me identify students having difficulties using online classroom features.

**Course Evaluations**
You will be requested to participate in an online course evaluation near the end of the course. UNM-LA requests that all students participate because the information they provide is helpful in improving courses for future students.
American Disabilities Act
“In accordance with University Policy 2310 and the American Disabilities Act (ADA), reasonable academic accommodations may be made for any qualified student who notifies the instructor of the need for an accommodation. It is imperative that you take the initiative to bring such needs to the instructor's attention, as the instructor is not legally permitted to inquire. The student is responsible for demonstrating the need for an academic adjustment by providing Student Services with complete and appropriate current documentation that establishes the disability, and the need for and appropriateness of the requested adjustment(s). However, students with disabilities are still required to adhere to all University policies, including policies concerning conduct and performance. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow. Contact Accessibility Services at 505-661-4692 for additional information." The UNM Accessibility Resource Center's web site is at this link: http://as2.unm.edu

The UNM Online Accessibility Support policy statement is available here: http://online.unm.edu/help/learn/students/accessibility-support.html

Blackboard’s Commitment to Accessibility statement is available here: https://www.blackboard.com/blackboard-accessibility-commitment

Sexual Misconduct Policy
In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered “responsible employees” by the Department of Education (see pg 15 - http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf ). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oee.unm.edu). For more information on the campus policy regarding sexual misconduct, see: https://policy.unm.edu/university-policies/2000/2740.html

Citizenship and/or Immigration Status: All students are welcome in this class regardless of citizenship, residency, or immigration status. Your professor will respect your privacy if you choose to disclose your status. As for all students in the class, family emergency-related absences are normally excused with reasonable notice to the professor, as noted in the attendance guidelines above. UNM as an institution has made a core commitment to the success of all our students, including members of our undocumented community. The Administration’s welcome is found on our website: http://undocumented.unm.edu/.

Other Policies – Student Handbook
UNM-LA follows the UNM policies as stated in the Pathfinder – Student Handbook, which can be found at this link: https://pathfinder.unm.edu/.

9. Course Schedule
[Provide a course schedule showing dates for major topics and due dates for assignments/exams that will be covered here. This is both for the student and to provide information for other institutions if the student transfers. You may also make this more detailed by adding intermediate steps, etc. here, or you may provide detailed information in the online classroom in a separate semester schedule.]
**Recommendations:** You are not presently required to include this information in your syllabus, but it is recommended in order to help students become oriented to the class and to help them figure out how YOU will be using Learn, since that differs markedly across classes. You may also put this information inside your online course.

1. **Specify what the student needs to do during the first week of classes.**
2. **Provide a brief orientation to your class and how Learn will be used in your class.**
3. **Discuss specific features of how your online class will be run, e.g.,**
   - where further information about the class can be found in the online classroom
   - if there are any typical weekly activities and what they are
   - how much work the course will require (e.g., how many hours/week)
   - which Learn tools you will be using and how they will be used in YOUR class, e.g., Calendar, My Grades, Discussions, Blogs, etc.
   - guidelines for assignments, tests, papers, etc.
   - grading rubrics if you use them
   - how you will handle religious holidays if any overlap due dates
   - what to do if the computer crashes in the middle of an exam, etc.

This makes a longer syllabus, but it gives students explicit information so that they are not left guessing.

Some of this information, especially the first two items, may also be included in the welcome letter you send to your students before classes begin, and it should also be available within the Learn classroom [because students don’t always read their UNM email promptly.]