***[FACE-TO-FACE COURSE SYLLABUS TEMPLATE – you should include items in upright text; instructions, comments, and options are in red italics and should be replaced with specifics for your course or deleted. You may remove the section headers (e.g., 1. Course Information) if you like.]****New or revised information is highlighted. Highlighting may be removed for your final edited document.*

**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]* |
| Class meeting day/time: | Class location: |

**Special considerations for Fall 2020**

Stay informed and be prepared, Student Guide: <https://bringbackthepack.unm.edu/academics/student-guide/>

## Respect the UNM Community by Preserving Health

You have the ability to prevent the spread of COVID-19 and to preserve the health of fellow students, your instructor, staff and the community by following UNM health protocols. The UNM Provost Administrative Directive on Mandatory Student Face Covering and Symptom Reporting of July 9, 2020 requires that **all students on UNM-Main and UNM branch campuses wear face masks in the face-to-face classroom and on campus** unless they have a specific mask accommodation (confidentially documented with the Accessibility Resource Center). UNM Provost Administrative Directive is consistent with Governor Lujan Grisham’s [Public Health Emergency Order](https://cv.nmhealth.org/public-health-orders-and-executive-orders/)as amended, and the [Public Health Order of the New Mexico Health Secretary](https://cv.nmhealth.org/wp-content/uploads/2020/06/DOH-PHO-6-15-essential-businesses-mass-gatherings.pdf). It also requires **daily participation in symptom screening through covidscreen, which will be sent via UNM e-mail.**

Acceptable masks and mask wearing in class: A two-layer mask that covers the nose and mouth and that is cleaned regularly is acceptable. A face shield is not sufficient protection. It is vital that you wear your mask correctly, covering your nose and mouth. Removing your mask for an extended period to eat or drink in class violates the Provost Administrative Directive and endangers others.

Mask Wearing Accommodation: Individuals with a documented disability or diagnosis may seek a confidential and appropriate mask accommodation by contacting Tony Gallegos at jtgallegos@unm.edu. He will require documentation of health requirements, which will be kept confidential. The instructor will be informed only of any need for accommodation. Students do not need to reveal private information to an instructor.

Consequences of not wearing a mask properly: Unless you have an approved accommodation, if you don’t wear a mask, or if you do not wear a mask properly by covering your nose and mouth, you will be asked to leave class. If you fail to wear a mask properly on more than one occasions, you can expect to be dropped from the class. If you insist on remaining in the classroom while not wearing a mask (without a determined accommodation), class will be dismissed for the day to protect others and you will be dropped from the class immediately.

[Optional addition from the instructor: The instructor will try to have a few disposable masks available on a first-come, first-served basis.]

This class may move to remote delivery at any time to preserve the health and safety of the students, instructor and community.  Please check *[fill in your communication system]* regularly for updates about our class and please check <https://bringbackthepack.unm.edu> regularly for general UNM updates.

Classrooms have been set up for six-foot radius social distancing, with clear occupancy labeling and a target face-to-face size of no more than 25 students. Please do not rearrange the furniture. Cleaning protocols are implemented with thorough and regular classroom cleaning including cleaning of surfaces. Movement in and out of classrooms and buildings will be guided by social distancing signage and, when possible, timed entry and exit.

## Modified Fall 2020 Academic Calendar UNM modified the Fall calendar to reduce travel and associated public health risks. The traditional "Fall Break" has been replaced with two Break Days: Wednesday, October 7 and Tuesday, November 3. The last day for in-person teaching on campus is Wednesday, November 25. A remote instruction week is scheduled for Nov. 30-Dec. 4 and a remote final exams week for Dec. 7-12.

**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 provide more information than the catalog description.]*

**Textbook or e-Book, 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 access keys, or other information that students will need and where to obtain or access them. 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://bookstore.mbsdirect.net/unm.htm> *). 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.]*

**Course website**

*[If you are using a course website, provide the link(s) and describe how it will be used. If your course is web-enhanced or hybrid using Blackboard Learn (or another site), provide instructions for logging in.]*

**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.*

**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 normally expect to see it after submitting work or after a due date.]*

*[Mention how students can keep track of their grades, if you use a tool like Blackboard Learn’s My Grades or a publisher’s gradebook.]*

**Attendance and Participation Policy**

*[Define your policy here. Indicate (1) what you consider to be excessive absences, (2) penalties for missing class, if any, and (3) expectations for class participation.]*

You should discuss any planned absences or problems regarding attendance with me. In addition, you should talk with me as soon as possible any time you miss more than one class 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 (generally) how they will be graded, e.g., the group members all get the same grade. ]*

**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> .

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. Be aware that FERPA considerations dictate that UNM Lobomail is the preferred communication channel when discussing a student’s class performance. Use of gmail, Hotmail, etc. is not advised.]*

*[If you are using Learn or a publisher site, mention other forms of communication that may be used in the course, such as Course Messages (Learn), 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]*

**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 below.]*

You can expect a response from me within 24 hours on weekdays and 48 hours on weekends to email messages, text messages, or phone calls. When you receive a communication from me, you should attempt to reply within 48 hours.

**Unexpected Class Cancellations**

If the class has to be canceled due to my illness or an emergency, I will attempt to notify you by email, text, or phone, but that may not be possible. If I’m not present at the beginning of class, you should wait 15 minutes (in case I am simply late), then go to the Office of Instruction (Bldg 6) to see if they have information (available 8-5 M-F).  **If there is no information, you should assume that class has been canceled for the day and that you are free to leave.**

**Campus Closings and LoboAlerts**

Class will be canceled if UNM‐LA closes (e.g., in case of bad weather). Here are several ways to check for closing:

* Call the University switchboard at 505‐662‐5919 or 1‐800‐894‐5919 and listen for a recorded announcement.
* You can receive a text message about campus emergencies via LoboAlerts. Confirm that you are signed up to receive notifications on [http://loboalerts.unm.edu](http://loboalerts.unm.edu/).

 *[State your policy about non-attendance due to unsafe weather conditions here; here’s an example.]*

Weather and road conditions vary a lot from place to place in this region, and if you feel that it is unsafe to drive to campus from where you live or work, even if classes have not been canceled, notify me about the reason for your absence, and we’ll work it out. Don’t jeopardize your safety.

**5. Technical Needs**

**Computer Requirements**

*[If students are required to use a computer in your class, provide information about computer and internet needs and what software they need to install. Here is some suggested wording; modify it as needed for your class, or delete the “Computer Requirements” section if students will not need to use computers in your class.]*

Since this is a [ hybrid | web-enhanced ] class , 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 Internet Explorer, Chrome, Edge, 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 because 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 the internet 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>

*[If the course uses Learn, here is some suggested wording. Delete it if you don’t use Learn. If you use a publisher site, provide comparable information for that site.]*

Since this is a *[hybrid/web-enhanced 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 here:* [*http://it.unm.edu/software/index.html*](http://it.unm.edu/software/index.html) *]*

At present, Learn works best on a desktop or laptop computer. It is not officially supported when accessed via 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 app for Learn, which also is not officially supported at UNM and should be used only for viewing, not creating or submitting materials. You can find more information about the Learn mobile app here: <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 register for classes through MyUNM, [http://my.unm.edu](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.

You are **required** to check your UNM email (LoboMail) periodically, because 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” link on either 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](http://my.unm.edu/). You must then log in using your NetID and password. Email is available on the “UNM E-mail” tab.

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. Computer Support and Resources**

**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.

**Technical Support**

*[You may delete this section if you do not require students to use computers in your class.]*

If you are having computer or software problems, you can contact free UNM and UNM-LA technical support in one of the following ways:

* UNM IT Computer Support: 505-277-5757. For hours of operation, see <https://unm.custhelp.com/app/answers/detail/a_id/3351>.
* Learn Technical Support:  call 505-277-0857, option 2, email learn@unm.edu , or click on “Support” box after logging into Learn
* Web: <http://online.unm.edu/help/learn/support>
* UNM FastInfo: <https://unm.custhelp.com/> (UNM searchable knowledge base)
* UNM-LA IT support: go to <http://losalamos.unm.edu/campus-life/computing-services/index.html>

**Training and Help for Learn**

*[If you are not using Learn, delete this section. If you use a publisher’s site include contact information for the publisher’s technical support here.]*

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.

**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> . Questions related to course organization or setup should be directed to me.

**Libraries**

 You can link to the **UNM-LA Library** web site here: <http://losalamos.unm.edu/library/index.html> **.** This page contains information about library holdings and services and electronic resources available in the UNM-LA Library.

You can access many electronic resources, including books and journals, through the **UNM Main Campus Libraries** at: <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>

**8. UNM and UNM-LA Policies**

**Drop Policy**

If you decide to drop this 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 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**

*[Delete this section if you do not use any online tools or environments such as Blackboard Learn or a publisher site. If you use an online tool that allows you to monitor student progress, 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).]*

Online learning environments provide tools for instructors to monitor students’ participation and use of the environment. In addition to seeing all of the work that you submit online, I have access to records of when you logged in and what course materials you opened and submitted during each session. This data is made available to me to enable evaluation of class participation and to help me identify students having difficulties using the online environment.

**Course Evaluations**

You will be requested to participate in a 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](http://as2.unm.edu/)

*[If you use online components in your class, add this:]* The UNM Online Accessibility Support policy statement is available here: <http://online.unm.edu/help/learn/students/accessibility-support.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/>

**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 (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>

**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 Outline and Schedule**

**Course Schedule**

*[Provide a course outline and schedule showing major topics and assigned work that will be covered in your class. This is both for the student and to provide information for other institutions if the student transfers. Include topic dates, due dates, intermediate steps, etc.]*

*Recommendations:* *You are not presently required to include the following 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 running your class, since that differs markedly across classes. You may also put this information online if you have a web-enhanced or hybrid 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.*

*If you are using Learn or a publisher site or other web component in your class:*

1. *Provide a brief orientation to your class and how that online environment will be used in your class, and, especially, how to login and how to obtain and use access codes, if any*
2. *Discuss specific online features of how your class will be run, e.g.,*
* *where further information about the class can be found in the online environment*
* *which tools you will be using and how they will be used in YOUR class, e.g., in Learn, will you be using Calendar, My Grades, Discussions, Blogs, etc.*

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