***[COURSE SYLLABUS TEMPLATE: Please keep in mind that a course syllabus is not a contract but serves as a guide for students. For accreditation purposes, it is recommended that you include all of the numbered items in upright text. The instructions, comments, and options are in red italics and should be replaced with specifics for your course or deleted if you don’t need them for your course. Include the items that are highlighted in yellow only if they apply to your course. You may remove the section headers (e.g., 1. Course Information) or rename these section headers if you like. You may also remove the provided linked Table of Contents—it is optional. Please see your Division Chair if you have questions about using this syllabus template.]***

**THE UNIVERSITY OF NEW MEXICO–LOS ALAMOS**

**COURSE SYLLABUS for *provide semester/term***

**Course Number and Name**

|  |  |
| --- | --- |
| Instructor: *[Name]* | Student Hours: Day/Time & Location/Connection Information |
| Phone: *[place N/A if no phone]* | Email: *[UNM Lobomail]* |
| Class meeting day/time: | Class location: |

Table of Contents

| 1. [Course Information](#CourseInformation) | 2. [Course Policies](#CoursePolicies) | 3. [Course Communication](#CourseCommunications) | 4. [Accommodation Statement](#AccommodationStatement) | 5. [Academic Policies](#AcademicPolicies) | 6. [Course Outline & Schedule](#CourseOutlineandSchedule)

**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 and must include number of credit hours.]*

**Course Goals**

*[Course goals are broad, general statement that are directly related/ linked/ aligned to*

*programmatic, departmental, or accreditation goals. Describe a practical purpose for the*

*course or relate it to core competences. These are general objectives and are not typically assessed.]*

**Student 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 using action verbs in language that is meaningful to students.]*

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

1.

2.

*etc.*

**Textbooks, Course Materials, Technology required**

***[****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. Note whether materials are required or optional.*

*Provide information about where to obtain the textbook.* *MBS is the online bookstore used by UNM-LA (*<http://bookstore.mbsdirect.net/unm.htm> *). Mention any course-packs, publisher-provided supplements, course access keys, or other information that students will need and where to obtain or access them. 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.*

*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 UNMLA Bookstore when requested. 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, technology, or equipment for the course, mention it here.]*

**Course website**

*[If you are using Canvas for any course materials, provide the link:* [*https://canvas.unm.edu/*](https://canvas.unm.edu/)*. If you are using a publisher’s website, provide the link and instructions for logging in.]*

**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]*

**2.** **Course Policies**

**Grades and Grading Policies**

*[List and describe all assessments which contribute to course score. May include exams,*

*portfolios, participation, attendance, papers, oral reports, group projects, assignments, etc.*

*Include possible point (percentage) value of each* *and grading rubrics where appropriate.]*

*[Indicate how a final course grade (including credit/no credit) will be assigned,*

*calculated, or otherwise determined. UNM uses a fractionalized final course grade*

*system—see catalog.]*

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 Canvas’s 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.

**3.** **Course Communications**

**Course Communications**

*[​It is recommended that* ***online faculty*** *hold weekly virtual student hours (ie. office hours) using Zoom or other web conferencing platform. All faculty 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 through Lobomail/Canvas Conversations, contacted through Canvas Chat, Zoomed, called, or texted. Be aware that FERPA considerations dictate that UNM Lobomail is the preferred communication channel when discussing a student’s class performance/grades. Use of gmail, Hotmail, etc. should be avoided.]*

*[If you are using Canvas or a publisher site, mention any other forms of communication that may be used in the course, such as Conversations, Chat, Discussions, Calendar, or Announcements in Canvas, web conferences through Zoom or other web conferencing platform (if they will be held), and/or other forms of communication using your publisher website. Clearly explain how you want students to contact you, and how they can 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.

**4.** **Accommodation Statement**

**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/)

Information about Canvas Accessibility is available here: <https://www.instructure.com/canvas/accessibility>

**5.** **Academic Policies**

Visit <https://losalamos.unm.edu/academics/academic-policies.html> for important academic policies on:

* Computer requirements
* Campus computer account
* Technical support
* Academic support
* UNM Drop policy
* Sexual misconduct policy

**6.** **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 schedule provides information to the student and also provides information to other institutions if the student transfers. Include the schedule of all topics covered along with due dates for all graded work.]*

**Further Recommendations**

*You are not presently required to include the following information in your syllabus, but it is* ***recommended*** *that you include the following to help students become oriented to the class and figure out how YOU will be running your class. This differs markedly across classes. You may also put this information in your online course if you use Canvas.*

1. *Specify what the student needs to do during the first week of classes.*
2. *Provide a brief orientation to your class and how course materials will be used.*
3. *Discuss specific features of how your class will be run, e.g.,*

* *if there are any typical weekly activities and what they are*
* *how much work the course will require (e.g., how many hours/week)*
* *guidelines for assignments, tests, papers, etc.*
* *grading rubrics if you use them*
* *how you will handle religious holidays if any overlap due dates*
* *what should they do if the computer crashes in the middle of an exam, etc.*

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

1. *Provide a brief orientation to 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 and tools used in your class website, e.g.,*

* *Navigation help (video or navigation guide) – how to find things in the online classroom, especially assignments and tests.*
* *The tools that you will be using in your course, e.g., in Canvas, will you be using Announcements, Calendar, Conversations, Discussions, Grades, etc.*

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