

THE UNIVERSITY OF NEW MEXICO–LOS ALAMOS
ONLINE COURSE SYLLABUS TEMPLATE

Instructor Name
Contact Phone #

Office Hour/Location (if applicable)
Alternative Email (besides class WebCt mail)

Catalog Description

This must be as stated in the current UNM–LA catalog and/or UNM catalog. Description should list all prerequisites for the course.

Textbook or EBook (*You may mention the UNM-LA bookstore, but do not mention alternative booksellers. You may want to mention that any books purchased through an alternative source cannot be sold back to our bookstore.*)

Provide Author, Title, Edition, ISBN, Purchasing information

eLearning at UNM-LA Student Guide (*Optional: Instructors may chose 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).*)

Students should read the *eLearning at UNM-LA Student Guide* available here:
http://www.la.unm.edu/elearn/students/eLearning_Student_Guide.pdf

Course Objectives (*Course objectives must be included*)

- 1.
- 2.
- etc.

Learning Outcomes (*Learning outcomes must be included*)

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

- 1.
- 2.
- etc.

Evaluation Criteria/Grading

Evaluation will be based on the following and weighted as indicated:

- 1.
- 2.
- Etc.

These should be listed by the individual instructor. Also include specifics (i.e., policy on test re-takes, reduction in points, late assignments, extra credit, etc.)

Response Time Policy (*Include a statement about what response time students should give you in answering their emails and phone calls. A suggested statement is below.*)

Students should login to WebCT a few times a week to check for any announcements or emails from the instructor. Students should allow the instructor 24 hours on weekdays and 48 hours on weekends to respond to email messages or phone calls. Students who receive emails from instructors should attempt to reply within 48 hours.

Unexpected Class Cancellations

Students can find information about unexpected cancellations of events (exams, chats, discussions) in the **Announcements** section of the course site.

Attendance and Participation Policy *(the first paragraph is suggested policy but instructors should define their policy here)*

“Attendance” and “participation” mean something different in an online class, so this class’s policies may differ from the policies you are used to seeing in your traditional classes. I have the option of dropping you from the course: (a) if you fail to login within **XXX** days after the beginning of the semester or course start date; (b) if you fail to login for more than **XXX** number of weeks during the semester; (c) if you fail to turn in **XXX** amounts of assigned work or exams.

You should discuss any planned absences or problems with attendance with your instructor, and you should discuss with your instructor as soon as possible anytime you cannot login for more than a few days or if you fail to complete an assignment.

Drop Policy *(Here’s some wording you can use; you can add to it if you have additional policies on dropping the class)*

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 the instructor will drop you before a deadline if you simply stop logging in.

Dropping a course may affect your financial aid status and/or tuition refund. If you drop after the no-grade deadline, the grade assigned, either WP (withdrew passing) or WF (withdrew failing), is the instructor’s decision, the same as for a traditional class.

A student who is dropped for nonattendance will be notified by email to his/her UNM email account (your_NetID@unm.edu). The instructor’s decision is final, but if the student disagrees with the action, he or she must contact the instructor within three working days after the notification is sent.

Your WebCT Participation May Be Monitored *(The instructor should state his/her policy on monitoring and how that information will be used (e.g., will it impact grades or just be used to identify students having problems))*

WebCT allows your instructor to monitor your participation in your online class. In addition to seeing all of the posts and comments that you make in Discussions and Chat, your instructor has access to records of when you logged in and what course materials you opened during each session. This data is made available to the instructor to enable evaluation of class participation and to help the instructor identify students having difficulties using WebCT features.

Technical Support Information

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 Internet Explorer, Mozilla, 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.

Since this is an online course, some minimum hardware and software requirements are necessary to complete the course. For recommended operating system requirements and web browser compatibility, see <http://webct.unm.edu/home/setup/system.html>.

For all browsers, JavaScript and cookies must be enabled. To use Chat and Whiteboard, Java must also be enabled. Please see <http://webct.unm.edu/home/setup/browser.html> for details on internet browser setups.

(Instructors should list any required course-specific software here, e.g. PowerPoint, Adobe Reader, Flash, Video Players, etc.)

Technical Support

If you are having technical problems with WebCT, you can contact free technical support through one of the following ways:

- **Phone: (505) 277-4848 (M-F 8:00 am – 5:00 pm)**
- Email: webct@unm.edu
- Web: <http://webct.unm.edu>

Any course content related questions should be directed to your instructor.

Online Computer Account Policy

You are required to have a Main campus computer account (NetID). You will use this account to access this course via WebCT. You will also use this account to register for classes through MyUNM, <http://my.unm.edu>, to read and send e-mail (your UNM e-mail address looks like *NetID@unm.edu*), print transcripts, check financial status, and check degree progress. Your NetID and password for WebCT are the same as for your login to your UNM main campus account.

You can access MyUNM by clicking on the “My UNM” link on either the UNM–Los Alamos web page (<http://www.la.unm.edu>) or the main campus web page (<http://www.unm.edu>), or by typing in the web address <http://my.unm.edu>. You must then login using your NetID and password.

If you are going to access WebCT using a secure wireless connection on the UNM-LA campus (UNMLA-LEAP or UNMLA-PEAP), you will also need a UNM-LA campus account. To request a UNM-LA campus account, email wgilson@unm.edu or gg42350@unm.edu. For information on accessing the wireless service available on the UNM-LA campus, see <http://www.la.unm.edu/Wireless/>. You don't need a UNM-LA account to use the open wireless network on campus (UNMLA-Guest).

Course Email Policy *(Instructors should clarify if and how you will use the WebCT mail)*

Dishonesty Policy *(Include a statement about academic dishonesty. A suggested statement is below)*

Each student is 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; and hindering the academic work of other students.

Assessment *(please use this statement)*

UNM-Los Alamos conducts ongoing assessments of student learning so it can continue to improve its curriculum to give you the best education possible. The mechanism for this assessment will be selected by your instructor and may include exams, projects or other assignments. The assessment will focus on the learning outcomes listed in this syllabus. The data from this assessment will be collected anonymously. It will be reported to the department, 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.

American Disabilities Act *(please use this statement)*

In accordance with University Policy 2310 and the American Disabilities Act (ADA), academic accommodations may be made for any 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. 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

Attach Assignment Schedule/Course Outline or direct students to where that can be found on the course website.