

UNM–LOS ALAMOS FACE-TO-FACE COURSE SYLLABUS TEMPLATE

Instructor Name
Office Hour/Location (if applicable)
Contact Phone # or e-mail or Contact Point
Textbook or EBook:

Course # and Name
Class Days and Times

THE UNIVERSITY OF NEW MEXICO–LOS ALAMOS COURSE SYLLABUS

Catalog Description

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

Assessment

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.

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.)

Attendance Policy

Indicate (1) what you consider to be excessive absences and (2) penalties for missing class.

American Disabilities Act

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

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.

Unexpected Class Cancellation *(please include)*

Due to difficulties in informing students in advance of a teacher's illness or emergency, students who arrive for class and find the teacher isn't there should wait 15 minutes (just in case he or she is simply late). After 15 minutes, students should go to building 1 to the front desk to seek information (Los Alamos) or to their corresponding on-site contact for other locations (provide). If there is no information, students should assume that class has been canceled for the day and are free to leave. When possible, the instructor will call or email students to let them know of a canceled class meeting.

Computer Account Policy

- **You are required to have a Main campus computer account (NetID).** 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.
 - Students are required to check their UNM email as this is the main communication method used by the university. Students may visit <http://it.unm.edu/howtos/504.html> for simple instruction on how to forward their campus e-mail to a different email address
 - Your UNM NetID will be used to access computers on the UNM–Los Alamos campus
- **UNM–LA Wireless network**—For more information about access to the UNM–LA wireless network please see the instructions at <http://www.la.unm.edu/Wireless/>

Students should be aware of the computer use policies as they affect any aspect of their education at UNM-LA.

Make-up Policy *Please give your policy on late work and make-ups. Be specific so that the student knows at the beginning what to expect.*

Class Outline

Please attach your outline including dates and chapters to verify compliance with catalog/main campus requirements. Including assignments in this part of the syllabus is encouraged.

Academic Calendar - optional

Library Usage - optional