

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

THE UNIVERSITY OF NEW MEXICO-LOS ALAMOS [COURSE] SYLLABUS

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

Course # and Name
Class Days and Times

Textbook or EBook:

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 (please include)

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 (please include)

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. You should also include a schedule of assignments, activities, exams, etc.)

Attendance Policy (please include)

Indicate (1) what you consider to be excessive absences and (2) penalties for missing class. If you may drop the student for missing courses, state your policy, e.g., "The instructor may drop a student if the student misses more than X classes in a row or Y total classes; however the student is ultimately responsible for dropping the course and should not assume that the instructor will do so."

American Disabilities Act *(please include)*

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.

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 *(please include)*

- 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.
- Students will logon to computers on the UNM-Los Alamos campus using their UNM-Los Alamos account. This will be created for you by the computer center administrator at your request. Your UNM NetID will be your user name, and the temporary password will be *NetIDpass*. You will be asked to change your password the first time you logon.
- 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.