

*The course syllabus serves as a description and plan for a course and is considered the contract between the faculty and the students in the course. The sample syllabus presented here provides guidance for the* ***minimum*** *requirements as approved by UNM Academic Affairs and UNM Faculty Senate Curriculum Committee.*

*Please USE the most current Syllabus template provided, then copy / paste your specific content into this ADA Compliant document.*

*Please include* ***all*** *listed components, including the UNM-Taos logo, in your preferred* ***ADA Compliant template/format.*** *You can include more information, but not less than the minimum requirements, as long as it is checked for and meets accessibility standards and does not conflict with the information herein.*

*The information written in italics is your instructions. Complete these areas and delete the instructions when you are done.*

# *Faculty will be provided with updated links and information (My Shelf, Title IX, Citizenship and/or Immigration Status) as soon as it is available. Please make sure to update your Syllabus and Canvas course.*

## **UNM-TAOS LAND ACKNOWLEDGEMENT**

The University of New Mexico-Taos sits on the traditional homelands of the Red Willow People of Taos Pueblo. The original peoples of current-day New Mexico Pueblo, Navajo, and Apache, since time immemorial, have deep connections to the land and have made significant contributions to the broader community statewide. We honor the land itself and those who remain stewards of this land throughout the generations, and also acknowledge our committed relationship to Indigenous peoples. We gratefully recognize our history and work to maintain healthy, fruitful relationships with our neighbors for generations to come.

## **SYLLABUS**

### **Course Title:**

### **Course Number:**

(*Please use the approved Common Course Number if applicable. Please use the following link to find your CCN for your course:* <https://hed.nm.gov/uploads/documents/CCNS_Catalog_V39.pdf>

**Class Meeting Day(s):** **Class Time:**

**Class Location / Room:** **Term/Semester:**

**Course Credit Hours:**

**Instructor:** **UNM Email\*:**

**Office Location:** **Office Phone** *(if applicable)***:**

**Office Hours** *(set by instructor)***:**

\*FERPA requires that all communications between students and faculty are conducted through UNM e-mail addresses only. UNM Taos official communications will only be sent to student and faculty UNM e-mail addresses.

### **Course Description:**

*At a minimum, enter the description listed in the UNM course catalog. Alternatively, describe the course content, purpose, contributions, etc., and what the learner may expect if enrolled in the course.*

*If your course is part of the General Education Curriculum (*[*https://gened.unm.edu/*](https://gened.unm.edu/)*), you must note that in your syllabus under the description and include the Essential Skills*

*(*[*https://gened.unm.edu/essential-skills.html*](https://gened.unm.edu/essential-skills.html)*).*

***Example****: This course meets the New Mexico Lower Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences. This course teaches three essential skills: Communication, Personal & Social Responsibility, and Critical Thinking, and assesses student mastery of those skills through weekly and periodic assignments (journal entries and discussions, unit exams, and papers).*

### **Course Goals/Objectives:**

*Course goals are broad, general statements that are directly related/ linked/aligned to programmatic, departmental, or accreditation goals. They describe a practical purpose for the course, often related to core competencies. These are general learning outcomes and are not typically assessed. See Appendix 1.*

### **Student Learning Outcomes:**

*List the essential knowledge and skills students are expected to master. Use action-oriented language to list specific, measurable learning outcomes that students should be able to demonstrate upon successful course completion. [See Appendix 1]*

*Student Learning Outcomes can be found by Department at the following website:*

<https://hed.nm.gov/uploads/documents/Course_Catalog_V7.pdf>

***At a minimum, you must include these SLOs.*** *For courses not found in this document, you must use a minimum of three SLOs per course that are measurable.*

### **Textbooks/Supplies/Materials/Equipment/ Technology or Technical Requirements:**

# *List the required and/or recommended textbooks (including ISBN #) as well as any other supplies, materials, or equipment needed to complete the course. Specify the technology students are required to access, along with the associated technical requirements and skills needed to use it effectively.*

# *Courses requiring specific computer hardware and software should include product specifications, as well as reliable internet access, within the syllabus, also be stated in the Canvas course.*

# *My Shelf will be available for everyone via the Canvas Global Navigation menu > Account > My Shelf (where user Notifications, Profile, Settings, My Media, etc. appear). This will allow students to see their My Shelf materials independently of specific courses (though they still won’t be able to access materials until the course start date, as it is now). However, we will still recommend that instructors add the new “My Shelf” link to their course menus (and remove the old ‘My Shelf’ Course Materials’ link if it appears via a copy from an older course).*

To order books, go to the website <https://bookstore.unm.edu/courselistbuilder.aspx>

If you are having trouble, call the textbook department for assistance at 505-277-7480 or email with questions at text@unm.edu

### **Course Requirements:**

*List and describe all assessments that contribute to course scores. This may include exams, portfolios, participation, attendance, papers, oral reports, group projects, assignments, etc. Include the possible point (percentage) value of each. Please make sure to note policies regarding make-up exams and homework. See Appendix 2.*

### **Credit Hour Statement:**

Each credit hour corresponds to a minimum of 3 hours of student engagement per week for each credit hour. This time may be spent on learning activities as outlined in the course syllabus.

Accelerated (8 or 12-week) minimum hours increase proportionately. *Please customize to reflect learning activities in your course.*

### **Student Attendance Policy:**

*The policies regarding student attendance at class meetings are set by each instructor. However, UNM-Taos requires that all faculty have a policy on student attendance and that the policy is clearly articulated on the course syllabus to avoid any confusion on the students’ part for grading purposes. All faculty should be aware of Faculty Handbook Policy C260 of the UNM Faculty Handbook regarding Religious Accommodations.*

*\*Online Instructors must define how attendance will be measured in their courses. Some examples include the following: students’ attendance will be tracked by UNM Canvas activity tracking; students must participate in online discussions; or students must log in weekly and submit all coursework on time.*

Instructors may drop students from their classes for reasons of excessive absences, per Faculty Handbook Policy D145.

### **Grading:**

*Indicate how a final course grade (including credit/no credit) will be assigned, calculated, or otherwise determined. See Appendix 3.*

**Course Schedule:**

*List all relevant dates – lecture titles/topics; academic holidays; Spring break, exams, assignment due dates etc. An exact listing in full detail is not necessary – a representative listing is adequate. See Appendix 4.*

**Disclaimer:**
The instructor reserves the right to alter this syllabus to better meet the learning needs of the students. Students will be notified in a timely fashion regarding changes when necessary.

### **Accommodation/Accessibility Statement:**

UNM is committed to providing equitable access to learning opportunities for students with documented disabilities. As your instructor, it is my objective to facilitate an inclusive classroom setting in which students have full access and opportunity to participate. To engage in a confidential conversation about the process for requesting reasonable accommodations for this class and/or program, please contact Accessibility Services, at the [Center for Academic Success and Achievement](https://taos.unm.edu/students/casa/index.html) (CASA), to coordinate accommodations and services. CASA is located in the Pathways building on the Klauer Campus and can be reached at 575.737.6257.

**UAP 2720 and 2740.** Our classroom and university should foster mutual respect, kindness, and support. If you have concerns about discrimination, harassment, or violence, please seek support and report incidents. Find confidential services at LoboRESPECT Advocacy Center, the Women’s Resource Center, and the LGBTQ Resource Center. UNM prohibits discrimination on the basis of sex (including gender, sex stereotyping, gender expression, and gender identity). All instructors are “responsible employees” who must communicate reports of sexual harassment, sexual misconduct and sexual violence to Compliance, Ethics and Equal Opportunity. For more information, please see UAP 2720 and UAP 2740.

**Student Support:**

**Confidential** services for students are available at the [LoboRESPECT Advocacy Center](https://loborespect.unm.edu/), [the Women's Resource Center,](https://women.unm.edu) and the [LGBTQ Resource Center](http://lgbtqrc.unm.edu/). The [Women’s Resource Center](https://women.unm.edu) supports all students, including those who are pregnant or are parents. UNM’s lactation stations are marked on the [UNM campus map](https://map.unm.edu/).

Instructor Support: Information about how to handle disclosures and provide a referral is available on the [Title IX Coordinator page](http://oeo.unm.edu/title-ix/title-ix-reporting-obligations.html). Seek help from your Associate Dean or Dean of Instruction and the Title IX coordinator. [Ombuds Services](https://ombuds.unm.edu) offers [workshops that include handling disclosures of sexual harassment](https://ombuds.unm.edu/professional-development.html). UNM representatives participate in [the Action Collaborative on Preventing Sexual Harassment in Higher Education](https://www.nationalacademies.org/our-work/action-collaborative-on-preventing-sexual-harassment-in-higher-education).

### **Respectful and Responsible Learning:**

### We all have shared responsibility for ensuring that learning occurs safely, honestly, and equitably. Submitting material as your own work that has been generated on a website, in a publication, by an artificial intelligence algorithm, by another person, or by breaking the rules of an assignment constitutes academic dishonesty. It is a student code of conduct violation that can lead to a disciplinary procedure. *Please ask me for help in finding the resources you need to be successful in this course. I can help you use study resources responsibly and effectively.* Off-campus paper writing services, problem-checkers and services, websites, and AIs can produce incorrect or misleading results. Learning the course material depends on completing and submitting your own work. UNM preserves and protects the integrity of the academic community through multiple policies, including policies on student grievances (Faculty Handbook D175 and D176), academic dishonesty (FH D100), and respectful campus (FH CO9). These are in the *Student Pathfinder* ([https://pathfinder.unm.edu](https://pathfinder.unm.edu/)) and the *Faculty Handbook* (<https://handbook.unm.edu>).

### **Academic Integrity Statement:**

***All instructors MUST add their policy regarding the use of Generative AI and any related consequences of misuse and delete this reminder.* *\* See appendix 4 for examples.***

The policy of the University of New Mexico addresses the fact that academic honesty is one of the basic steps toward personal and academic development. Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters.

At UNM, academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work done by others; or the unauthorized use of generative AI / ChatGPT, hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet the standards. Any student judged to have engaged in academic dishonesty in coursework may receive a reduced or failing grade for the work in question and/or for the course.

The University’s full statement on academic dishonesty and the consequences for failure to comply is available online at [UNM Pathfinder Academic Dishonesty](https://pathfinder.unm.edu/campus-policies/academic-dishonesty.html).

### **Netiquette Statement:**

Standards of courtesy and respect must be always maintained in our online classrooms. Join in the discussion, but remember that this is still a classroom setting and that respect and consideration are crucial for any intellectual discussion. Name-calling and personal attacks are not permitted. Any violation of the standards of appropriate behavior online may result in your being dropped from this course and reported to the Dean of Instruction. Netiquette details for discussions can be found at [UNM Canvas Netiquette Guidelines](https://canvasinfo.unm.edu/students/intro-to-canvas/netiquette.html).

**Dropping the course.** *Instructors: You are welcome to include your policy statement regarding instructor withdrawals along with the following.*

Students should not assume that nonattendance results in being dropped from the class. It is the student’s responsibility to initiate drops or complete withdrawals utilizing [UNM Office of the Registrar](http://registrar.unm.edu/) or [Lobo Web](https://my.unm.edu/home)

### **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. More information is found on our website:  <https://campusclimate.unm.edu/undocumented/index.html> *Instructors: This link is under revision. Please make sure to update your Syllabus and Canvas course.*

### **UNM-Taos Library:**

All students are encouraged to utilize library services as an additional resource for this course. Please visit: [UNM-Taos Library](https://taoslibrary.unm.edu/library)

### **CASA (Center for Academic Success and Achievement):**

All students are encouraged to utilize the CASA tutoring services offered free through UNM-Taos: [UNM Taos CASA](https://taos.unm.edu/students/casa/index.html)

### **Resources if You Need Help:**

**Academic and Basic Needs Support:** Academic and basic needs support (accessing services such as food, housing, emergency funds, behavioral/medical health, childcare etc.) is available to students by filling out the Student Support Request (SSR) Form.  Filling out this form will generate an email to the support service indicated (you may select more than one).  A support service staff will reach out to you using the contact information provided.   Please click the link [UNM Taos Student Support Request](https://tinyurl.com/UNMTaosStudentSupportRequest)

**Technical Support:**

UNM Technical support is available through the [UNM Information Technologies.](https://it.unm.edu/get-support/index.html)

*Instructors teaching online/hybrid courses need to include your information regarding technological and skill requirements.*

**Timelycare Platform:**

Medical care, as well as counseling, is available to students for 24/7 access to virtual care services. If students have questions, they can contact Cami at (575) 737-3697 or by e-mail at chartman8@unm.edu <https://timelycare.unm.edu/>

### **NM Crisis Hotline:**

### If you or a loved one is experiencing any kind of emotional crisis, mental health or substance use concern, you can find help 24 hours a day, seven days a week, by calling the NM crisis and access line or peer-to-peer warmline **1-855-NMCRISIS (662-7474)**

### **Due Process/Student Grievance Procedure:**

If a student has a problem in class that cannot be handled by talking directly to the instructor, which would be the first step, the appropriate person to contact is the Program Coordinator or Department Chair, if there is not a Program Coordinator for that course, in the program you are enrolled in. You can find Program Coordinators and Department Chairs online under the UNM- Taos page for [Academic Affairs](https://taos.unm.edu/academics/office-of-academic-affairs.html). The Dean of Instruction/Chief Academic Officer is the last step if all matters remain unresolved.

## **Course Calendar**

**A weekly instructional plan is required. You may use the table below or create a schedule of weekly activities.**

| **Date** | **Topic** | **Assignment** |
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