

Sample Syllabus

Course Number and Name: _____
Meeting Place & Time: _____
Instructor's Name: _____
Office Room Number: _____
Instructor's Campus Phone: _____
Office Hours: _____

COURSE DESCRIPTION: Your course description should be based on descriptions from the UNM-Valencia or UNM catalog. The description should clearly list all prerequisites for your class and all Student Learning Objectives.

TEXTBOOK (S): List the authors, titles, and editions of all required and suggested texts for your class.

ATTENDANCE POLICY: Include a student attendance policy statement. Your statement should clearly state (1) what you consider to be "excessive" absences, and (2) what are the penalties for missing your class.

GRADING POLICY:

State your grading methodology by listing all the criteria used to evaluate student performance. When appropriate, the weight of each criterion should also be indicated. For example:

Tests = 20% of student's grade
Homework Assignments: = 25% of student's grade
Quizzes = 25% of student's grade
Class Participation = 10% of student's grade
Projects = 20% of student's grade
Total = 100%

Also include:

1. a late assignment statement;
2. make-up policy on quizzes, tests, & assignments;
3. an extra credit policy (if you have one);
4. definition of plagiarism;
5. penalties for plagiarism or cheating.

ELECTRONIC DEVICE USAGE: If you do not wish students to use cell phones, computers, MP3 players, or other electronic devices in class, or if you wish them to limit their usage, state your policy in the syllabus.

LIBRARY USAGE: If applicable, a course syllabus should include a statement indicating how your students will make use of the UNM-Valencia library during the semester.

STUDENTS WITH DISABILITIES: Include a statement such as the following:

If you have a documented disability, please provide me with a copy of your letter from Equal Access Services as soon as possible to ensure that your accommodations are provided in a timely manner.

COURSE OUTLINE: Your outline should include the following:

1. weekly lecture and discussion topics
2. weekly reading/homework assignments
3. films or slides to be shown in class
4. guest speakers to appear in class
5. required library work
6. due dates for class projects and assignments
7. quiz and exam dates
8. dates of holidays
9. drop/add dates

SAFEZONE POLICY: If you have received the proper training you may include a statement about your SafeZone policy.