## 6. Sample Syllabus Elements

**Course Number and Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Meeting Place and 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 main campus catalog. The description should clearly list all prerequisites for your class.

**COURSE STUDENT LEARNING OUTCOMES**: These have been provided by UNM Main for all core courses. For non-core courses, please include your own student learning outcomes. In addition to the student learning outcomes, you may also include any other goals that you have for the course.

**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, (2) what are the penalties for missing your class, and (3) your policy related to dropping students.

**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 (this is only an 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, and assignments;

3. an extra credit policy (if you have one);

4. definition of plagiarism;

5. penalties for plagiarism or cheating.

Your statement on plagiarism or cheating may include an academic integrity policy, such as the following from UNM Main:

Academic Integrity

Having academic integrity is paramount to your success in any class. Plagiarism or cheating is not tolerated. Any instance of this will result in a grade of zero for that assignment. Here is the link to the UNM Academic Dishonesty Policy:

<https://policy.unm.edu/regents-policies/section-4/4-8.html>. The policy states:

*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, up to and including dismissal, against any student who is found guilty of academic dishonesty or who otherwise fails to meet the expected standards. Any student 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 is defined as:

*"Academic dishonesty" includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; 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.*

**ELECTRONIC DEVICE USAGE**:

If you do not wish students to use cell phones, computers, 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, the Equal Access Services office will provide me with a letter outlining your accommodations. I will then discuss the accommodations with you to determine the best learning environment. If you feel that you need accommodations, but have not documented your disability, please contact Jeanne Lujan, the coordinator for Equal Access Services at 925-8910 or [jmlujan@unm.edu](mailto:jmlujan@unm.edu).

**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

**EQUAL OPPORTUNITY AND NON-DISCRIMINATION**: Optional, but an approved statement from UNM Main Office of Equal Opportunity is:

In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered “responsible employees” by the Department of Education (see page 15 - <http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf>).   This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>.

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

**STUDENT DEMOGRAPHICS AND EMAIL:** It is always helpful to remind students to check their contact information in Banner and keep it updated. Also, you should remind students to use their UNM email as our official form of communication.