UNIVERSITY OF NEW MEXICO – VALENCIA CAMPUS

NMNC-1110: Introduction to Nursing Concepts (3 CREDITS)

SYLLABUS – Fall 2026

Hours/Days/Location/Contact

Lecture: Academics RM 127 Wednesdays, From 0830- 1130

Office Hours: By Appointment, Wednesdays 1200- 1500

Instructor: Maria Luna, RN, MSN-Ed

Contact: mluna5@unm.edu

Calendly Link: https://calendly.com/mluna5-unm/30min?month=2026-07

Credit and Course Hours

This is a 3 credit-hour course: This class meet once a week for 3hrs for the 16 week semester.

Credit-Hour Statement

This is an **3-credit-hour** course. In accordance with UNM policy, students are expected to spend a minimum of **6-9 hours per week** on this course. This includes scheduled class, additional hours spent on reading, assignments, and preparation for exams.

Course Description

This course introduces the nursing student to the concepts of nursing practice and conceptual learning.

Prerequisites

Admission into nursing program

Co-requisites

- Principles of Nursing Practice
- Evidence-Based Practice (BSN track only)
- Anatomy and Physiology II
- Pathophysiology II

Course Objectives (Mapping of Course Objectives with Corresponding Level Objectives [L#.O#]/Program Objectives [P#])

Upon successful completion of this course, the student will:

1. Integrate knowledge from nursing pre- and co-requisites into a conceptual learning model. [L1.3/P3; L1.6/P6]
2. Apply conceptual learning to select nursing concepts. [L1.6/P6]
3. Define personal values, beliefs, and attitudes about health and wellness. [L1.1/P1]
4. Describe importance of identifying patient safety issues. [L1.2/P2]
5. Describe roles and values of nursing and members of the healthcare team. [L1.5/P5]
6. Describe standards and regulations that apply to nursing practice. [L1.4/P4]

Assigned Curricular Concepts and Exemplars with Population or Focus

Mega-Concept/Concept Category/Concept • Exemplars	Population or Focus

Professional Nursing/Professional Attributes/**Professional Identity** • Nursing Process • Caring • Clinical judgment/reasoning • Nursing history	Lifespan
Professional Nursing/Care Competencies/**Safety** • Quality and Safety Education for Nurses (QSEN) – Safety Competency • National Patient Safety Goals (NPSG)	Lifespan
Professional Nursing/Care Competencies/**Evidence** • • Evidence Based Practice • Quality Improvement • Research Note: ADN students – only course in curriculum where concept/exemplars are primarily addressed. BSN students have additional course in same level [Evidence-Based Practice] focused on this concept and exemplars so in BSN only program this concept with exemplars does not need to be addressed in this course.	Lifespan
Professional Nursing/Care Delivery/**Health Care Law** • Health Insurance Portability and Accountability Act (HIPAA) • Nurse Practice Act	Lifespan
Health and Illness/Protection and Movement/**Comfort** • Pain • Nausea	Lifespan
Mega-Concept/Concept Category/Concept • Exemplars	Population or Focus

Professional Nursing/Care Competencies/Technology and Informatics
• Clinical Informatics
  ○ Indirect Nursing Care Delivery Technology
  ▪ Medication storage and dispensing systems
  ▪ Supply dispensing systems
  ▪ Barcode medication administration
  ▪ Electronic health records (EHRs)
  ▪ Telehealth tools
  ○ Clinical Health Care Informatics
  ▪ Clinical decision support system
  ▪ System life cycle
  ▪ Practice guidelines
  ○ Direct Nursing Care Delivery Technology
  ▪ Physiologic monitoring
	Lifespan

• ECG monitoring • Pulse oximetry • Glucometer • Consumer Health Informatics o Personal health records o Patient portals o Social media tools for online support o Home and self-care monitor devices o Smart devices and sensors • Library Searches o Databases of categorized bibliographic items located in a library, such as through a network of documents at several locations	
In additional to above assigned concepts, an overview of all NMNEC mega-concepts and concept categories is covered in this course. NMNEC Mega-Concepts and Concept Categories • Professional Nursing Concepts o Professional Attributes o Care Competencies o Care Delivery • Participant Attribute Concepts o Health Care Participant o Diversity • Health & Illness Concepts o Homeostasis and Regulation o Oxygenation and Hemostasis o Sexual Reproductive o Protection and Movement o Emotional Processes o Cognitive and Behavioral Processes	

NMNEC Level 1 Competencies

(Competencies mapped with corresponding Level Objectives [L#.O#]/Program Objectives [P#])

Upon successful completion of Level 1, the student will:

1. Recognize one's own values, beliefs, and attitudes. [L1.1/P1]
2. Express one's own values, beliefs, and attitudes in a respectful manner. [L1.1/P1]
3. Recognize the need for health care access of diverse populations. [L1.1/P1]
4. Perform basic nursing calculations safely and accurately. [L1.2/P2]
5. Perform medication administration safely and accurately in the laboratory setting. [L2.2/P2]
6. Perform identified skills to promote patient safety. [L1.2/P2]

7. Identify potentially harmful situations. [L1.2/P2]
8. Identify near misses and clinical errors. [L1.2/P2]
9. Verbalize awareness of patient/family preferences and values. [L1.3/P3]
10. Identify sources for evidence-based practice. [L1.3/P3]
11. Identify the difference between traditional or routine and evidence-based approaches to care. [L1.3/P3]
12. Identify evidence-based protocols and/or pathways used in nursing care. [L1.3/P3]
13. Define scope of practice in various education/practice environments. [L1.4/P4]
14. Identify information sources for healthcare policy. [L1.4/P4]
15. Describe ethics in relation to healthcare. [L1.4/P4]
16. Identify and compare various communication styles. [L1.4/P4]
17. Identify interpersonal communication styles for the situation. [L1.4/P4]
18. Identify appropriate advocacy role related to patient safety using nursing interventions. [L1.4/P4]
19. Demonstrate effective collaboration with peers in the learning environment. [L1.5/P5]
20. Demonstrate effective communication with peers and faculty. [L1.5/P5]
21. Identify own areas for personal and professional growth. [L1.5/P5]
22. Identify or discuss the differences in the roles of health care team members. [L1.5/P5]
23. Document interventions using available technology. [L1.6/P6]
24. Select appropriate equipment for use in patient care. [L1.6/P6]

Successful completion of NMNC 1110 requirements:

A cumulative average of all theory exams at 77% or higher
AND
an overall grade of 77% or higher

Please note that if the test average is not met, the overall grade is not sufficient to pass the course.

LATE WORK

Assignments are due by the scheduled date and time**. All late assignments will be deducted by 50% from assignment grade and must be turned in within 72 hours from original due date**. No points will be awarded if the assignment is turned in later than this unless previous arrangements have been discussed with the course instructor

Evaluation/Grading Policies:

Grading Scale

A+ 98-100	B+ 87-89	C+ 79	D+ 73-76	F 0-67
A 93-97	B 83-86	C 77-78	D 70-72	
A- 90-92	B- 80-82	Below 77/fail	D- 67-69	

See the student handbook for complete grading policies across the nursing program.

Graded assignments are routinely returned to students within 7 days after an assignment has been submitted for grading. If grading is delayed, students will be notified by the instructor.

Please note: There is no rounding of any score or course grade (examples: a 76.99% is not rounded to 77%. A score of 89.99% is not rounded to 90%).

Refer to Welcome Module for full schedule of assignment and exams

Graded Work:	**Course Percentage %**	**Total Points**
Exams (4)	60	600
Group Presentations	10	100
Prep Work	8	80
Assignments	12	120
ATI Assessments	10	100
Total	**100**	**1000**

Exams:

Exams are proctored, computerized, secure assessments (tests) comprised of questions utilizing a variety of formats (i.e. multiple choice, select all that apply, fill in the blank, short answer, hot spot, ordered response, essay and dosage calculations, chart/exhibits, etc.) and given for the purpose of summative assessment. Review of exams can be completed individually via office hours, or a group review will be completed during tutoring hours. The review must be completed before the following exam date.

Each exam is summative and primarily assesses the content covered since the previous exam. However, because nursing knowledge is cumulative, content and concepts from previous units may be included on subsequent exams. **The final exam is a summative and a comprehensive (cumulative) assessment that evaluates content from the entire course.**

The student's exam average must be greater than or equal to 77%. If a student's exam average is below 77%, the course grade will be a D+ or lower. If 77% is not obtained, it will result in failure of the course.

Students who score **below 80% on any exam** are required to meet with the Success Coach.

Faculty take exam security seriously. Prior to each exam, students are required to present a valid photo ID and surrender all personal electronic devices, including phones and smartwatches. No personal items are permitted in the testing environment, including food, beverages, bags, notes, or fidget items, unless previously approved as part of a documented accommodation. Failure to comply with testing procedures or exam security expectations may result in disciplinary action.

Exam Make-Up:

Exams are a required component of each nursing course and must be taken at the scheduled date and time. **Students may not miss an exam unless prior notice is provided to faculty for a valid reason (i.e. illness, death in the family, injury, or significant life event) and appropriate documentation is submitted. Make-up exams will only be considered for approved absences with prior notice and documentation.** Failure to notify faculty in advance or provide appropriate documentation will result in a grade of **zero (0)** for the exam. **Any missed exams with prior approval must be made up within 72 business days.**

Assignments:

Quizzes will be given during class time or assigned beforehand. In-class quizzes may or may not be announced. There is no make-up for missed exams or quizzes (this includes the pop quizzes) unless previously arranged by the student (due to extenuating circumstances, as determined by the instructor), so please pay attention to announcements for the quizzes. If the student is having any technological issues, the student must report to the IT Help Desk as soon as possible. IT assistance is not available on the weekends.

Prep Work Quizzes

1. ATI Quizzes: Some quizzes may be through ATI so pay attention to your Course schedule and this syllabus.

2. Pop Quizzes: There may be pop quizzes administered prior to the lecture. These quizzes cannot be made up if you are not present or late for class.

Quiz Dates and Location:

Quizzes will be given during class time or may be assigned through ATI. Quizzes may or may not be announced. All Prep work quizzes given in ATI and will be announced ahead of time. Pop quizzes will be given only during class time.

Teaching/Learning Strategies

Instruction methods will vary and include: lecture, discussion, work groups, workbook exercises, and clinical skills practice. The clinical portion of this course will include demonstration of practical skills. This practical experience will take place in a 'student to patient' situation in the clinical facility setting.

Communication:

Effective, ongoing communication is a key element of success in the nursing program. Instructors and staff communicate with students via email and canvas announcements when not in class. Students need to check their UNM, UNM Salud, UNM Health, and Canvas email accounts regularly. Students must use UNM email as the primary method of communication with faculty and

staff for documentation and professionalism. Communication must always be professional. TracPrac communications will be reserved for Clinical Communication with Clinical Preceptors.

The instructor routinely checks Canvas for postings or emails, Monday-Friday, 0800-1700. You can anticipate **a 24-to-48-hour response from me, Monday–Friday.** I will try to respond to emails and postings all weekend (Friday afternoon to Sunday) by 1700 on Monday or sooner. If an emergency occurs, such as injury or illness, students may call the Nursing Program main line during regular business hours.

To ensure students get all necessary updates and information, it is expected that students will check Canvas announcements and email **AT LEAST once a day.**

Please use mluna5@unm.edu for all emails and do not forget to include your student ID with initial email communication. Preferred form of communication is with the email listed above.

Student Responsibilities

- Students are expected to learn how to navigate in Canvas
- Students are expected to communicate with one another in small group projects or discussions
- **Students are expected to keep informed of course announcements**
- Students are expected to use their UNM email addressing to contact instructor for primary communication
- **Students are expected to keep instructor informed of class related problems, or problems that may prevent the student from full participation (send an email when you encounter problems so that the instructor knows you still have intentions of completing the course).**
- **Students are expected to address any issues within the course immediately with course instructor**
- **Students are expected to interact with both instructors and peers in a professional and respectful manner. (Refer to civility policy in the UNMV Nursing Program Student Handbook)**
- Students are expected to address technical problems immediately
- Students are expected to follow UNM's Respectful Campus Policy 2240 http://www.unm.edu/~ubppm/ubppmanual/2240.htm
- Students are expected to observe course etiquette at all times
- **Students must be present, prepared, and punctual for all class sessions, review chapters prior to class, complete all activities as directed, and maintain professional conduct.**
- **Complete all activities as directed. ALL WORK MUST BE COMPLETED. YOU MAY NOT "TAKE A ZERO."**

Participation & Attendance Policy

We want all students to succeed. Regular class attendance is expected and is in the student's best interest, as it provides opportunities to ask questions, participate in discussions, and clarify course content. Class time is intended for active engagement in learning and is not an appropriate time to browse the internet for non-course purposes, text, or engage in other activities unrelated to the course.

This course incorporates lecture, whole-class discussions, and small-group learning activities. While class attendance is recommended, it is not mandatory. However, any assignments, quizzes, or other in-class activities missed due to absence cannot be made up and will result in a grade of zero.

Students are expected to actively participate in all in-class learning activities and to contribute to a respectful learning environment. If a student's behavior becomes a distraction to other students' educational experience, the student may be asked to leave the classroom. Disruptive behavior includes, but is not limited to, engaging in discussions that are not pertinent to the lecture, making inappropriate or disrespectful comments to the instructor or peers, preventing the class from progressing effectively, or other behaviors that interfere with the learning environment. Students who are dismissed from class for disruptive behavior will receive a zero for any assignments, quizzes, or in-class activities missed as a result of the dismissal.

The instructor will give each of you 100% of their commitment to help you successfully complete the class, however, it is expected that you will commit 100% of your effort to this class, which includes attending all classes, reading the textbook/assigned articles, using the resources available in Canvas, watching any assigned videos, participating in in-class group work, preparing for exams, and following up with questions to the instructor.

Uniform/Dress Code Policies

*Please differ to the UNM-VC Nursing Student Handbook

Instructor Drop and Withdrawal Policy:

The instructor may drop a student during the semester/term, if a student fails or misses assignments or an exam and does not contact the instructor within one week of the failed/ missed assignment or exam. Students who miss exam 1 and do not contact the instructor via Canvas or Email messaging within one week of the close of exam 1 will be dropped from the course. Students who have not dropped and do not take the final will receive a "W" for the course.

Success Plan:

Success plans are utilized to ensure timely notification for areas of improvement and to develop a plan between faculty and student to ensure student is meeting all necessary goals to successfully complete the program. It is a collaboration that requires the input of faculty and the commitment of students to ensure all goals are met. Once a success plan has been completed, it is expected that the student follows through with the plan established by both parties. If a student does not follow through on plan, this action will be documented by course instructor and will be added to student file.

Student Success:

The Nursing program aims to provide optimal support so that students learn well, maintain physical and emotional health, and pass the NCLEX® on the first attempt. In keeping with this goal, we encourage all students to use the resources available through the university

Academic Success Plan (ASP):

Students who achieve <77% on any course exam are required to meet with their course faculty to review their exam and make a plan for next test. Students who receive < 80% on any course exam, or on several assignments, or are "unsatisfactory" on a formative clinical evaluation, will be referred to the Student Success by the course faculty. Student Success will work collaboratively with students to identify strategies to assist them and to develop individual academic success plans.

It is the responsibility of the student to contact the designated Student Success Coach and initiate the ASP process. This responsibility is congruent with the UNM-VC and UNM College of Nursing Essential Qualifications for Undergraduate Progression and Graduation. Students will complete and submit the Academic Success Plan Tool prior to meeting with the Student Success Coach.

Electronic Devices

All electronic devices must be silenced and put away during class. Any electronic equipment brought to class must be approved by the instructor before use in class. Cellphones that ring or are used during class or testing will result in the student being excused from the class or test. Any missed exams due to violation of this policy will result in a zero for the test grade.

To promote engagement, professionalism, and effective learning, the use of personal electronic devices is restricted during class, laboratory, simulation, and clinical experiences.

Laptops may be utilized only during designated instructional activities and only when authorized by the course instructor. Students must close and discontinue use of laptops when directed by the instructor. Use of laptops for non-course-related activities, including internet browsing, social media, messaging, gaming, or streaming, is prohibited.

Cell phones may not be utilized during class, laboratory, simulation, or clinical experiences unless specifically authorized by the instructor for an educational activity or emergency situation. Cell phones should be silenced and stored out of sight during instructional time.

Tablets and electronic note-taking devices (e.g., iPads, reMarkable devices) may be utilized throughout class for the sole purpose of taking notes. These devices may not be used for messaging, internet browsing, social media, email, or other non-course-related activities during instructional time.

Unauthorized or inappropriate use of electronic devices is disruptive to the learning environment and may interfere with patient care, professional expectations, and student success. Students observed using electronic devices in violation of this policy will be subject to the following progressive disciplinary process:

First occurrence: Verbal warning and request to put the device away

Second occurrence: Written Student Warning Notice (Appendix A)

Third occurrence: Dismissal from the class, lab, simulation, or clinical experience for the remainder of the scheduled time, resulting in loss of hours and/or associated participation credit

Faculty reserves the right to determine whether device use is appropriate within the learning environment.

Confidentiality

Patient/Resident/Class Confidentiality must be maintained at all times during the off-site clinicals. Failure to do so will result in immediate removal from the Nursing Program. Confidentiality is required by Federal law under HIPAA Regulations.

Technical Considerations:

This course is web enhanced. In order to access your online courses students need to log onto Canvas. (https://canvas.unm.edu/) In addition, this course requires students to be able to open, use and read Word and Adobe PDF files.

Online Courses Require:

- A high-speed Internet connection is highly recommended.
- Supported browsers include Internet Explorer, Firefox, and Safari. Detailed Supported Browsers and Operating Systems:
- Any computer capable of running a recently updated web browser should be sufficient to access your online course. However, bear in mind that processor speed, amount of RAM and Internet connection speed can greatly affect performance.

Online courses perform best on a high-speed Internet connection. Those using dial-up connections will experience longer page load times and much slower performance when accessing their online course. Many locations offer free high speed Internet access including UNM's Computer Pods or one of UNM's many

Statewide Centers.

For additional information: see http://nursing.unm.edu/resources/it/index.html

For Technical Help: 505-272-8112 or submit a web IT support ticket.

Canvas Tracking

Canvas automatically records all students' activities including: your first and last access to the course, the pages you have accessed, the number of discussion messages you have read and sent, chat room discussion text, and posted discussion topics. This data can be accessed by the instructor to evaluate class participation and to identify students having difficulty.

Course Interruptions and Scheduled Maintenance:

In the Event of an Unexpected Course Interruption

If Canvas is down on the day an assignment or exam is due, please advise your instructor of the outage (via text or UNM email), and the instructor will arrange for how to proceed.

Scheduled Maintenance

Canvas has a monthly scheduled Maintenance windows the 1st and 3rd Thursday of the month from 1:05am to 3:05am. Canvas may not work during these times. In addition, UNM IT may conduct general system maintenance that affects multiple systems on campus, including Canvas. The general system maintenance window is on Sundays from 6:00 am – 12 noon. Announcements for the Saturday and Sunday maintenance windows are normally posted in Canvas two weeks ahead of time to notify users of planned outages.

Student Course Access at the End of Term/Semester

UNM New Media and Extended Learning (NMEL) provides access to your course for 2 weeks after the end of the course. At that time NMEL will eliminate student course access.

Netiquette Ground Rules

See Netiquette Ground Rules document in your course on the course information page. Use proper grammar and spelling (type your postings in WORD first in order to use spell check then copy and paste into Canvas- this will also save you retyping it if should happen in with your posting).

Inclement Weather

Students are not expected to be in class if the University closes. See the UNM policy on Inclement Weather. **LoboMobile** is a free android/smartphone application available to provide additional information and alerts.

In case of inclement weather: Call 925.SNOW (925.7669) for UNM's status. Listen to local radio and TV stations for school closures including UNM (local media may not announce early closures during the business day).

Delays

In the event UNM Valencia announces a two-hour delay, any morning class scheduled to begin before 10 a.m., will be cancelled. However, nursing classes that are scheduled through 10 a.m. (9-12 p.m. for example) will meet at 10 a.m., when the campus opens. Classes scheduled to begin after the delay time will run as scheduled.

Cancellations

If UNM announces a closure, all classes are cancelled for the duration of the closure.

Early closures

If UNM announces an early closure to the business day, afternoon classes will be allowed to leave early and evening classes will be cancelled. These announcements can take place when the weather is questionable and may be posted any time before 5 p.m. outside.

Academic honesty and Artificial Intelligence (AI) Policies

Responsible Learning and Academic Honesty: Cheating and plagiarism (academic dishonesty) are often driven by a lack of time, desperation, or lack of knowledge about how to identify a source. Communicate with me and ask for help, even at the last minute, rather than risking your academic career by committing academic dishonesty. Academic dishonesty involves claiming that work created by another source is your own original work. It is a Student Code of Conduct violation that can lead to a disciplinary procedure. When you use a resource in work submitted for this class, document how you used it and distinguish clearly between your original work and the material taken from the resource.

Purpose

The purpose of this policy is to establish guidelines for the responsible, ethical, and appropriate use of artificial intelligence (AI) tools and technologies by students, faculty, and staff within the nursing program. AI tools may offer valuable support in education, clinical decision-making, and academic work; however, their use must align with professional nursing standards, academic integrity policies, patient safety, and regulatory guidelines.

Definitions

- Artificial Intelligence (AI): Any technology or software application capable of generating text, images, or other content, analyzing data, or providing decision support without direct human input (e.g., ChatGPT, DALL·E, Grammarly, AI clinical decision support tools).
- Generative AI: A subset of AI that creates new content (e.g., text, images, code) based on input prompts.

1. Acceptable Use of AI Tools

AI tools (e.g., ChatGPT, Grammarly, DALL·E, and other generative AI platforms) may be used **only** in ways that support learning without compromising academic honesty. Acceptable uses include:

- Brainstorming ideas for assignments.
- Generating practice questions for self-study.
- Clarifying concepts and summarizing publicly available information.
- Proofreading or grammar suggestions (must review for accuracy).

2. Prohibited Uses of AI Tools

Students may **not** use AI tools to:

- Generate or complete graded assignments, research papers, care plans, discussion posts, or exam/quiz answers.
- Submit AI-generated text as their own original work.
- Input **any** patient-identifiable information or protected health information (PHI) into AI platforms. Students must adhere to all HIPAA regulations and laws.

- Use AI to bypass learning and or supplement learning, critical thinking, or clinical reasoning processes expected in healthcare practice.

3. Academic Integrity & Accountability

- Any work submitted for grading must reflect the student's own original thought, knowledge, writing, and effort.
- Students must **disclose** when AI was used to assist in preparation or content development for ungraded/ graded assignments, as directed by the instructor.
- Misuse of AI tools will be treated as **academic dishonesty** and may result in disciplinary action, up to and including course failure or dismissal from the program, in accordance with the UNM-VC Student Handbook and UNM's Academic Integrity Policy.

4. Clinical & Privacy Considerations

- Students must always follow HIPAA and program confidentiality policies.
- No patient data, clinical scenarios involving real patients, or identifying information may be entered into AI tools.
- Students are expected to apply professional judgment and verify all AI-generated information with credible, evidence-based sources.

5. Faculty Discretion

Faculty reserves the right to set assignment-specific guidelines for AI use. Students are responsible for following all course-specific expectations regarding AI tools.

Encouraging use of support and resources:

Thriving and Finding Support: Students are especially successful at UNM when they take advantage of support and get involved in campus and academic life. Your MyUNM login page provides direct links to wellbeing resources, including financial capability, mental health, food, jobs, and resource centers. MyUNM will help you identify academic resources like peer tutoring and opportunities like study abroad. You can contact academic advisors and resource advisors for information and guidance via Student Hub on MyUNM. I look forward to providing you with information about academic opportunities related to our class and to helping you find support resources.

Respectful behavior and absences

Respectful Conduct Expectations: I am committed to building with you a positive classroom environment in which everyone can learn. I reserve the right to intervene and enforce standards of respectful behavior when classroom conduct is inconsistent with University expectations [and/or classroom community agreements. Interventions and enforcement may include but are not limited to required meetings to discuss classroom expectations, written notification of expectations, and/or removal from a class meeting. Removal from a class meeting will result in a loss of class hours and course failure if the required number of hours is not met. The University of New Mexico ensures freedom of academic inquiry, free expression

and open debate, and a respectful campus through adherence to the following policies: D75: Classroom Conduct, Student Code of Conduct, University Policy 2240 – Respectful Campus, University Policy 2210 – Campus Violence.

Disruptive Behavior

Students are expected to adhere to the UNM Student Code of Conduct and maintain a respectful, professional learning environment at all times, in the classroom, laboratory, and in clinical settings.

Examples of disruptive behavior include, but are not limited to:

- Talking out of turn or interrupting
- Use of cell phones or electronic devices without permission
- Disrespectful language or conduct toward classmates, instructors, or patients
- Refusal to follow safety instructions in the lab or clinical setting

Under UNM policy and federal protections of students' rights, a student will not be dropped for a one-time occurrence of disruptive behavior. However:

- **Any disruptive behavior will result in the student being asked to leave the class meeting.**
- The time missed will count against the students' required contact hours for the course.
- If the student's total attended hours fall below the required minimum to pass the course, the student will receive a failing grade.

Diversity:

The faculty and staff of the University of New Mexico Valencia Campus strive for students to experience an inclusive educational environment. Openness and respect for the diverse backgrounds and communities from which we each come enhance insight and learning. Therefore, we ask students to participate in conversations that raise awareness of and respect for different ways of being and thinking. We invite you to please speak with the course instructor or another faculty member if you experience discomfort with comments made in the classroom, online learning environment, or other educational setting. Practicing these values enables us as a community of learners to be respectful of everyone.

Students With Special Needs

In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), any student needing academic accommodations should first contact Equal Access Services at 925-8840.

General Information

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: policy.unm.edu/regents-policies/section-4/4-8.html Student Code of Conduct: https://pathfinder.unm.edu/code-of-conduct.html
Accommodations:	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 the opportunity to participate. To engage in a confidential conversation about the process for requesting reasonable accommodations for this class and/or program, please contact: UNM-Valencia Equal Access Services https://valencia.unm.edu/students/advisement/equal-access-services.html Sarah Clawson, Coordinator: (505) 925-8840 or by email at sjclawson@unm.edu OR UNM-Albuquerque Accessibility Resource Center https://arc.unm.edu/ at arcsrvs@unm.edu or by phone at 505-277-3506.

Non-discrimination, Title IX Statement:	The University of New Mexico and its faculty are committed to supporting our students and providing an environment that is free of bias, discrimination, and harassment. The University's programs and activities, including the classroom, should always provide a space of mutual respect, kindness, and support without fear of harassment, violence, or discrimination. Discrimination on the basis of sex includes discrimination on the basis of assigned sex at birth, sex characteristics, pregnancy and pregnancy related conditions, sexual orientation and gender identity. If you have encountered any form of discrimination on the basis of sex, including sexual harassment, sexual assault, stalking, domestic or dating violence, we encourage you to report this to the University. You can access the confidential resources available on campus at the LoboRESPECT Advocacy Center (https://loborespect.unm.edu), the Women's Resource Center (https://women.unm.edu), and the LGBTQ Resource Center (https://lgbtqrc.unm.edu). If you speak with an instructor (including a TA or a GA) regarding an incident connected to discrimination on the basis of sex, they must notify UNM's Title IX Coordinator that you shared an experience relating to Title IX, even if you ask the instructor not to disclose it. The Title IX Coordinator is available to assist you in understanding your options and in connecting you with all possible resources on and off campus. For more information on the campus policy regarding sexual misconduct and reporting, please see https://policy.unm.edu/university-policies/2000/2740.html and CEEO's website. If you are pregnant or experiencing a pregnancy-related condition, you may contact UNM's Office of Compliance, Ethics, and Equal Opportunity at ceeo@unm.edu. The CEEO staff will provide you with access to available resources and supportive measures and assist you in understanding your rights. **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.

Religious and Cultural Practices	In accordance with UNM policy, students who anticipate being absent from class due to the observance of major religious holidays or significant cultural practices should notify the instructor in advance. Reasonable accommodations will be made to allow students to complete missed work without penalty. Students remain responsible for all material covered during any absence.

Student Support	PASOS Resource Center (505) 925-8546, pasos@unm.edu. The Resource Center is an on-campus center that serves as a "one-stop" for all non-academic needs of UNM-Valencia students. COVID: Student Health and Counseling (SHAC) at (505) 277-3136. If you are having active respiratory symptoms (e.g., fever, cough, sore throat, etc.) AND need testing for COVID-19; OR if you recently tested positive and may need oral treatment, call SHAC. LoboRESPECT Advocacy Center (505) 277-2911 can offer help with contacting faculty and managing challenges that impact your UNM experience. Confidential services for students are available at LoboRESPECT Advocacy Center, Women's Resource Center, and the LGBTQ Resource Center. The Women's Resource Center supports all students, including those who are pregnant or are parents. UNM-Valencia has lactation stations located in LRC 112 (Tomé campus) and in the Workforce Training Center.
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 on 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) and the Faculty Handbook (https://handbook.unm.edu). Support: Many students have found that time management workshops or work with peer tutors can help them meet their goals. These and other resources are available through PASOS (Pathways to Articulation and Sustainable Opportunities for Students), TRIO Student Support Services, and Student Learning Support at the Center for Teaching and Learning.

Connecting to Campus and Finding Support	UNM has many resources and centers to help you thrive, including opportunities to get involved, mental health resources, academic support such as tutoring, free food at Lobo Food Pantry, and jobs on campus. Your advisor, staff at the resource centers and Dean of Students, and I can help you find the right opportunities for you.
Land Acknowledgement	Founded in 1889, the University of New Mexico sits on the traditional homelands of the Pueblo of Sandia. The original peoples of 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.
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. UNM as an institution has made a core commitment to the success of all our students, including members of our undocumented community. The Administration's welcome is found on our website: http://undocumented.unm.edu/

*The instructor reserves the right to make changes to the syllabus, schedule, or course policies as needed to meet the learning needs of the class or to respond to unexpected circumstances. Any changes will be communicated promptly through Canvas and/or in class. Students are responsible for reviewing announcements and updates.