Instructor Information

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Email</th>
<th>Phone</th>
<th>Office</th>
<th>Office Hours</th>
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Instructor Response Time
Example: I routinely check the course for postings or emails, Monday (8 am) – Friday (12 pm) and sometimes on the weekend. You can anticipate a 24 to 48 hour response from me, Monday – Thursday. I will try and respond to all weekend (Friday afternoon to Sunday) emails and postings by noon on Monday or earlier.

Course Information

Course Description
A brief statement describing the nature of the course, what the student can expect.

Course Objectives
The course objectives should be stated clearly so that they can be related to the expected learning outcomes in each section or module of the course and to the goals of the overall assessment process.

Prerequisites and Co-requisites
A list of any and all course prerequisites.

Specific Course Requirements (If Applicable)
A description of any special course requirements should be provided, such as knowledge of specific software, and why it is necessary for successful completion of the course.

Course Orientation
You are expected to complete the tasks in the first week or module as a part of your orientation to this course. You will be held accountable for the use of the tools introduced in that first section of the course.
Technical Requirements

Computer

- A high speed Internet connection is highly recommended.
- Supported browsers include: Internet Explorer, Firefox, and Safari. Detailed Supported Browsers and Operating Systems: http://kb.blackboard.com/pages/viewpage.action?pageId=51413176 Check your browser configuration at: https://vista.unm.edu/webct/urw/lc4130011.tp0/browserchecker.dowebct?
- 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 UNM Learn Technical Support: (505) 277-5757 (M-F 8am - 5pm) or learn@unm.edu.

Web Conferencing

Web conferencing will be used in this course during the following times and dates:

For the online sessions, you will need:

- A USB headset with microphone. Quality entry models are widely available at stores that sell electronics, at the UNM Bookstore or online.
- A high-speed internet connection is highly recommended for these sessions. A wireless Internet connection may be used if successfully tested for audio quality prior to web conferencing.
- For UNM Web Conference Technical Help: (505) 277-0857 or media@unm.edu

Textbook and Supplemental Materials

Required Textbooks:

List all required texts.

Recommended and/or Optional Textbooks, Journals and Articles:

List all recommended and/or optional textbooks, journals and articles.
Required Supplementary Materials:

Include a list of other published material the student is required to purchase for the course including lab manuals, lab kits, videos, headsets, software, etc.

Course Schedule

Please see the Syllabus & Contacts page or the link at the top of the Course Home page

Assessment and Grading

Procedures for Completing Assessments

Include:

- if tests/exams will require a pre-arranged and approved proctor
- policy for missed or late work
- recommended:
  - a statement indicating that if a student anticipates a difficulty meeting a deadline, how far in advance you expect to be notified and how that notification should be sent
  - a statement similar to “All written work needs to be submitted online. If you have a difficulty using a tool to complete work, use the “Create a

Tracking Course Activity

UNM Learn 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, web conferencing discussion text, and posted discussion topics. This data can be accessed by the instructor to evaluate class participation and to identify students having difficulty

Grading Procedures

Include a detailed statement of

- how grades are related to or reflective of the expected learning objectives
- what your students are to expect for grading in terms of time
- if grading is weighted, emphasize the relationship between graded elements, such as “Be aware that while xxx are an important indication of your progress meeting learning outcomes, that aspect of the course is worth xx% of your overall grade.”

Grading Scale

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<tr>
<th>Points</th>
<th>Grade</th>
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<tbody>
<tr>
<td></td>
<td>A+</td>
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<tr>
<td></td>
<td>A</td>
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<td></td>
<td>A-</td>
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<td>B+</td>
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<td>B</td>
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Assignments and Participation

Assignments
Include a list of assignments, projects, etc. It's recommended that you not include assignment details, point values or due dates so you may retain the right to make adjustments. Instead add something similar to this note:

Please see the (location of details) within the course for more details.

Expectations for Participation

Example Expectations:

- time required (9-12 hrs per week)
- students are expected to learn how to navigate in WebCT
- students are expected to communicate with one another in team projects
- students are expected to keep abreast of course announcements
- students are expected to use the WebCT course email as opposed to a personal email address
- students are expected to keep instructor informed of class related problems, or problems that may prevent the student from full participation
- students are expected to address technical problems immediately
- students are expected to observe course netiquette at all times

Example Ground Rules:

- “In following with the UNM Student Handbook, all students will show respect to their fellow students and instructor when interacting in this course. Take Netiquette suggestions seriously. Flaming is considered a serious violation and will be dealt with promptly. Postings that do not reflect respect will be taken down immediately.” (Rebecca Adams, OLIT 535)
- “This course encourages different perspectives related to such factors as gender, race, nationality, ethnicity, sexual orientation, religion, and other relevant cultural identities. The course seeks to foster understanding and inclusiveness related to such diverse perspectives and ways of communicating.”

Example Drop Policy:

This section should lay out your departmental policy for dropping students.
UNM Policies: This course falls under all UNM policies for last day to drop courses, etc. Please see http://www.unm.edu/studentinfo.html or the UNM Course Catalog for information on UNM services and policies. Please see the UNM academic calendar for course dates, the last day to drop courses without penalty, and for financial disenrollment dates.

UNM Resources

CAPS Tutoring Services  http://caps.unm.edu/programs/online-tutoring/

CAPS is a free-of-charge educational assistance program available to UNM students enrolled in classes. Online services include the Online Writing Lab, Chatting with or asking a question of a Tutor.

Embedded Tutor – if this course has a tutor assigned, substitute the following:
This course has tutoring services incorporated into the course. Please see the “CAPS Tutor” link in the course menu on the left for more details.

UNM Libraries  http://library.unm.edu

Student Health & Counseling (SHAC) Online Services  http://online.unm.edu/help/learn/support/shac

UNM Policies

Copyright Issues

All materials in this course fall under copyright laws and should not be downloaded, distributed, or used by students for any purpose outside this course. (http://www.unm.edu/~counsel/general/copyright.htm)

Students with Disabilities

The American with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodations of their disabilities. If you have a disability requiring accommodation, please contact me immediately to make arrangements as well as Accessibility Services Office in 2021 Mesa Vista Hall at 277-3506 or http://as2.unm.edu/index.html. Information about your disability is confidential.

Academic Misconduct

You should be familiar with UNM’s Policy on Academic Dishonesty and the Student Code of Conduct  (http://pathfinder.unm.edu/policies.htm#studentcode) which outline academic misconduct defined as plagiarism, cheating, fabrication, or facilitating any such act.