**SYLLABUS TEMPLATE FOR Spring 2023**

*1/4/23*

[Updates in red]

[***Course Title*]**

**[*Semester, year*]**

**[*Classroom if applicable*]**

**[*days, time*]**

**Instructor:**

**Office:**

**Phone:**

**E-mail:**

**Office Hours:** [*Varies by department and individual, but a total of from three to five hours per week is recommended. If for an asynchronous distance education section/class indicate preferred methods of communication and when you will be available*.

**Course Description:** [*This should be the catalog description.*] Note: *Most instruction will be F2F. If teaching an online or hybrid class as part of a distance program, indicate the mode of instruction, whether classes will be synchronous or asynchronous, and any software or tools (e.g., a webcam) that students need to complete the class.*]

**Pre-requisites/Co-requisites:** [*From the catalog.*]

**Place in Curriculum**: [*Is this course for majors or non-majors or both? Is it a requirement for the major? Is it elective****? If it is a General Education Core requirement****, which Area does it help fulfill, and which New Mexico state Essential Skills does the course satisfy? Please refer to the HED website for the Essential Skills assigned to content areas:* [*https://hed.state.nm.us/resources-for-schools/public\_schools/general-education*](https://hed.state.nm.us/resources-for-schools/public_schools/general-education)*.* ***The “Area” and “Essential Skills” only apply to General Education courses.*** *Also, feel free to contact Dean Simpson with further questions about General Education requirements.*]

**Course Learning Outcomes**: [*By the end of this course, students should … things that students should know or be able to do as a result of instruction (i.e., knowledge and skills).*]

**Program Learning Outcomes**: [*If syllabus is being given in electronic form, this can be a link to your department’s page listing these.*]

**Course Requirements**:

[*Is there a required textbook? Are other materials needed (e.g., homework software)? Is attendance required? Is late homework accepted? How many tests, what other assignments will there be (presentations, group projects, quizzes, etc.). Also, what about cell phones, computers/calculators on tests, etc. To help make our emergency response as effective as possible, require that cell phones be set on vibrate. Please do not require that they be turned off. The reason: if all phones vibrate at the same time during your class, you will know there is an emergency that must be responded to immediately. If there is such an emergency, you and your students need to know this without delay.*]

**Tentative Course Schedule**: [*Tentative dates of tests, exams when assignments are due, any days you know you will be gone.*]

**Grading**: [*How will grades be calculated? Weight for tests, homework, etc.*]

**Academic Honesty**: New Mexico Tech’s Academic Honesty Policy for undergraduate and graduate students is found in the catalog, which can be found at: https://www.nmt.edu/registrar/catalogs.php/. Further information about academic honesty can be found on the Associate Vice President for Academic Affairs website: <https://www.nmt.edu/academicaffairs/avpaa/academic_honesty.php>

You are responsible for knowing, understanding, and following this policy.

[*Note: It is a good idea to discuss what constitutes cheating in your class, particularly for homework and laboratory exercises. For example, do you permit students to consult on-line resources, such as Chegg homework solutions? Some faculty do, others do not. Let your students know what your policy is. This is considered when violations of the academic honesty policy occur. For courses in which different faculty teach different sections, the faculty should agree to a uniform policy. Describe your plans for test proctoring and related honesty issues. For distance education courses, will students be monitored via Zoom during tests and if so, inform students that they will be required to enable their video feed. If you plan to verbally quiz selected students on content to verify performance it would be good to let them know this at the outset of the course.*]

**Reasonable Accommodations:** New Mexico Tech is committed to protecting the rights of individuals with disabilities and providing access and full participation in the educational experience.  Students with disabilities who require reasonable accommodations are invited to make their needs known to the Office for Student Access Services (SAS) as soon as possible.  Accommodations are not retroactive and may take some time to implement.  The process for requesting accommodations can be found at their website <https://www.nmt.edu/ds/academicaccommodations.php>.

You can contact SAS in person at the Fidel Center Room 245, call 575-835-6209, email [access@nmt.edu](mailto:access@nmt.edu) or book through the link on our [website](https://calendly.com/theresa-kappel-student--access-services/nmt-student-access-services?month=2022-08).

**Counseling Services:** New Mexico Tech offers individual and couples counseling, safety assessments, crisis intervention, outreach and consultations through the Counseling Center. These confidential services are provided free of charge by licensed professionals. Please note that changes in the delivery of counseling services may still be on going. For more information on how to access services, please call 835-6619, email [counseling@nmt.edu](mailto:counseling@nmt.edu) or check out our website at <https://www.nmt.edu/cds/> .

**Respect Statement:** New Mexico Tech supports freedom of expression within the parameters of a respectful learning environment. As stated in the *New Mexico Tech Guide to Conduct and Citizenship* (Student Handbook): “New Mexico Tech’s primary purpose is education, which includes teaching, research, discussion, learning, and service. An atmosphere of free and open inquiry is essential to the pursuit of education. Tech seeks to protect academic freedom and build on individual responsibility to create and maintain an academic atmosphere that is a purposeful, just, open, disciplined, and caring community.”

**COVID-19 and other Health-Related Safety Issues for Face-to-Face Instruction:** Please note: provisions on masks, vaccines or other possible COVID-related requirements are subject to change as the situation evolves, based on guidance from the Centers for Disease Control, the State of New Mexico, and university officials (i.e., the President and the Board of Regents). For the most up-to-date guidelines, please consult NMT’s COVID-19 information page: https://www.nmt.edu/covid19/.

Students should not come to class if they are feeling ill and should follow any quarantine guidelines that they are given in the event of exposure to COVID-19. If you are sick, you should contact your instructor immediately with a request for making up any missed work and assignments, contact the Student Health Center, and consider getting tested for COVID-19 (as applicable). Please note the Student Health Center does not provide sick notes to students who are not seen by them.

**Title IX Reporting:** Sexual misconduct, sexual violence and other forms of sexual misconduct and gender-based discrimination are contrary to the University’s mission and core values, violate university policies, and may also violate state and federal law (Title IX).  Faculty members are considered “Responsible Employees” and are required to report incidents of these prohibited behaviors. Any such reports should be directed to Tech’s Title IX Coordinator (Dr. Peter Phaiah, 122 West Hall, 575-835-5953 (O), 575-322-0001 (C), [titleixcoordinator@nmt.edu](mailto:titleixcoordinator@nmt.edu) ) or reports can be filed online to [Tech’s Title IX & Sexual Misconduct Report](https://cm.maxient.com/reportingform.php?NewMexicoTech&layout_id=1). Please visit [Tech’s Title IX Website](https://www.nmt.edu/titleix/index.php) (www.nmt.edu/titleix) for additional information and resources.

**Student Success:** New Mexico Tech offers numerous peer tutoring services for students who are struggling in their courses, or who just wish to receive friendly advice, including the Office of Student Learning (Skeen Library, https://www.nmt.edu/osl/), the Writing and Communication Lab (Skeen Library, <https://www.nmt.edu/academics/class/center.php>), and numerous department-run centers. These services are free of charge to students! Students may also consult the Associate Dean of Student Success, Elaine Debrine Howell ([elaine.debrinehowell@nmt.edu](mailto:elaine.debrinehowell@nmt.edu)) or may receive emails from her if they are struggling in class.

[*Please feel free to add information on tutoring or other student success services in your department or elsewhere on campus]*

To read about the services a student will need to be successful**visit MyNMT:**

<https://www.nmt.edu/mynmt.php>