**SYLLABUS TEMPLATE FOR AY 2024-2025**

*March 17, 2024*

[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: *If teaching an online or hybrid class as part of a distance program, please see “Supplemental Information” for needed information.*

**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 Steve 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 (Optional)**: [*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 (<https://www.nmt.edu/registrar/catalogs.php/>). Further information about academic honesty can be found on the Academic Affairs website: <https://www.nmt.edu/academicaffairs/avpaa/academic_honesty.php>

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

[*Note: Please 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. Please see “Supplemental Information” for advice on AI statements.*]

**Student Resources**

Wondering where to go for help? Please see the offices below or visit the “[Where NMT Students Should Go for Help](https://www.nmt.edu/academicaffairs/Where_to_go.php)” webpage.

**Student Success**: New Mexico Tech offers numerous services for students in need of academic assistance. This includes someone who can check their work or who could provide friendly advice. Several locations where this assistance is available includes the Office of Student Learning (Skeen Library, <https://www.nmt.edu/osl/>), Math Helproom (<https://www.nmt.edu/academics/math/ugrad/mathhelproom.php>), 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 Dean for Student Success Initiatives, Elaine DeBrine Howell (Fidel, rm. 237; 575-835-5208; [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]*

**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://nmt.edu/ds/for_students.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 their [website](https://nmt.edu/ds/for_students.php).

**Counseling Services**: The Counseling Center has partnered with the Virtual Care Group (VCG) to offer free supplemental healthcare services to our degree-seeking students.  This virtual healthcare includes unlimited Tele-medical and unlimited Tele-therapy/counseling sessions available 24/7, as well as life coaching. Both in-person sessions on campus and this virtual healthcare are available for those degree-seeking students currently enrolled. Download The Virtual Care Group app from your app store. For questions about the platform, please email VCG’s Care Team at [care@virtualcaregroup.com](mailto:care@virtualcaregroup.com). For more information on services at NMT, 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 academic freedom and freedom of expression within the parameters of a respectful learning environment.  As stated in the [*Student Code of Conduct Policy*](https://www.nmt.edu/policies/_NMT%20Student%20Conduct%20Policy%20%20.pdf):  “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."  Furthermore, "Tech seeks to provide an environment that enables a positive learning experience and maintains an academic atmosphere that is a purposeful, just, open, disciplined, and caring community.”

**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, 238 Fidel Student Center, 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](http://www.nmt.edu/titleix)) for additional information and resources.

**Supplemental Information**

***(Use as needed)***

**Online or Hybrid Courses**

Faculty teaching distance education courses must provide the information listed below:

**Delivery Mode**: [Identify the delivery mode used for the course and list

* Any additional requirements for distance education students;
* Types of regular and substantive interactions used in the course – at least two are required. The level of interaction should be commensurate with the course (e.g., number of credits, course level);
* Tentative schedule for when these interactions will occur, if applicable].

An example is below:

**Course Delivery**: This is a synchronous, online course delivered through Zoom with information posted in the course management system Canvas. You are required to have sufficient technology (e.g., computer, webcam and setting to give quality video & audio) and a high-speed internet connection to engage in the course. Regular interaction with the course instructor will be through synchronous lectures & discussions (e.g., responses to instructor questions during class are expected) and weekly assignments. Substantive interaction will be through feedback provided by the instructor on the discussion posts, homework problems, and exams listed in the course schedule, typically within several days of the deadline. During exams, you will be required to have your webcam on (both video and audio).

**Technical Support Information**: [list of required software/hardware needed; link to distance education web portal]

**Verification of Student Identity and Academic Integrity**: New Mexico Tech’s Student Identity Verification Policy requires that students’ identity be verified and that a substantial component of the course’s grade be some form of proctored activity, e.g., proctored exam, presentation, oral exam, etc. Therefore, students are required to [turn on camera during specific assignment, schedule video conference for exams, arrange for a proctored exam, …] The Student Identity Verification Policy is on the Academic Affairs [website](https://www.nmt.edu/academicaffairs/policies.php).

**Web Etiquette**: Other items that may be included in this syllabus is a list of web etiquette for the online course and the schedule of interactions that is planned for the semester. For more information, please visit the Distance Education Resource Guide found on the [DEAB webpage](https://www.nmt.edu/academicaffairs/administrative_committees/DEAB.php).

**Use of Artificial Intelligence Statements**:

Instructors should be clear with students whether and how (or if) AI programs such as ChatGPT can be used for assignments. In particular, be specific about what types of uses will be penalized and what penalties students might incur. For some misuses of AI programs (e.g., using ChatGPT to generate an essay), instructors should follow the same institutional procedures that they would for any other instance of academic dishonesty. Below is a sample statement. Faculty can modify this statement to fit their classes and assignments:

*The use of generative AI tools (e.g. ChatGPT, Dall-e) is permitted in this course for the following activities with an appropriate citation:*

* Brainstorming and refining your ideas;
* Fine tuning your research questions;
* Drafting an outline to organize your thoughts; and
* Checking grammar and style.

*The use of generative AI tools is not permitted in this course for the following activities:*

* Impersonating you in classroom contexts, such as by using the tool to compose discussion board prompts assigned to you or content that you put into a Zoom chat.
* Completing group work that your group has assigned to you, unless explicitly agreed to by members of your group and the instructor.
* Writing a draft of a writing assignment or writing prompt.
* Writing entire sentences, paragraphs or papers to complete class assignments.

You are responsible for the information you submit based on an AI query (for instance, that it does not violate intellectual property laws, or contain misinformation or unethical content). Your use of AI tools must be properly documented and cited in order to stay within university policies on [academic honesty](https://www.nmt.edu/academicaffairs/avpaa/academic_honesty.php). For example, in MLA: “*Text of prompt*” prompt. *ChatGPT*, *Day Month version*, OpenAI, *Day Month Year*, chat.openai.com. Any assignment that is found to have used generative AI tools in unauthorized ways *[insert the penalty here\*]*. When in doubt about permitted usage, please ask the instructor for clarification.