

[Course Title]
[Semester, year]
[Classroom]
[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 a distance education section/class indicate preferred methods of communication and when you will be available.]

Course Description: [This can be the catalog description.]

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?]

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? 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.]

Course Schedule: [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 student handbook, which can be found at:

<http://www.nmt.edu/student-handbook>. 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. For courses in which different faculty teach different sections, the faculty should agree to a uniform policy.]

Reasonable Accommodations:

New Mexico Tech is committed to protecting the rights of individuals with disabilities. Qualified individuals who require reasonable accommodations are invited to make their needs known to the Office of Counseling and Disability Services (OCDS) as soon as possible. To schedule an appointment, please call 835-6619.

Counseling Services:

New Mexico Tech offers mental health and substance abuse counseling through the Office of Counseling and Disability Services. These confidential services are provided free of charge by licensed professionals. To schedule an appointment, please call 835-6619.

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: “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.”

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, 20D Brown Hall, 575-835-5187, titleixcoordinator@nmt.edu). Please visit Tech’s Title IX Website (www.nmt.edu/titleix) for additional information and resources.