# SPRING 2023

# COURSE INFORMATION

## Course Title:

## Course Prefix:

## Course & Section Number:

## Course Credits hours:

## Course Type: (In-person or Virtual)

## Class meeting day & time:

## Class Location: room # & Online at **Canvas** <https://my.senmc.edu>

# INSTRUCTOR INFORMATION

## Instructor Name:

## Email:

## Phone:

## Office hours:

## Office Location:

# COMMUNICATION INFORMATION

## Explain to your students the best way for them to contact you…

# COURSE DESCRIPTION

## (directly out of catalog)

# EXPANDED COURSE DESCRIPTION (Optional)

# Explain in your own words the focus and main topics of the course…

# COURSE PRE & CO-REQUISITE

## (directly out of catalog)

# ADDITIONAL SKILLS THAT MAY HELP TO SUCCEED IN THIS COURSE

# TEXTS AND MATERIALS

## Required Text(s)/Material(s):

## Optional Text(s)/Material(s):

# GRADUATE OUTCOMES

## Upon graduation, students of SENMC should be able to demonstrate satisfactorily:

## Practical communication skills in reading, writing, listening, and speaking.

## Basic critical thinking skills include problem identification, evidence acquisition and evaluation, and reasoning/conclusion.

## Identify a set of ethical ground rules of personal and social responsibility.

## Apply the fundamental concepts of quantitative reasoning in mathematics and science.

## Appropriate information and digital literacy skills for personal and professional use.

## Apply the fundamental concepts for analyzing significant primary texts and works of art, including fine arts, literature, music, theater, and film.

# ESSENTIAL SKILLS FOR GENERAL REQUIREMENT COURSES (G)

## All general education courses must include instruction and evaluation of various basic skills. There are three such skills associated with this course:

## List them here. Determined by SENMC/HED. Disregard this section if your course is NOT a G course.

# STUDENT LEARNING OUTCOMES

## List SLOs here (State mandated SLOs)

# GRADING CRITERIA

## (Instructors: Edit the table as needed)

Table 1

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities** | **Number** | **Points each** | **Total** |
| Discussions |  |  |  |
| Homework |  |  |  |
| Quizzes |  |  |  |
| Exams |  |  |  |
| Project |  |  |  |
| Total |  |  |  |

# GRADING SCALE

# Select a grading option and delete the option not selected.

Option 1

|  |  |  |
| --- | --- | --- |
| **Letter Grade** | **Grading Scale by Points** | **Grading Scale by Percentages** |
| **A** |  | 100% to 90% |
| **B** |  | <90% to 80% |
| **C** |  | <80% to 70% |
| **D** |  | <70% to 60% |
| **F** |  | <60% to 0 |

|  |  |  |
| --- | --- | --- |
| **Letter Grade** | **Grading Scale by Points** | **Grading Scale by Percentage** |
| **A+** |  | 100% to 97% |
| **A** |  | <97% to 93% |
| **A-** |  | <93% to 90% |
| **B+** |  | <90% to 87% |
| **B** |  | <87 to 83% |
| **B-** |  | <83% to 80% |
| **C+** |  | <80% to 77% |
| **C** |  | <77% to 73% |
| **C-** |  | <73% to 70% |
| **D+** |  | <70% to 67% |
| **D** |  | <67% to 63% |
| **D-** |  | <63% to 60% |
| **F** |  | <60% to 0 |

Option 2

# FACTORS THAT COULD AFFECT YOUR SUCCESS IN THIS COURSE

## List them here

# COURSE OUTLINE/CALENDAR

## (Insert course outline/calendar)

# GRADED ASSIGNMENT DESCRIPTIONS

## **Discussions**

## Write a description, expectations, and evaluation criteria (or where to find evaluation criteria) here...

## **Homework**

## Write a description, expectations, and evaluation criteria (or where to find evaluation criteria) here...

## **Quizzes**

## Write a description, expectations, and evaluation criteria (or where to find evaluation criteria) here...

## **Exams**

## Write a description, expectations, and evaluation criteria (or where to find evaluation criteria) here...

## **Project**

## Write a description, expectations, and evaluation criteria (or where to find evaluation criteria) here...

LATE WORK & MAKE-UP POLICY(Determined and written by instructor)

## **Late Assignments will not be accepted. Instead:**

## Write your late assignment policy here...

# ATTENDANCE POLICY

## (Determined and written by instructor)

# NETIQUETTE GUIDELINES

## SENMC has outlined expectations for student behavior and interaction for online discussions, email, and other forms of communication. Please see [the Netiquette Expectations](https://carlsbad-nmsu.libguides.com/onlinelearning/netiquette) document for details.

### ACADEMIC INTEGRITY **(rules about cheating, plagiarism, or sharing work)**

## Southeast New Mexico College, SENMC takes cheating and plagiarism seriously and may affect your academic status. Students are required to comply with the Student Academic Code of Conduct of SENMC.

## Students are required to complete this course following the student rights and responsibilities stated in the [SENMC Student Handbook](https://senmc.edu/policies/). Cheating includes any attempt to defraud, deceive, or mislead the instructor in arriving at an honest grade assessment and may consist of copying answers from other students or using unauthorized notes during tests. Plagiarism is a form of cheating that involves presenting as one's own the ideas or work of another and may include using other people's opinions without proper attribution and submitting another person's position as one's own. Dishonest activities such as cheating on exams and submitting or copying work done by others will result in disciplinary actions, including but not limited to receiving a failing grade. For further information, review the institution's [Academic Integrity Policy](https://senmc.edu/policies/).

# STUDENTS WITH DISABILITIES

## Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) cover issues relating to disability and accommodations. If a student has questions or needs a compromise in the classroom (all medical information is treated confidentially), contact:

## Raven Anderson, Academic Success Coach| [randerson@senmc.edu](mailto:randerson@senmc.edu) or by visiting the Learning Assistance Center, room 263C, 2nd floor).

## Phone: 575-234-9321

## email: [accessibilityservices@senmc.edu](mailto:accessibilityservices@senmc.edu)

## SENMC website: [https://senmc.edu](https://senmc.edu/)

## SENMC policy prohibits discrimination based on age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation, and protected veterans status. Furthermore, Title IX prohibits sex discrimination, including sexual misconduct, sexual violence, sexual harassment, and retaliation.

## For more information on discrimination issues, Title IX, or SENMC’s complaint process, contact the SENMC College Title IX Coordinator for all non-employment and employment-related inquiries and complaints concerning discriminatory actions and sexual harassment against students on campus.

## Juanita Garcia, Title IX Deputy Coordinator

## Phone: 575.234.9220

## Email: [jgarcia@senmc.edu](mailto:jgarcia@senmc.edu)

## Inquiries about the laws and compliance may also be directed to the Office for Civil Rights, United States Department of Education.

## Phone: 800-421-3481

## email: [ocr@ed.gov](mailto:ocr@ed.gov)

## [U.S. Department of Education](https://www2.ed.gov/about/offices/list/ocr/index.html)

# ACADEMIC CALENDAR AND IMPORTANT DATES

## The academic calendar and important dates for students may be found at: <https://senmc.edu/academics/important-dates-for-students.html>

# LEARNER SUPPORT SERVICES

## Southeast New Mexico College, SENMC, provides several services to support student learning. Visit the links below for more information.

## [SENMC Library](https://carlsbad.nmsu.edu/library/)

## [Learning Technologies Center](https://carlsbad.nmsu.edu/learning-technology-center/index.html)

## [Learning Assistance Center](https://senmc.libguides.com/LAC)

# POLICIES AND PROCEDURES

## Students are responsible for procedures and policies contained and addressed in the SENMC Student Handbook. A complete list of institutional policies and procedures may be found at:

## [(https://senmc.edu/policies/).](https://senmc.edu/policies/)

ADDITIONAL POLICIES (optional additions)

## Students' responsibility when withdrawing from a course.

## [Important Dates for Students](https://senmc.edu/academics/important-dates-for-students.html)

## Instructor’s prerogative to change the syllabus schedule in writing and by the announcement (e.g., the instructor reserves the right to change or modify any of the above statements/policies with one week’s advance notice in class).

## Lab safety and hazardous materials statement, if applicable.