# FALL 2024

# COURSE INFORMATION

## Course Title:

## Course Prefix, Number & Section:

## Course Credit hours:

## Course Format: (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…

* Expectations for returning email and phone calls
* Preferred methods of communication
* Expand on student and instructor communication expectations

# COURSE DESCRIPTION

## (directly out of catalog)

# COURSE PRE & CO-REQUISITE

# COURSE-LEVEL LEARNING OBJECTIVES/OUTCOMES

List course level Learning Objectives (SLOs) – State-mandated SLOs, directly out of catalog

# TEXTS AND MATERIALS

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

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

# INSTITUTION GRADUATE OUTCOMES

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

## 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 EDUCATION 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/NMHED. Disregard this section if your course is NOT a G course.

# 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 Percentage** |
| **A** |  | 90% to 100% |
| **B** |  | 80% to 89.99% |
| **C** |  | 70% to 79.99% |
| **D** |  | 60% to 69.99% |
| **F** |  | 0% to 59.99% |

Option 2

|  |  |  |
| --- | --- | --- |
| **Letter Grade** | **Grading Scale by Points** | **Grading Scale by Percentage** |
| **A+** |  | 97% to 100% |
| **A** |  | 93% to 96.99% |
| **A-** |  | 90% to 92.99% |
| **B+** |  | 87% to 89.99% |
| **B** |  | 83%to 86.99% |
| **B-** |  | 80% to 82.99% |
| **C+** |  | 77% to 79.99% |
| **C** |  | 73% to 76.99% |
| **C-** |  | 70% to 72.99% |
| **D+** |  | 67% to 69.99% |
| **D** |  | 63% to 66.99% |
| **D-** |  | 60% to 62.99% |
| **F** |  | 0% to 59.99% |

# 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...

## **Projects**

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

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

## Write your late assignment policy and include exceptions and accommodations.

ATTENDANCE POLICY(Determined and written by instructor)

## Write your late assignment policy and include exceptions and accommodations.

# NETIQUETTE GUIDELINES

## SENMC has [outlined expectations](https://senmc.edu/documents/senmc-student-handbook.pdf) for student behavior and interaction for online discussions, email, and other forms of communication.

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

## SENMC takes cheating and plagiarism seriously and may affect your academic status. Students must 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/documents/senmc-student-handbook.pdf). 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 owns 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 receiving a failing grade. For further information, review the institution's [Academic Integrity Policy](https://senmc.edu/documents/policies-and-handbooks/senmc_student_academic_code_of_-conduct-_8-7-23.pdf).

Use of AI (Artificial Intelligence) (optional)

**Option 1: Prohibitive statemen**t  
A Note on AI: Any work written, developed, created, or inspired by artificial intelligence (AI) is considered plagiarism and will not be tolerated. While the ever-changing (and exciting!) new developments with AI will find their place in our workforces and personal lives, in the realm of education and learning, this kind of technology does not belong. This is because the use of AI robs us of all the opportunity to learn from our experiences and from each other, to play with our creative freedoms, to problem-solve, and to contribute our ideas in authentic ways. Concisely, college is a place for learning, and this class is specifically a space for learning how to improve our writing. AI simply cannot do that learning for us.

**Option 2: Use-with-conditions statement:**

You are not authorized to use artificial intelligence engines, software, or artwork generating programs (or similar) to produce work for this class EXCEPT on assignments that I have identified and for which you will have received significant guidance on appropriate use of such technologies. I will provide more information about the specific assignment when the time is appropriate in the course. You may not, however, construe this limited use as permission to use these technologies in any other facet of this course.

# 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 253C, 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)

Website: [U.S. Department of Education, Office of Civil Rights](https://www2.ed.gov/about/offices/list/ocr/index.html)

# STUDENT COMPLAINTS AND GRIEVANCES

Southeast New Mexico College is committed to a policy of fair treatment of its students in their relationships with fellow students, faculty, staff, and administrators. Students are encouraged to seek an informal resolution of the matter directly with the faculty or individual(s) involved when possible. Depending on the subject matter, students will be required to file an academic or non-academic grievance in accordance with SENMC policy and the SENMC Student Code of Conduct. For matters where a resolution is not feasible, a [SENMC Student Complaint Form](https://forms.office.com/pages/responsepage.aspx?id=OkcNq48RXECOTloDXT95dL2UgB52d1pJg4902SgQQvpURVRVWFJYQUFOSFJLWENOWFY0RzJBQUpBNS4u), found on our website, must be completed. The Office of Student Services reviews all complaint forms and forwards those to the appropriate administrative official based on the subject matter.

[Student Complaints and Grievances](https://senmc.edu/student-services/student-complaints-and-grievances.html)

# ACADEMIC CALENDAR AND IMPORTANT DATES

## The academic calendar and [important dates for students](https://senmc.edu/academics/important-dates-for-students.html) can be found on the SENMC Website.

# LEARNER SUPPORT SERVICES

## SENMC provides several services to support student learning. Visit the links below for more information.

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

## [Learning Technologies Center](https://senmc.edu/ltc/)

## [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.](https://senmc.edu/documents/senmc-student-handbook.pdf)

ADDITIONAL POLICIES (optional additions)

## The responsibilities of students who choose to withdraw from a course.

## The instructor’s prerogative is 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.