

FALL 2021 Syllabus Language: UNM Main and Branch Campuses

COVID-19 SYLLABUS LANGUAGE

[Please note that information bracketed and in orange is a note to the instructor and is not for inclusion in the syllabus]

UNM Administrative Mandate on Required Vaccinations

All students, staff, and instructors are required by [UNM Administrative Mandate on Required Vaccinations](#) to be fully vaccinated for COVID-19 as soon as possible, but no later than September 30, 2021, and must provide proof of vaccination or of a UNM validated limited exemption or exemption no later than September 30, 2021 to the [UNM vaccination verification site](#). Students seeking medical exemption from the vaccination policy must submit a request to the [UNM verification site](#) for review by the UNM [Accessibility Resource Center](#). Students seeking religious exemption from the vaccination policy must submit a request for reasonable accommodation to the [UNM verification site](#) for review by the [Compliance, Ethics, and Equal Opportunity Office](#). For further information on the requirement and on limited exemptions and exemptions, see the [UNM Administrative Mandate on Required Vaccinations](#).

UNM Requirement on Masking in Indoor Spaces

All students, staff, and instructors are required to wear face masks in indoor classes, labs, studios and meetings on UNM campuses, see [masking requirement](#). Qualified music students must follow appropriate specific mask policies issued by the Chair of the Department of Music and the Dean of the College of Fine Arts. Vaccinated and unvaccinated instructors teaching in classrooms must wear a mask when entering and leaving the classroom and when moving around the room. When vaccinated instructors are able to maintain at least six feet of distance, they may choose to remove their mask for the purpose of increased communication during instruction. Instructors who are not vaccinated (because of an approved medical or religious exemption), or who are not vaccinated yet, must wear their masks at all times. Students who do not wear a mask indoors on UNM campuses can expect to be asked to leave the classroom and to be dropped from a class if failure to wear a mask occurs more than once in that class. With the exception of the limited cases described above, students and employees who do not wear a mask in classrooms and other indoor public spaces on UNM campuses are subject to disciplinary actions.

[Note to instructors: If a student does not comply with the mask policy, the instructor should ask the student to put on a mask or leave the class. In case of repeated violations, in addition to dropping the student from the class, the instructor should contact the Dean of Students and also enlist help from their departmental chair to initiate a possible disciplinary proceeding.]

Communication on change in modality: The President and Provost of UNM may direct that classes move to remote delivery at any time to preserve the health and safety of the students, instructor and community. Please check [fill in your communication system] regularly for updates about our class and please check <https://bringbackthepack.unm.edu> regularly for general UNM updates about COVID-19 and the health of our community.

Optional additional COVID-19 mask language:

Acceptable masks and mask wearing in class: A two-layer mask that covers the nose and mouth and that is cleaned regularly is acceptable, as are disposable medical masks, KN95, KF94, FFP1 and FFP2 masks. A face shield is not sufficient protection. It is vital that you wear your mask correctly, covering your nose and mouth. Removing your mask for an extended period to eat or drink in class violates the university mask requirement and endangers others.

Consequences of not wearing a mask properly: If you don't wear a mask, or if you do not wear a mask properly by covering your nose and mouth, you will be asked to leave class. If you fail to wear a mask properly on more than one occasion, you can expect to be dropped from the class. If you insist on remaining in the classroom while not wearing a mask, class will be dismissed for the day to protect others and you will be dropped from the class immediately.

The instructor will try to have a few disposable masks available on a first-come, first-served basis.

STANDARD UNM SYLLABUS LANGUAGE (not COVID-19 related)

Accommodations: In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who notifies the instructor of the need for an accommodation. It is imperative that you take the initiative to bring such needs to the instructor's attention, as I am not legally permitted to inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow. Contact [Accessibility Resource Center](#) at 277-3506 or arcsrvs@unm.edu for additional information.

UNM is committed to providing courses that are inclusive and accessible for all participants. As your instructor, it is my objective to facilitate an accessible classroom setting, in which students have full access and opportunity. If you are experiencing physical or academic barriers, or concerns related to mental health, physical health and/or COVID-19, please consult with me after class, via email/phone or during office hours. You are also encouraged to contact [Accessibility Resource Center](#) at arcsrvs@unm.edu or by phone 277-3506.

Credit-hour statement:

[Note to instructors: please alter the sample statements below to suit the credit hours and meeting times for your course following the standard set in the [UNM 2021-22 catalog](#)]:

This is a three credit-hour course. Class meets for three 50-minute sessions of direct instruction for fifteen weeks during the Fall 2021 semester. Students are expected to complete a *minimum* of six hours of out-of-class work (or homework, study, assignment completion, and class preparation) each week.

This is a three credit-hour course taught over eight weeks. Students are expected to complete a minimum of 12 hours of out-of-class work (or homework, study, assignment

completion, and class preparation) each week in addition to 6 hours of instructional time for a total of 18 hours.

[standard set in the [UNM 2021-22 catalog](#): "The minimum requirements for assigning one (1) semester credit hour consists of one (1) 50-minute period of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work each week of the semester, or at least an equivalent amount of work as established by the degree granting college.]

Student Learning Outcomes: *Instructors should include a list of measurable student learning outcomes on the syllabus. It is best when student learning outcomes for a course are connected to academic program goals (see https://assessment.unm.edu/assets/documents/manual_2021.pdf or to general education essential and component skills (see gened.unm.edu and Office of Assessment information on [essential skills](#)).*

Title IX:

[Note to Instructors: Select one of the following options]

Option One:

In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered "responsible employees"). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the [Office of Compliance, Ethics, and Equal Opportunity](#). For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>

Option Two:

Our classroom and our university should always be spaces of mutual respect, kindness, and support, without fear of discrimination, harassment, or violence. Should you ever need assistance or have concerns about incidents that violate this principle, please access the resources available to you on campus, especially the LoboRESPECT Advocacy Center and the support services listed on its website (<http://loborespect.unm.edu/>). Please note that, because UNM faculty, TAs, and GAs are considered "responsible employees" by the Department of Education, any disclosure of gender discrimination (including sexual harassment, sexual misconduct, and sexual violence) made to a faculty member, TA, or GA must be reported by that faculty member, TA, or GA to the university's Title IX coordinator at the [Office of Compliance, Ethics, and Equal Opportunity](#). For more information on the campus policy regarding sexual misconduct, please see: <https://policy.unm.edu/university-policies/2000/2740.html>.

Optional Syllabus Language:

Guidelines for Community Standards: We can establish a productive and respectful learning environment in this course by co-constructing a set of community agreements during the first week of the semester. Students will work in small groups (3-5) and create a list of 5-7 suggestions that they will then present to the whole class. This is your opportunity to influence the atmosphere in the course. The instructor will collate all of the guidelines and tailor them into a document that will become part of the course syllabus. Here are some examples of classroom guidelines that you may use for a reference point: <https://crlt.umich.edu/examples-discussion-guidelines#guidelines>

Citizenship and/or Immigration Status: All students are welcome in this class regardless of citizenship, residency, or immigration status. Your professor will respect your privacy if you choose to disclose your status. As for all students in the class, family emergency-related absences are normally excused with reasonable notice to the professor, as noted in the attendance guidelines above. UNM as an institution has made a core commitment to the success of all our students, including members of our undocumented community. The Administration's welcome is found on our website: <http://undocumented.unm.edu/>.

Land Acknowledgement:

[Note to instructors: see <https://diverse.unm.edu/about/land-acknowledgement.html> on appropriate use]

Founded in 1889, the University of New Mexico sits on the traditional homelands of the Pueblo of Sandia. The original peoples of New Mexico Pueblo, Navajo, and Apache since time immemorial, have deep connections to the land and have made significant contributions to the broader community statewide. We honor the land itself and those who remain stewards of this land throughout the generations and also acknowledge our committed relationship to Indigenous peoples. We gratefully recognize our history.

Support in Receiving Help: Students who ask for help are successful students. I encourage students to be familiar with services and policies that can help them navigate UNM successfully. Many services exist to help you succeed academically, such as [peer tutoring](#) at CAPS and <http://mentalhealth.unm.edu>. There are plenty of ways to find your place and your pack at UNM: see the "student guide" tab on [my.unm](#), [students.unm.edu](#), or ask me for information about the right resource center or person to contact.

Doing the Right Thing: UNM has policies to preserve and protect you and the academic community available in the [Student Pathfinder](#) as well as in the Faculty Handbook. These include policies on student grievances [D175](#) (undergraduates) and [D176](#) (graduate and professional students), academic dishonesty ([D100](#)), and respectful campus ([CO9](#)). Please ask for help in understanding and avoiding plagiarism (passing the work or words of others

off as your own work or words) or other forms academic dishonesty. Doing something dishonest in a class or on an assignment can lead to serious academic consequences. Come talk with me about your concerns or needs for academic flexibility or talk with support staff at one of our [student resource centers](#) before you do something that may endanger your career.