

Polices

Homework:

Previous weeks assignments due on Tuesdays. Home work is the most important part of the learning experience. You can cooperate while doing homework, but I still expect your assignments to be completed and written by you in your own words, not containing pieces taken verbatim from elsewhere. HWs that look too much alike will not be counted. No late homework will be accepted.

Make-up exam policy:

No make-up exam will be given unless you contact me in advance with written authorization from university to miss exam (illness, family emergency, active participation in athletic events). Attendance is required. If you have three or more unexcused absences, you might be dropped from the course. However, it is your responsibility to drop the course if you decide to stop attending classes. If you don't, you may receive an F.

Student behaviour:

Students are expected to behave in a courteous and respectful manner towards the class; this helps create a positive and supportive learning atmosphere in the classroom. Please be on time for your lectures, turn off your cell-phone and refrain from talking in class, leaving the classroom in the middle of a lecture or doing any other activity that could be disruptive to the class. Cheating will not be tolerated.

REQUIRED SYLLABUS LANGUAGE

Accommodations: UNM is committed to providing equitable access to learning opportunities for students with documented disabilities. As your instructor, it is my objective to facilitate an inclusive classroom setting, in which students have full access and opportunity to participate. To engage in a confidential conversation about the process for requesting reasonable accommodations for this class and/or program, please contact [Accessibility Resource Center](#) at arcsrvs@unm.edu or 505-277-3506.

UAP 2720 and 2740. Our classroom and university should foster mutual respect, kindness, and support. If you have concerns about discrimination, harassment, or violence, please seek [support](#) and [report](#) incidents. Find confidential services at [LoboRESPECT Advocacy Center](#), the [Women's Resource Center](#), and the [LGBTQ Resource Center](#). UNM prohibits discrimination on the basis of sex (including gender, sex stereotyping, gender expression, and gender identity). All instructors are "responsible employees" who must [communicate reports](#) of sexual harassment, sexual misconduct and sexual violence to [Compliance, Ethics and Equal Opportunity](#). For more information, please see [UAP 2720](#) and [UAP 2740](#).

University statement on credit hours requested for transparency to students and UNM accreditation purposes (alter as needed):

Credit-hour statement: This is a three-credit-hour course. Class meets for three 50-minute sessions/two 75-minute sessions of direct instruction for fifteen weeks during the Fall 2025 semester. Please plan for a

minimum of six hours of out-of-class work (or homework, study, assignment completion, and class preparation) each week. OR

Credit-hour statement: This is a three-credit-hour course delivered in an entirely asynchronous online modality over 8 weeks during the Fall 2025 semester. Please plan for a minimum of 18 hours per week to learn course materials and complete assignments.

Course Materials Access (for Albuquerque undergraduate students only):

Course Materials Access: Your digital course materials are directly available now on the My Shelf link in Canvas. Your physical course materials, such as books and required lab/studio course kits, are available at the UNM Bookstore, and you will receive an email about how to pick them up. To simplify your course materials access, you are automatically enrolled in a Complete option at a flat rate of \$279 per semester. This will show up on your bursar bill. The Complete option covers all your required course materials for all your Albuquerque campus courses, including any graduate courses you may be taking (branch campus course materials are billed and available separately). If you are interested in course materials access for only selected courses, or if you want to opt out entirely, you will need to select the option you want in the My Shelf link in Canvas. You can change your selected option in the My Shelf link in Canvas until the registrar's "Last Day to Drop Without a 'W' Grade and 100% Tuition Refund." Make sure that you review the [video](#) and [information](#) here to understand cost and the options for Complete (automatic enrollment), Select (take action), and Opt-out (take action).