

# Western New Mexico University

**Syllabus for (Insert Course Number)**

**(Insert Course Name)**

**(Insert Term-i.e., Summer 2008)**

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**Instructor:** Your Name

**Phone:** 575.538.XXXX

**Address:** Your office location

**Office Hours:** example: Wed 7-9pm

**WNMU Email:** your email

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## Course Catalog Description:

enter your course description from the most recent Catalog here

## Extended Course Description:

Optional: enter a more complete course description here

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## Required Text(s) and Optional Text(s)

use complete bibliographic citation

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## Instructional Objectives:

### **Upon completions of this course, students will:**

(List your objectives here)

- 1.
- 2.
- 3.

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## Course Outcomes or Competencies:

(List the NM and other required competencies that your course addresses here. You can provide the URL also.)

## Course Expectations and WNMU Policies for Students:

### **Attendance:**

Attendance in an online class is evaluated by your attendance to the material. You will get out of the course what you put into the course. You will need to be a "self-starter", and control your own calendar in order to meet the deadlines for the course.

### **Copyright:**

The materials found in this course are only for the use of students enrolled in this course for purposes associated with this course and may not be retained by students in any electronic form or further disseminated or distributed to anyone not enrolled in this course.

### **Informed Consent:**

Some individuals may choose to disclose personal information during class. Therefore, it is important that all classmates agree not to discuss or write about what others have discussed in class.

### **Professionalism:**

Students are learning professional skills and are expected to engage in classroom

discussions, complete reading assignments and turn in assignments in a timely fashion as befitting professional behavior.

### **Scholarly Writing:**

Use clear college level writing with correct spelling and grammar for all assignments. If you need help in writing, check with the WNMU Online Writing Center.

### **Special Needs:**

Students with disabilities in need of accommodation should register with the Special Needs Office (JUANC B 210, Ext. 6498) at the beginning of the semester. With student permission, that office will notify instructors of any special equipment or services a student requires..

### **Integrated Use of Technology:**

Because this is an online course, I am making the assumption that you are comfortable utilizing a computer, and navigating various software programs like Web CT, Microsoft Word, PowerPoint. If you have any questions about computer requirements see the *Online Student Resources* course in WebCT.

### **Need Help?**

1. Post a question to the Discussion Board. There is no such thing as a dumb question.
2. Post a question as a WebCT email to your instructor.
3. If the WebCT system goes down or you have other technical questions, contact the WNMU Help Desk: [helpdesk@wnmu.edu](mailto:helpdesk@wnmu.edu) or (505) 574-4357.
4. Go to the WebCT Student Resources page:  
<http://www.wnmu.edu/webct/StudentResources/StudentResources.html>

**Special Needs Students:** Students with disabilities in need of accommodation should register with the Special Needs Office (JUANC B 210, Ext. 6498) at the beginning of the semester. With student permission, that office will notify instructors of any special equipment or services a student requires.

**Communication Policy Statement regarding official email:** WNMU's policy requires that all official communication be sent via Mustang Express. As a result, all emails related to your enrollment at WNMU and class communication – including changes in assignments and grades – will be sent to your [wnmu.edu](mailto:wnmu.edu) email address. It is very important that you access your Mustang Express e-mail periodically to check for correspondence from the University. If you receive most of your email at a different address you can forward your messages from Mustang Express to your other address.

Example: Martin Classmember was assigned a WNMU email address of [classmember12@wnmu.edu](mailto:classmember12@wnmu.edu) but Martin would rather receive his emails at his home

email address of [martinclass@yahoo.com](mailto:martinclass@yahoo.com).

Martin would follow the direction provided at:

<http://www.wnmu.edu/campusdocs/direction%20for%20forwarding%20email.htm>

**Note:** Remember this pertains to official email sent through Mustang Express. All email regarding this online class will be sent through the email contained within the course itself.

**WNMU Policy on Email Passwords:** For those of you accessing your online course from a WNMU Lab, WNMU requires that passwords for access to all of the protected software, programs, and applications will be robust, including complexity in the number of characters required, the combination of characters required, and the frequency in which passwords are required to be changed. Minimum complexity shall include:

- Passwords shall contain at least six (6) characters.
- Passwords shall contain at least one capital (upper case) letter, and at least one symbol (numbers and characters such as @ # \$ % & \*).
- Passwords shall be changed at least every 90 days. (8/6/08)

**Academic Integrity Policy and Procedures:** Each student shall observe standards of honesty and integrity in academic work completed at WNMU. Students may be penalized for violations of the Academic Integrity policy. Please refer to pages 60 and 61 of the 2008-2009 Catalog. (Clearly specify what you consider to be violations of academic honesty.)

**Caveats:** The schedule and procedures in this course are subject to change in the event of extenuating circumstances.

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## Requirements:

(Place a list of the various gradable requirements for the course with a short description here)

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insulting slang remarks, or making disparaging comments. Consider another person's feelings. Be nice.

**Truth:** Exhibit honesty and integrity in your dealings with fellow students, faculty and staff members. Don't lie, don't cheat, and don't steal.

**Responsibility:** Take responsibility for your actions. This includes gracefully accepting the consequences of your behavior.

**Cooperation:** Exhibit a cooperative manner when dealing with students, faculty and staff so we may all work towards our common goals and mission.

**Acceptance:** Accept differences in others, as they accept differences in you. This includes diversity in opinions, beliefs and ideas and everything else that makes us unique individuals.

**Professionalism:** Always conduct yourself in a manner that will bring pride to your profession, to the School of Education, to Western New Mexico University, and, most importantly, to yourself.

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## Bibliography/Resources:

(List the sources you used to develop your course and resources the student might find helpful)