

## COVID-19 SYLLABUS LANGUAGE SUGGESTED BY PROVOST HOLLOWAY

### Respect the UNM Community by Preserving Health

You have the ability to prevent the spread of COVID-19 and to preserve the health of fellow students, your instructor, staff and the community by following UNM health protocols. The UNM Provost Administrative Directive on Mandatory Student Face Covering and Symptom Reporting of July 9, 2020 requires that all students on UNM-Main and UNM branch campuses wear face masks in the face-to-face classroom and on campus unless they have a specific mask accommodation (confidentially documented with the Accessibility Resource Center). UNM Provost Administrative Directive is consistent with Governor Lujan Grisham's [Public Health Emergency Order](#) as amended, and the [Public Health Order of the New Mexico Health Secretary](#). It also requires daily participation in symptom screening through covidscreen, which will be sent via UNM e-mail.

*Acceptable masks and mask wearing in class:* A two-layer mask that covers the nose and mouth and that is cleaned regularly is acceptable. 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 Provost Administrative Directive and endangers others.

*Mask Wearing Accommodation:* Individuals with a documented disability or diagnosis may seek accommodation with the UNM Accessibility Resource Center (ARC) (<https://arc.unm.edu/>). Individuals do not need to reveal private information to an instructor. ARC will require documentation of health requirements, which will be kept confidential. The instructor will be informed only of any need for accommodation.

*Consequences of not wearing a mask properly:* Unless you have an ARC-approved accommodation, 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 (without an ARC-determined accommodation), class will be dismissed for the day to protect others and you will be dropped from the class immediately.

[*Optional addition from the instructor:* The instructor will try to have a few disposable masks available on a first-come, first-served basis.]

This class may 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.

## 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 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](mailto:arcsrvs@unm.edu) or by phone 277-3506.

**[Sample credit-hour statement:** This is a three credit-hour course. Class meets for three 50-minute sessions of direct instruction for fifteen weeks during the Fall 2019 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.]

### Title IX:

*Note: UNM encourages all faculty and TAs to include a Title IX statement on the syllabus and reminds all faculty, TAs, and GAs that per university policy APPM 2740 they are mandatory reporters to the Title IX Coordinator at the Office of Equal Opportunity of reports of gender discrimination, including sexual harassment, sexual misconduct and sexual violence per APPM 2740 [http://policy.unm.edu/university-policies/2000/2740.html#reporting\\_misconduct](http://policy.unm.edu/university-policies/2000/2740.html#reporting_misconduct).*

*The Office of the Provost and EVP for Academic Affairs recognizes that instructors may seek choice in the syllabus language used to address Title IX. Below is a standard statement as well as alternative statements proposed by UNM Faculty for a Sexual Assault Free Environment (SAFE).*

**Standard Title IX statement:** In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered “responsible employees” by the Department of Education (see page 15 of <https://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf>) requires that any report of gender discrimination that 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 Equal Opportunity (<https://oeo.unm.edu>). For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>

**Alternative Valid Title IX statements** suggested by UNM Faculty for a Sexual Assault Free Environment are available here: <https://facultysafeunm.wordpress.com/title-ix-syllabus-statements/>. Please note that these alternative statements may be used on the syllabus. However, faculty, TAs and GAs are mandatory reporters of reports of Title IX violations, regardless of the syllabus language used.

*Optional Syllabus Language:*

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/>.

*Support in Receiving Help and in Doing What is Right:* 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 and to find your place at UNM, see [students.unm.edu](http://students.unm.edu) or ask me for information about the right resource center or person to contact. UNM has important policies to preserve and protect the academic community, especially policies on student grievances (Faculty Handbook D175 and D176), academic dishonesty (FH D100), and respectful campus (FH CO9). These are in the *Student Pathfinder* (<https://pathfinder.unm.edu>) and the *Faculty Handbook* (<https://handbook.unm.edu>) Please ask for help in understanding and avoiding plagiarism or academic dishonesty, which can both have very serious disciplinary consequences.

Land Acknowledgement: (see <https://diverse.unm.edu> 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.