

## FALL 2022 SYLLABUS INFORMATION

Here is a collation of statements that you can use on your Fall 2022 syllabus, including the required standard syllabus language about Title IX, Accessibility, and Credit hours, and COVID-19 information. The vaccination requirement is now being addressed as a condition of registration; students cannot register without having met the requirement.

Below each of the statements, you will find a description of related resources (in light blue). *Please note that these are resources on the Albuquerque campus; the resource statement should be altered appropriately to address resources on Branch, Health Sciences, and Law campuses.* You will also see yellow highlights in places where you may wish to insert information about how students can contact you.

Faculty Resource: Over one hundred instructors across all UNM campuses have appreciated the information on designing a welcoming and equitable syllabus offered by the Student Experience Project (see: <https://studentexperienceproject.org/firstdaytoolkit/>) and have boosted academic outcomes and positive engagement by using all of the UNM-tested research-based approaches on the [SEP Resource Hub](#).

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COVID-19 Health and Awareness. UNM is a mask friendly, but not a mask required, community. To be registered or employed at UNM, Students, faculty, and staff must all meet UNM's [Administrative Mandate on Required COVID-19 vaccination](#). If you are experiencing COVID-19 symptoms, please do not come to class. If you have a positive COVID-19 test, please stay home for five days and isolate yourself from others, per the [Centers for Disease Control \(CDC\) guidelines](#). If you do need to stay home, please communicate with me at [ ]; I can work with you to provide alternatives for course participation and completion. UNM faculty and staff know that these are challenging times. Please let us know that you need support so that we can connect you to the right resources and please be aware that UNM will publish information on websites and email about any changes to our public health status and community response.

### Support:

[Student Health and Counseling \(SHAC\)](#) at (505) 277-3136. If you are having active respiratory symptoms (e.g., fever, cough, sore throat, etc.) AND need testing for COVID-19; OR If you recently tested positive and may need oral treatment, call SHAC.

[LoboRESPECT Advocacy Center](#) (505) 277-2911 can offer help with contacting faculty and managing challenges that impact your UNM experience.

## STANDARD REQUIRED UNM SYLLABUS LANGUAGE (not COVID-19 related)

Accommodations: I can make appropriate accommodations that will support you in this class by collaborating with you and the [Accessibility Resource Center](https://arc.unm.edu/) (<https://arc.unm.edu/>). It is important that you take the initiative to inform me of your accommodations needs, as I am not legally permitted to inquire. 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. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow.

OR

Accommodations: 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/check-in hours (I am not legally permitted to inquire about the need for accommodations). We can meet your needs in collaboration with the [Accessibility Resource Center](https://arc.unm.edu/) (<https://arc.unm.edu/>) at [arcsrvs@unm.edu](mailto:arcsrvs@unm.edu) or by phone (505) 277-3506.

Support: Contact me at [ ] or in office/check-in hours and contact [Accessibility Resource Center](https://arc.unm.edu/) (<https://arc.unm.edu/>) at [arcsrvs@unm.edu](mailto:arcsrvs@unm.edu) (505) 277-3506.

Credit-hour statement (alter as needed to suit your section):

This is a three credit-hour course. Class meets for three 50-minute sessions of direct instruction for fifteen weeks during the Fall 2022 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

This is a three credit-hour course. Class meets for two 65-minute sessions of direct instruction for fifteen weeks during the Fall 2022 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

This is a three credit-hour course delivered in an entirely online modality over 8 weeks during the Fall 2022 semester. Please plan for a *minimum* of 18 hours per week to learn course materials and complete assignments.

Support: [Center for Academic Program Support \(CAPS\)](#). Many students have found that time management workshops can help them meet their goals (consult [\(CAPS\) website](#) under "services").

## 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. Information about how to have a conversation with a student about reporting and what steps to take is available on the [Title IX Coordinator page](#). Faculty may be interested in informational resources developed by a group of UNM faculty, Faculty SAFE.]*

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 Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>

OR

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. 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. For more information on the campus policy regarding sexual misconduct, please see: <https://policy.unm.edu/university-policies/2000/2740.html>.

Support: [LoboRESPECT Advocacy Center](#) and the support services listed on its website, the [Women's Resource Center](#) and the [LGBTQ Resource Center](#) all offer confidential services and reporting.

## **OPTIONAL SYLLABUS LANGUAGE**

Land Acknowledgement: 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.

Resource: [Division for Equity and Inclusion](#).

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/>.

Respectful and Responsible Learning: We all have shared responsibility for ensuring that learning occurs safely and equitably. 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 consequences.

Support: [Center for Academic Program Support \(CAPS\)](#). Many students have found that time management workshops can help them meet their goals (consult [\(CAPS\) website](#) under "services").

Connecting to Campus and Finding Support: UNM has many resources and centers to help you thrive, including [opportunities to get involved](#), [mental health resources](#), [academic support including tutoring](#), [resource centers](#) for people like you, free food at [Lobo Food Pantry](#), and [jobs on campus](#). Your advisor, staff at the [resource centers](#) and [Dean of Students](#), and I can help you find the right opportunities for you.

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Thank you for your hard work in preparing to teach our UNM students. This year we have a very large first-year undergraduate class with students who will need to refresh skills and who will need dedicated attention transitioning from a remote experience in their final years of high school. At all UNM campuses, we continue to serve one of the most diverse student bodies in the country, including high percentages of students of color, transfer, first generation, and financially stressed students. We proudly provide all our students with a pathway and access to an R1 education.

Dr. Pamela Cheek, Associate Provost for Student Success  
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