Syllabus Template

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| **Course Number**  **Course Name** |  |
| **Term and Date** | *Indicate if this is 1st 8, 2nd 8, full-term or other course length; provide dates course is offered* |
| **Mode of Instruction** | *Indicate TR, BTR, BOL, or OL* |
| **Total Units of Course Credit & Description** | *Include credit value; for description indicate lab, studio, theory (should match the catalog)* |
| **College Department (for records)**  ***Instructor’s name, Contact info, office hours (when used by instructors)*** |  |
| **Catalog Description** | *Course description from our current NNMC Catalog, prerequisites, and co-requisites* |
| **Textbook and Supplies** | *List of required textbooks (including edition) and supplies* |
| **Student Learning Outcomes of the course** | *Provide clear student learning outcomes for the course.*  *Provide NM Higher Education department common course student learning outcomes (if applicable) and/or program student learning outcomes (where applicable).* |
| **Course Requirements and Grading Policy** | *Faculty must provide information on the grading system for all course requirements and outline precisely the system for determining final grades.* |
| **Student Conduct and Academic Integrity** | *Clear expectations for classroom conduct and precise information regarding any policies on tardiness, cell phone use, late work, make-up exams, etc.*  *A statement defining plagiarism and explaining exact consequences of submitting plagiarized work should be included.* |
| **Attendance, Preparation, and Participation** | *Statements emphasizing the importance of attendance, preparation, and participation.*  *Faculty are encouraged to include an attendance policy and clear and precise language indicating the number of absences that will affect one’s overall grade and what that effect will be.* |
| **Accessibility Statement** | Northern New Mexico College is committed to the success of all students and employees which includes providing equitable access to all programs and activities.*The Office of Accessibility Services works with students who have documented disabilities to provide reasonable accommodations.*In accordance with Federal Law, students with a disability are entitled to equal access to all institutional activities and programs through reasonable accommodations. Students should contact the Coordinator of Accessibility Services at [*Accessibility@nnmc.edu*](mailto:Accessibility@nnmc.edu) to access accommodations. |
| **Counseling & Support Services** | **Counseling and Student Support Center (CASSC)** offers services year-round, on-campus, or virtually for NNMC students. Licensed professional counselors at CASSC provide mental health counseling services. Services may include triage, assessment, referrals, individual and group counseling, and education. Students can utilize counseling services to address issues such as depression, anxiety, stress, PTSD, anger management, alcohol and drug concerns and much more. CASSC also assists students in addressing the socio-economic stressors students face and helps to connect them with resources to meet their basic needs (i.e. housing, food, childcare, transportation, benefit enrollment, etc.). The CASSC is located in the Teacher Education Building, 2nd floor; contact them at cassc@nnmc.edu; or at 505-747-2274, 505-747-2147, or 505-927-5464.  ***The Pantry@Northern: La Despensa del Barrio*** is another resource offered through CASSC that provides students access to supplemental food and other necessities at NO COST.  The Pantry is located in Administration 100A. Contact them via email northernpantry@nnmc.edu or phone: 505.747.2102 |
| **Title IX** | Northern New Mexico College is committed to a working and learning environment free from both discrimination and harassment, and maintains zero tolerance for any discrimination as required by both Federal law and the State of New Mexico.  Accordingly, the College is required to ensure that all of its programs and activities are free from discrimination on the basis of sex.  Sexual discrimination includes sexual misconduct (sexual violence, stalking, intimate partner violence, gender-based animosity, or gender-based stereotyping).  *All employees of Northern New Mexico College are required by law (with the exception of staff who are hired as clinical counselors to be****mandatory reporters****) and to report any instances of sexual harassment or discrimination to the Title IX Coordinator.*  If you have questions about Title IX or wish to file a Title IX complaint, please contact the Title IX Coordinator at  [title9@nnmc.edu](mailto:title9@nnmc.edu). |
| **Course Schedule** | *Faculty must include a course schedule outlining homework assignments and other important deadlines, including final exam date.* |