# <ENTER COURSE TITLE HERE> (Section 1001)

## Summer Semester, 2022

### Course Information

#### Instructor Information

**Instructor:** <Enter Name>
**Office:** <Enter Office Location>
**Phone:** <Enter Phone Number>
**Email:** <youremail@unr.edu>
**Office Hours:** <Enter Office Hours e.g., Monday 2:00—4:00 p.m.>

#### Course Description

Enter description from the Catalog.

#### Course Pre/Co-requisites

Enter pre/co-requisite info, if applicable.

#### Required Texts/Course Materials

List of required course materials for reading, in-class work, writing, homework, viewing, and listening, including calculators, specialized materials or equipment, and computer software.

#### Class Procedures/Structures

Enter information such as web-based or web-assisted, cooperative exercises, panel presentations, case study methods, class journals or learning logs, attendance at events outside of class, etc.

#### Student Learning Outcomes

Please refer to the [Student Learning Outcomes](http://www.unr.edu/assessment/slos) page to assist in the development of learning outcomes.

Sample SLOs for CHEM 121A General Chemistry I:

* SLO1. Students will be able to appraise and assess how chemistry applies to everyday phenomena.
* SLO2. Students will be able to identify salts, acids, and bases from their molecular formulas, and describe the relationship between the structure of a molecule and its chemical and physical properties.
* SLO3. Students will be able to identify the subatomic particles of an atom, their charges and relative masses.
* SLO4. Students will be able to balance chemical equations and compute stoichiometric relationships including limiting reagents, molarity, titrations, dilutions and thermochemical equations.
* SLO5. Students will be able to predict periodic trends in atomic and ionic size, ionization potential and electronegativity.
* SLO6. Students will be able to draw Lewis structures for p-block molecules and their three-dimensional representation.

#### Course Requirements

Exams, quizzes, projects, papers and the proportion each counts toward the final grade. If class participation and/or attendance are factored in, explain how these are evaluated.

***REQUIRED FOR ONLINE COURSES ONLY****: All fully online courses will be required to assign one identity verification assessment or activity, which should be clearly listed in the Course Requirements section of the syllabus. One proctored/supervised exam or experience per course where students are required to present photo identification upon signing in for the proctored experience or test is required of each distance/online learning course. This system allows the instructor to know that the student mastering the material is the same student receiving credit for the course.*

##### Example Proctored Exam wording:

All students taking fully online courses will be required to complete a proctored identity-verification assessment or activity. In this course, you will be required to complete one proctored online exam using the remote proctoring service, Proctorio. Students will be required to show identification in order to enter the exam and allow for the recording of the testing area via webcam and microphone.

This exam will take place the week of June 3-9, 2020. Students will be allowed 2 hours to complete the exam. More information can be found in the WebCampus course section.

##### Example Alternate ID-Verification Assessment wording:

All students taking fully online courses will be required to complete a proctored identity-verification assessment or activity. In this course, you will be asked to give a ten-minute presentation and lead a discussion with your peers. Prior to the presentation date, you will need to meet with your instructor online in order to verify your identity by showing a government- or university-issued ID. More information will be provided in the WebCampus course section.

#### Grading Criteria, Scale, and Standards

Enter grading policy, including statement on whether or not plus/minus grading will be used, and list letter grade assignment.

Sample letter grade assignment:

A: 93% - 100%

A-: 90% - 92.9%

B+: 87% - 89.9%

B: 84% - 86.9%

B-: 80% - 83.9%

C+: 77% - 79.9%

C: 74% - 76.9%

C-: 70% - 73.9%

D+: 67% - 69.9%

D: 64% - 66.9%

D-: 60% - 63.9%

F: <60%

#### Late Work or Make-up Exams Policies

Enter information regarding late assignments and/or make-up exams due to emergencies or other circumstances.

#### Course Calendar or Topics Outline

Required readings, approximate schedule of exams and due dates for graded assignments.

*Sample outline/schedule in a list:*

* Week 1: Topic
	+ Details:
* Week 2: Topic
	+ Details:
* Week 3: Topic
	+ Details:

*If a table is used for outline, make sure to check the header row and first column. Sample outline table:*

| **Week** | **Topics, Readings** | **Assignments Due Dates** |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
| 11 |  |  |
| 12 |  |  |
| 13 |  |  |
| 14 |  |  |
| 15 |  |  |
| 16 |  |  |

#### [Optional:] Zoom Etiquette or Netiquette Expectations

*Letting your students know what you are expecting of them in your synchronous Zoom sessions will help them to know what to aim for and will create more engaging class sessions for you and your students. Consider providing information in your syllabus, in your course netiquette page, or in one of your first class sessions.*

*An* ***example*** *provided by Alissa Surges from the UNR English Department can be found below. Use as-is or edit to meet your needs/expectations.*

##### Participation During Zoom Meetings

Portions of our class will take place synchronously via Zoom. During these meetings, students are expected to pay attention, participate in small groups, and engage with the material. If possible, find a quiet space without interruptions/background noise.

*Video:*Your video should be on during class—if you aren’t able, please email me ahead of time. Make sure your face can be seen clearly. Note that your instructor and classmates will be able to see you, and prepare accordingly (i.e., be fully dressed, avoid lying down in bed, etc.). Note that UNR has loaded campus-themed virtual backgrounds into all Zoom accounts that can be used to hide your surroundings, if desired.

*Audio:* Your audio should be on when you join class, and you should immediately mute yourself upon entering the session (if you are not already muted). You can unmute yourself when you want to participate. Turning on your microphone is a good way to indicate you want to add to the discussion, but you can also use the hand-raising symbol. Your audio should be on the whole time you’re in your breakout room.

*Chat Function:*Please use the chat tool to ask questions or contribute ideas but stay on topic to the information being presented.

*Instructors teaching fully online courses may also consider including a Netiquette Statement. Creating a netiquette policy for your students will help make clear to them what sort of behavior is encouraged, and what sort of behavior will not be tolerated in creating a safe and successful learning environment. There are numerous resources available that provide sample netiquette for online classes; it’s suggested that you search “online class netiquette” and peruse some of the suggestions available. You can then build your own netiquette guidelines specific to your course, your activities, and your preferences for student communication and interaction.*

### University Policies

#### Statement on COVID-19 Policies

##### Face Coverings

Pursuant to Nevada law, NSHE **employees, students and members of the public are no longer required to wear face coverings while inside NSHE buildings irrespective of vaccination status.**

##### Social Distancing

In alignment with State of Nevada guidelines, social distancing is no longer required.

##### Disinfecting Your Learning Space

Disinfecting supplies are provided for you to disinfect your learning space. You may also use your own disinfecting supplies.

##### COVID-19, COVID-19 Like Symptoms, and Contact with Someone Testing Positive for COVID-19

Students testing positive for COVID 19, exhibiting COVID 19 symptoms regardless of vaccination status will not be allowed to attend in-person instructional activities and must leave the venue immediately. Students should contact the [Student Health Center](https://med.unr.edu/student-health-center) or their health care provider to receive care and who can provide the latest direction on quarantine and self-isolation. Contact your instructor immediately to make instructional and learning arrangements.

**Accommodations for COVID 19 Quarantined Students**

For students who are required to quarantine or self-isolate due to 1) COVID 19 infection or 2) exposure while not vaccinated, instructors must provide opportunities to make-up missed course work, including assignments, quizzes or exams. In courses with mandatory attendance policies, instructors must not penalize students for missing classes while quarantined.

##### Failure to Comply with Policy (including as outlined in this Syllabus) or Directives of a University Employee

In accordance with section 6,502 of the University Administrative Manual, a student may receive academic and disciplinary sanctions for failure to comply with policy, including this syllabus, for failure to comply with the directions of a University Official, for disruptive behavior in the classroom, or any other prohibited action. “Disruptive behavior" is defined in part as behavior, including but not limited to failure to follow course, laboratory or safety rules, or endangering the health of others. A student may be dropped from class at any time for misconduct or disruptive behavior in the classroom upon recommendation of the instructor and with approval of the college dean. A student may also receive disciplinary sanctions through the Office of Student Conduct for misconduct or disruptive behavior, including endangering the health of others, in the classroom. The student shall not receive a refund for course fees or tuition.

#### Statement on Academic Dishonesty

"The University Academic Standards Policy defines academic dishonesty, and mandates specific sanctions for violations. See the University Academic Standards policy: [UAM 6,502.](https://www.unr.edu/administrative-manual/6000-6999-curricula-teaching-research/instruction-research-procedures/6502-academic-standards)"

#### Statement of Disability Services

*Use either the traditional or online statement, in addition to the last sentence regarding third party materials.*

##### For Traditional and Seated Classrooms:

“Any student with a disability needing academic adjustments or accommodations is requested to speak with me or the [Disability Resource Center](http://www.unr.edu/drc) (Pennington Achievement Center Suite 230) as soon as possible to arrange for appropriate accommodations.”

##### For Online Courses:

“If you are a student who would normally seek accommodations in a traditional classroom, please contact me as soon as possible. You may also contact the Disability Resource Center for services for online courses by emailing drc@unr.edu or calling 775-784-6000. Academic accommodations for online courses may be different than those for seated classrooms; it is important that you contact us as soon as possible to discuss services. The University of Nevada, Reno supports equal access for students with disabilities. For more information, visit the [Disability Resource Center](http://www.unr.edu/drc).”

**This course may leverage 3rd party web/multimedia content, if you experience any issues accessing this content, please notify your instructor.**

#### Statement on Audio and Video Recording

##### Student-created Recordings

"Surreptitious or covert video-taping of class or unauthorized audio recording of class is prohibited by law and by Board of Regents policy. This class may be videotaped, or audio recorded only with the written permission of the instructor. In order to accommodate students with disabilities, some students may have been given permission to record class lectures and discussions. Therefore, students should understand that their comments during class may be recorded."

##### Instructor-created Recordings

Class sessions may be audio-visually recorded for students in the class to review and for enrolled students who are unable to attend live to view. Students who participate with their camera on or who use a profile image are consenting to have their video or image recorded. If you do not consent to have your profile or video image recorded, keep your camera off and do not use a profile image. Students who un-mute during class and participate orally are consenting to have their voices recorded. If you do not consent to have your voice recorded during class, keep your mute button activated and only communicate by using the "chat" feature, which allows you to type questions and comments live.

#### Statement on Maintaining a Safe Learning and Work Environment

The University of Nevada, Reno is committed to providing a safe learning and work environment for all. If you believe you have experienced discrimination, sexual harassment, sexual assault, domestic/dating violence, or stalking, whether on or off campus, or need information related to immigration concerns, please contact the University's Equal Opportunity & Title IX office at 775-784-1547. Resources and interim measures are available to assist you. For more information, please visit the [Equal Opportunity and Title IX](https://www.unr.edu/equal-opportunity-title-ix) page**.**

*In addition to the required information listed above, it is strongly recommended that the syllabus include:*

* Methods for communicating with students outside the classroom regarding matters such as class cancellations, meeting times, or room changes
* More detail about what constitutes academic dishonesty, with a concrete list or examples of "dos and don'ts" in the context of the class
* **Statement for academic success services:** "Your student fees cover usage of the [University Math Center](https://www.unr.edu/university-math-center) (https://www.unr.edu/university-math-center), (775) 784-4433; [University Tutoring Center](https://www.unr.edu/tutoring-center) (https://www.unr.edu/tutoring-center), (775) 784-6801; and [University Writing & Speaking Center](https://www.unr.edu/writing-speaking-center) (https://www.unr.edu/writing-speaking-center), (775) 784-6030. These centers support your classroom learning; it is your responsibility to take advantage of their services. Keep in mind that seeking help outside of class is the sign of a responsible and successful student."

***[If you need assistance editing this template, contact the Instructional Design Team (******idt@unr.edu******) for assistance. Please delete this section before use.]***