

New Mexico State University *at* Grants

FACULTY HANDBOOK

2005–2006

(abridged)



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HISTORY OF NMSU at GRANTS

NMSU at Grants was established as a branch campus of New Mexico State University in 1968 through the cooperative efforts of New Mexico State University and Grants Municipal Schools.

During the first year of operation, classes were held in the evening in the public school facilities and were taught by qualified part-time instructors from the community. In August 1969, the college moved to its present site, which previously housed the Grants Job Corps Center. During 1977–78 a Main Building was constructed which housed the academic classrooms, student lounge, library, law library, as well as faculty and administration offices. The former Vocational Building and Gymnasium, which remain from the Job Corps Center, were also renovated during the same period.

In 1980–81, the Gymnasium was completely remodeled; extensive landscaping was completed, and four additional rooms were added to the Main Building. Of the four rooms added to the Main Building, two were art rooms added to the north wing while a lecture room and a room for the Adult Learning Center were added to the south wing.

In 1984, the latest addition to the Main Building was completed, which added an additional 20,800 square feet of floor space for a total of 79,197 square feet. As a result of this project, the Automotive Technology, Electrical Trades, and Welding programs were moved from the former vocational building to more modern and spacious facilities. Enlarged quarters were provided for the Adult Learning Center, and two computer laboratories were added.

In May of 1987, the Main Building was dedicated as "Walter K. Martinez Memorial Hall," in memory of Walter K. Martinez, former State Representative from 1966–1984 and Speaker of the House from 1971–1978. During his tenure in the legislature, NMSU-Grants received significant appropriations for capital improvements to plan, remodel and construct the present physical plant. His leadership in establishing the Severance Tax Permanent Fund was one of his most outstanding contributions. Through this permanent fund a revenue source was created funding higher education and other state capital outlay projects.

During the past several years, new offices were remodeled for faculty, new classrooms were constructed in the Annex building, administrative office space was enlarged, a larger bookstore was built, a snack bar was added to the student lounge area, and a new childcare facility was completed. In addition, two buildings were named and dedicated to leaders in the development of the NMSU at Grants Campus: the gymnasium became the "Joseph A. Fidel Activities Center," while the new name of the Annex, the "McClure Building," honored former state Senator Frank McClure for his pioneering efforts in establishing this campus.

MISSION STATEMENT

The mission of New Mexico State University at Grants is to provide quality instructional and supportive programs at the lowest feasible cost to persons within Cibola County. These will be provided to eligible persons without regard to age, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status.

To accomplish this mission, NMSU at Grants will focus on the following:

1. Improve instruction by continually:
 - utilizing an outcomes assessment process
 - appraising the effectiveness of degree and certificate programs
 - implementing a process to increase student satisfaction
 - participating in professional development
 - utilizing technology
2. Improve curriculum by continually providing:
 - occupational courses and programs that meet the training needs of business and industry in the local area and state
 - courses to meet individual interests of a personal, cultural, and recreational nature
 - programs of studies and courses required by occupations that pay higher than minimum wage
3. Improve the transfer process by continually:
 - strengthening ties with other institutions to articulate programs, student advisement procedures, and interdepartmental communication among faculty
4. Improve a comprehensive student support program by continually:
 - providing academic advisement
 - increasing retention
 - increasing tutorial and mentor services
 - increasing financial aid levels
 - increasing interest in student activities
 - increasing job placement, job searching, and student transfer resources
5. Improve local economic development by continually:
 - assisting new businesses with planning and funding procedures
 - providing local training at an affordable rate
 - recommending professional services and business aids
 - networking and resource sharing with state and community business groups

6. Improve administrative support by continually:
 - implementing a system for process improvement
 - integrating financial reporting, registration, and financial aid computer systems
 - developing, implementing, and monitoring a results oriented marketing plan
 - enhancing the student registration process
 - seeking input from students, faculty, and the community
 - increasing the number of courses at convenient locations throughout the county when economically feasible
 - improving instruction processes
 - improving library services

7. Improve physical plant and operation by continually:
 - maintaining the facility and equipment
 - increasing conservation and usage compliance

ACCREDITATION

New Mexico State University at Grants is accredited by the North Central Association (NCA) of Colleges and Schools, Higher Learning Commission, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504; <http://www.ncahigherlearningcommission.org/>; telephone (800) 621-7440.

NMSU at Grants is also a member of the American Association of Community Colleges (AACC) as well as the New Mexico Association of Community Colleges (NMACC).

FACULTY AND INSTRUCTION

Appointment and Responsibilities of Regular (Full-Time) Faculty Members

The Campus Academic Officer (CAO), with the approval of the Campus Executive Officer (CEO) and input from the Program Managers, will monitor the hiring of all regular (full-time) and associate (part-time) faculty members. When a regular faculty position becomes available, a call for applications will be posted online and through appropriate national, professional, local and regional newspapers. In collaboration with the CAO, the CEO will appoint a search committee. The Search Committee chair will arrange for interviews, candidate travel, contact of references, and recommendations for hire following procedures as identified in the NMSU Search Committee Handbook (available online at <http://www.nmsu.edu/~eeo/handbook.html>).

The NMSU at Grants regular faculty members form the backbone of the college's system of delivering quality instruction to students. According to NMSU policy, there are five faculty ranks: College Instructor, Instructor, Assistant Professor, Associate Professor, and Professor. A faculty member reports to a Program Manager, who reports to the CAO. The standard teaching load is 30 credit hours per academic year; however, there may be some variation because of release time for other assigned duties, fluctuations in credit hours for some courses, and extra work related to laboratory courses. Although the primary task of the faculty is the deliverance of quality classroom instruction, faculty members are expected to provide many other services to the institution and to the community.

Precise rules governing the activities and conduct of regular faculty are found in these NMSU publications: *NMSU at Grants Faculty Handbook* and the *New Mexico State University Administrative Policies and Procedures Manual* (available online at <http://www.nmsu.edu/~personel/manual/>). Responsibilities specific to NMSU at Grants are as follows:

1. Provide quality instruction;
2. Review and improve personal instructional skills;
3. Advise students regarding academic and professional issues;
4. Stay current in the field of instruction;
5. Revise and update courses;
6. Pursue a program of professional development;
7. Perform public service;
8. Develop new courses and curricula;
9. Participate in and/or chair committees and other institutional functions;

10. Attend all scheduled meetings, invocations, graduations, and other college functions and ceremonies;
11. Provide leadership in institutional self-study, including learning assessment;
12. Comply with university policies and regulations;
13. Plan and manage appropriate budgets;
14. Assist the CAO in preparing course schedules;
15. Be available to teach when and where assigned by the CAO in the best interests of students and the institution;
16. Maintain eight office hours per week, approximately two hours per day;
17. Update a Faculty Schedule form each term (see Appendix A); and
18. Complete other duties as assigned by the CEO, the CAO, and program managers.

Selected regular faculty members also assume the role of Program Managers. They are assigned to supervise various academic and vocational programs and receive supplemental pay each year as compensation for the performance of these extra duties. The growth of our programs and the quality of instruction depends upon the professional attention of the Program Managers, whose leadership provides direct faculty involvement in the management of the college. Their specific duties include:

1. Teach a normal instructional load (generally 15 credit hours per semester);
2. Review curriculum and degree requirements annually and make recommendations for changes to the CAO;
3. Review the college catalog annually and make recommendations for corrections and changes to the CAO;
4. Develop a schedule of program classes prior to each semester and submit it to the CAO for review and incorporation into the college *Schedule of Classes*;
5. Maintain inventory of equipment, troubleshoot equipment problems, order necessary supplies, help ensure proper maintenance of equipment, and make recommendations for future purchases;
6. Initiate and prepare required reports;
7. Assist in finding qualified part-time instructors to recommend to the CAO for approval;
8. Give direction to part-time instructors in preparation of course content and syllabus, and assist in determining their effectiveness in the classroom;
9. When appropriate, establish and work with a Program Advisory Council on a regular basis;
10. Assist the marketing coordinator to recruit students and market and promote the program;
11. Insure that the program complies with institutional, state, and federal agencies;
12. Complete assessment activities and a comprehensive annual evaluation of the program;
13. Order textbooks and instructor copies for the program, including those for part-time instructors; and
14. Perform other duties as assigned or requested by the CAO.

Selection and Responsibilities of Associate (Part-time) Faculty Members

Identification of a potential part-time faculty member can be made either by the CAO or the appropriate Program Manager; in either case, the candidate should submit a resume and transcripts for review by those two individuals. If the review is favorable, an invitation for an interview may be extended; the interview may include a demonstration lesson.

After a successful interview, the candidate, Program Manager, and CAO will identify the course(s) that the new instructor will teach. The CAO then seeks approval for the candidate to teach the selected course(s) from the CEO and/or, in some cases, from the relevant college or program at NMSU at Las Cruces.

When approval has been granted, the candidate submits course outline(s) for evaluation by the Program Manager and the CAO; the three then identify appropriate professional development activities for the candidate during the semester.

Members of the Associate Faculty are a very important part of the instructional system at NMSU at Grants. Part-time instructors bring knowledge, expertise, and personal experiences into the classroom that enriches course offerings. NMSU at Grants has earned a reputation for teaching excellence; members of the Associate Faculty play an extremely important role in maintaining that reputation.

The Associate Faculty members (part-time, non-tenure track) are hired on a semester-by-semester basis. Each contract is temporary and covers only one term. Employment for a given semester is always contingent upon adequate enrollment, available funding, and instructional needs. Associate faculty responsibilities include the following:

1. Providing quality instruction, continually reviewing and improving instructional skills, and revising courses;
2. Advising students regarding academic and professional issues;
3. Complying with university policies and regulations related to instructional duties;
4. Cooperating with the Program Manager in the preparation of schedules, lesson plans, and syllabi; and
5. Being available to students at least one hour each week for individual help or office hours.

In addition to these mandatory requirements, Associate Faculty are encouraged and invited to participate in the activities and responsibilities of regular faculty, including committees, projects, celebrations, professional development activities, assessment activities, and graduation.

Associate Instructors who maintain a private business must avoid potential conflict of interest situations. As an employee of NMSU at Grants, it is the instructor's responsibility at all times to place the interests of the student first (please see Appendix B).

Proof of Citizenship/Eligibility to Work

All persons who are hired by NMSU are required to verify eligibility for employment in the United States in accordance with the rules of the Immigration and Naturalization Service. Employment will not begin until such eligibility is confirmed.

Components of a Complete Course Syllabus

An effective course begins with an effective syllabus. Every student should receive a course syllabus at the first class meeting. At that time, the instructor should forward two copies of each course syllabus to the Program Manager for review; the Program Manager will approve the syllabus and send one copy to the CAO.

The contents of an appropriate syllabus are shown in Appendix C. While the order in which information is presented is not critical, it is important that all issues be properly addressed somewhere in the syllabus. Perhaps the items most likely to cause conflict if not precisely explained are the following:

1. Exactly what items are required for grades during the course (how many exams, term papers, reports, etc.)?
2. When are these items due?
3. What weight is given to each item in determining the final grade?
4. What are the consequences of a late assignment or one that is not submitted?
5. How is the student's final grade determined?
6. What consequences does the student suffer because of cheating, plagiarism, absence, tardiness, or other breach of class discipline?

Course details should include course title and number, semester, class meeting time, instructor's name, office hours (6–8 hrs/wk for regular faculty, one hr/wk for part-time faculty), and a telephone number and email address on campus. (Some instructors also give their home number and home email addresses.) There should be a general overview of the course, prerequisites, policy on absences, make-up work, cheating, and plagiarism; moreover, students should learn enough detail about course content and activities that they will know on a weekly basis where the course is supposed to be. Include paper and reading assignments as well as exam dates; give detailed criteria for grading and the penalties for late or missed work. *All syllabi should include the NMSU at Grants statement of policy regarding disabled students* (see Appendix C).

Although a syllabus represents a contract between the instructor and the student, the instructor does have the right to change a syllabus, even after the semester has begun. Such changes must be clearly stated to all students, preferably in writing.

Textbook Selection

Since textbooks are sometimes slow in arriving, selection should be made well ahead of time. Selection criteria should include appropriateness for course and students; quality of supplementary materials and teaching aids; clarity of print, pictures, and graphs; cost to students; durability; and suitability and quality of problems and/or study aids within the text. (A textbook request form can be found in Appendix D.)

In selecting a text, the instructor should give careful consideration to the texts used at NMSU at Las Cruces. Reasons for selecting a text different from the one used at the Las Cruces Campus must be documented and discussed with the Program Manager and CAO prior to ordering. As a general policy, different texts may not be used for different sections of the same course. Textbook order requests should be submitted to the appropriate Program Manager.

Program Managers should forward all textbook requests to the CAO as soon as possible after the schedule is set. (If complimentary copies and other teaching materials are needed, those must be specified; automatic ordering of teacher's copies often results in unnecessary duplication of materials and the concomitant increase of textbook prices to the student.)

It is strongly recommended that a book be adopted for the life of its edition; thus, the selection process is extremely critical. The Bookstore is classified as an "auxiliary enterprise," which means that it must be self-supporting; state monies cannot be used for its operation. The extra cost for returning books, or the cost of books that cannot be returned, must ultimately be reflected in increased prices to students.

Textbooks will be released for sale to students by the CAO **only** after it has been determined there is sufficient enrollment in the class; the Bookstore operates with a "no-return" policy for students.

Classroom Management

Postponing/Changing the Time/Changing the Location of a Class

If it becomes necessary for an instructor to postpone or change the time or location of a class, the instructor shall:

1. Notify the Program Manager and CAO so that possible alternatives can be discussed prior to a "cancel" decision and that the decision can be posted as appropriate;
2. Make a concerted effort to notify every student that the class will be postponed or changed (office staff will do this with sufficient advance notice); and
3. Coordinate with the Office of the CAO if a room change is needed.

If students are not notified, the Program Manager or the CAO must be informed and arrangements made for someone to meet the class at the originally scheduled time to inform students of the change(s).

If a class is delayed or cancelled, any missed class time must be made up. The instructor is encouraged to discuss alternative strategies for making up missed time with the Program Manager and/or the CAO.

Field trips require prior approval of the Program Manager and CAO; student permission slips will be provided.

Instructor Absence

If an instructor must be absent from class, he/she should notify the Program Manager and/or the CAO as early as possible prior to the absence.

If an instructor knows in advance that he/she must miss class, the Program Manager should make arrangements for an adequate (albeit unpaid) substitute; alternatively, a makeup strategy will be confirmed.

The CAO and the CEO are the **only persons authorized to cancel a class**. Please do not tell students that a class is cancelled without proper authorization. The Program Manager should also be informed if a class is cancelled. Only the CEO or the NMSU President has authorization to close the school.

Student Attendance

The instructor is expected to maintain an accurate record of attendance of **all** students registered for each class and to respond promptly to requests from Student Services for verification of student attendance. In some cases, student eligibility for financial aid may depend on certification of the student's attendance by the instructor. Attendance forms for WIA students shall **not** be signed by the instructor until the forms have been completed with courses and dates. The instructor shall be precise about verification of WIA attendance since this verification results in the disbursement of federal funds to the student.

Eating, Drinking, and Smoking in the Classroom

It is a violation of NMSU policy to allow smoking anywhere inside the buildings; smoking areas are located outside the buildings. Food and drinks in the classrooms are discouraged and strictly prohibited around computers, typewriters, in laboratory settings, and around other equipment.

Accidents Involving Students or Employees

In the event of an accident involving an NMSU at Grants student or employee, the instructor must: a) immediately take steps to ensure the safety of the victim (which may mean calling the front office or 911 for medical assistance); b) as soon as possible notify the Program Manager and CAO (who will notify the CEO); and c) within 24 hours complete a Report of Accident form (available in the *Campus Services* manual).

Grades/Grading

Primary responsibility for instruction and grading is that of the instructor. The traditional A, B, C, D, and F system is used at NMSU at Grants, except in cases when satisfactory (S) or unsatisfactory (U) is requested by the student, or the course is designated as an S/U course in the catalog. Student performance in college classes is often atypical, so instructors should not depend on the "normal curve" as a grading tool.

Students should be advised of their grade standings at any time, at their request. Moreover, university policy states that students doing **D** or **F** work *must* be notified before the last date to drop a course (mid-term). Instructors should complete an Academic Referral form for each such student and forward those to Student Services **at least one week before the drop date**.

It is the responsibility of the student to initiate withdrawal from a course or from the university by the deadlines on the applicable academic calendar (published in the *Schedule of Classes* each term).

Grade Sheets

Final grade sheets, along with completion and deadline instructions, will be distributed via faculty mailboxes during the final week of classes each semester or summer session. Please read the attending memo closely and turn in grade sheets on time. An extremely close schedule is set for NMSU at Grants to return grades to the Registrar's Office in Las Cruces. If the deadline is not met, all students listed on a missing grade sheet will automatically receive an "I" grade. In such cases, the instructor must then prepare an individual "Removal of 'I' Grade" form for *each* student.

Change of Grade

In the event that an instructor miscalculates a score, or a clerical error results in an incorrect grade, the instructor can rectify any such error by completing a "Change of Grade" form. All information relative to grade, course, student, and justification for grade change must be entered; the form is then signed and dated, and forwarded to the CAO.

Incomplete ("I")

The status "I" is given for passable work that could not be completed due to circumstances beyond the student's control that developed after the last day to drop the course. Under **no** circumstances is an "I" to be used to avoid the assignment of a "D" or "F" grade, given for marginal or failing work. The form for an "I" is available in the business office; it requires that the instructor state the reasons for the incomplete grade and the requirements for its removal (**including the date by which all missing work must be submitted**). The maximum time allowed for a student to replace "I" is one year. All Incompletes must be approved by the CAO before submission to Las Cruces.

ACADEMIC SUPPORT SERVICES

Library

The library serves students, faculty, and members of the community. The staff is happy to provide training to instructors on the operation of audio-visual equipment as well as to assist in obtaining various materials, including interlibrary loan of books or journal articles.

Requests for audio-visual equipment should be made one week in advance. Instructors may obtain the equipment at the library prior to class, and should return it as soon as possible after its use. Any malfunctioning equipment should be reported to the library staff immediately.

The Director of Library Services is available to provide library orientation sessions to classes. These presentations may include a demonstration of online databases, providing that computer lab facilities are available. Please contact the Director of Library Services well in advance of a desired presentation date.

Center for Teaching and Learning

The Center for Teaching and Learning (CTL) arranges for student placement testing in math and English, and its tutors can provide assistance in most subject areas. An open computer lab is available for use in completing papers and for e-mail. Identification cards for faculty, staff, and students can also be obtained in the CTL.

Clerical Services

Any requests for clerical assistance should be directed to the Office Manager, Alice Salcido. The information to be typed or copied must be submitted, with clearly written instructions (type of service, number of copies, etc.), **at least 24 hours** before the material is needed.

Computing Support

All requests for computer repairs and related services must be submitted using a Computing Work Order Request. This form is located in the mailroom (also online) and should be submitted to the CAO. Even if you have an urgent request that deserves immediate attention, a work order still needs to be submitted. This process allows the Instructional Technologists to track computer related work that has been completed or attempted.

Student Services

The Office of Student Services, under the direction of the Campus Student Services Officer (CSSO), provides assistance for all registered students and prospective students, including: admissions and records, financial aid, career planning and placement, academic advising, graduation, student activities, and student discipline. Policies governing student organizations and activities, discipline, and other matters concerning student behavior are

outlined in the *Student Handbook*. All students are bound by the provisions of the Code of Conduct contained in that publication; faculty and staff should become familiar with this code. Matters of academic misconduct should be referred to the office of the CAO, while issues of non-academic misconduct are handled by the office of the CSSO. The CSSO is also the overall campus discipline officer.

Business Office Services

For the services summarized below, faculty are encouraged to review the *NMSU at Grants Campus Services* manual for further detail.

1. Paychecks will normally be distributed twice each month. If you are unable to pick up your paycheck in person, please have prior written permission on file in the office designating the person who will pick it up for you. (Paychecks can be mailed to out-of-town instructors, upon request.)
2. Purchases can only be made with a Purchase Request form available in the Business Office. Purchases **not** previously approved by the Program Manager, CAO, and the Campus Finance Officer (CFO) but charged to the college cannot be accepted. (Please review carefully the *NMSU at Grants Campus Services* manual for a full statement of purchase policy and procedures, and for a sample Purchase Request form.) Supplies and materials may be obtained at the bookstore with prior approval of the Program Manager.

APPENDICES

APPENDIX B

INTEGRITY AND EMPLOYMENT STATEMENT

POLICY

Employees of NMSU at Grants are expected to practice integrity in consulting, employment, and other activities, and in their relations with students, fellow employees, and the community.

SCOPE

This policy applies to all regular employees of NMSU at Grants

REFERENCES

1. *New Mexico State University Personnel and Benefits Policy Manual* (available online at www.nmsu.edu).
2. *New Mexico State University Administrative Policies and Procedures Manual* (available online at www.nmsu.edu).
3. *Faculty Handbook*, New Mexico State University (available online at www.grants.nmsu.edu).

EFFECTIVE DATE: JULY 1, 1997

PERSONAL RESPONSIBILITY

It would be unreasonable to attempt to define all issues and circumstances related to integrity for NMSU at Grants employees. Potential circumstances are endless. This policy is not directed at prohibiting incidental use of college resources at a personal level (i.e., use of a telephone to talk to a spouse about a sick child). Rather, the fundamental issue is that each NMSU at Grants employee has a personal responsibility to be a steward of college resources. The employee must separate in his or her mind and actions the resources that belong to the public institution from the actions and resources that are personal.

Each employee has a personal responsibility to ensure that college resources are not used for personal gain or for purposes that are not supportive of the institutional mission. Each employee has a personal responsibility to insure that his or her actions are free of conflict of interest, and that representations on behalf of the institution are fair and honest.

APPENDIX C

SAMPLE COURSE SYLLABUS

BIOLOGY 110G CONTEMPORARY PROBLEMS IN BIOLOGY

Instructor: Stan Carlson, Assistant Professor
Contact: MH 110B (office); 287-6661 (phone); stacarl@nmsu.edu (email)
Office Hrs: M/W: 12:00–1:30 PM; T/Th: 1:00–1:30 PM, 4:00–4:30 PM, 7:00–7:30 PM
Text: Starr, Cecie. 2005. BIOLOGY Today and Tomorrow. Brooks/Cole.
Class: M/W: 12:40–3:15 PM; room MH 112; January 13–May 6

Overview: Biology 110G is a 4 credit lecture/discussion/lab course that introduces fundamental concepts and current topics in biology. This survey course includes study of the scientific process, cellular life, principles of inheritance, evolution, biological diversity, and selected topics in ecology. Lab/practicum sessions give students the opportunity to discuss the study material and perform laboratory exercises. Relevant current events will also be discussed on a regular basis. Students will gain an increased understanding and appreciation of living things and the importance of biology in our everyday lives. Besides the lecture material and lab exercises, one research paper and one oral presentation are required.

Expected Outcome: The student will appreciate and understand fundamental biological concepts and processes, the relevance of biology in our everyday lives, and current issues related to the field of biology. The student will also develop critical thinking and problem solving skills relative to these topics.

Assessment: There will be at least one activity designed to assess the effectiveness of classroom techniques (lectures, discussions, labs, etc.). The assessment(s) will not be used for grading purposes, but will provide feedback to help in the ongoing development of teaching methods.

The Instructor is Expected to:

- Be on time and well prepared for each class/lab/practicum session
- Facilitate activities to enhance the students' understanding and appreciation of biology
- Provide opportunities inside and outside of class for questions and clarification
- Be available during office hours on a dependable basis
- Be fair and clear in grading practices and treatment of all students

Students are Expected to:

- Arrive on time and attend all class/lab/practicum sessions
- Study assigned materials and be prepared for all activities
- Participate appropriately in class discussions and lab exercises
- Complete all assignments on time
- Show interest, have fun, and work hard!

Evaluation and Grading:

Major Tests	50%
Research Paper/Oral	20%
Attendance/Participation	5%
<u>Lab Exercises</u>	25%
Total	100%

A=90–100% B=80–89% C=70–79% D=60–69% F = below 60%

The four major tests, each worth 12.5% of your grade, will consist of objective (e.g., multiple-choice), vocabulary, short-answer, long-answer/essay questions. Except under extreme circumstances (illness, death in the immediate family, etc.), there will be *no* make-up of major tests; a missed test will result in a score of zero. Preliminary test dates are given in the schedule below; changes will be announced by the instructor.

Each student will prepare a research paper on a current and relevant topic in the field of biology. The paper will be based on at least four current *references*, at least two of which should come from an online magazine database (e.g., ProQuest). The paper will consist of 1200–1500 words (typed & double-spaced), be written by the student, and contain separate Title and References pages. The format will follow APA style with respect to overall structure, citations, and references (handouts will be provided). A *draft* of the paper will be submitted before Spring break; it will be graded and returned immediately after Spring break. The student will then correct the draft and submit a *final* version of the paper at the end of the semester. Draft and final paper due dates are given in the schedule below; late papers will be penalized one letter grade.

Each student will present a 5–10 minute oral report based on the research paper. Oral presentations will be given during the last regular class meeting (April 27). There will be *no* makeup of oral reports.

Students are expected to attend all class and lab meetings. Each *unexcused* absence will result in the loss of one point (1%) from your attendance/participation grade.

Lab exercises, which will take place regularly, will generally be due at the beginning of class the following the scheduled completion. There will be *no* make-up of lab exercises.

TENTATIVE CLASS SCHEDULE*

<i>WEEK</i>	<i>DATES</i>	<i>ASSIGNMENT/TOPIC/ACTIVITY</i>
1	Jan. 19	Introduction; Chapter 1 (invitation to biology); Film (secret of life); Lab #1 (scientific method)
2	Jan. 24	Chapter 3 (how cells are put together); Lab #2 (microscopy)
3	Jan. 26	Chapter 3; Lab #3 (cells); Chapter 7 (how cells reproduce);
3	Jan. 31	Chapter 7; Lab #4 (mitosis & meiosis)
3	Feb. 2	Review; Lab #5 (mitosis & meiosis ID)
4	Feb. 7	TEST #1 (chapters 1, 3, & 7)
4	Feb. 9	Chapter 8 (observing patterns in inherited traits); Lab #6 (Mendelian genetics)
5	Feb. 14	Chapter 8; Lab #7 (blood typing)
5	Feb. 16	Lab #8 (CID & Mendelian genetics); Lab #9 (inheritance & selection); Chapter 12 (processes of evolution)
6	Feb. 21	Chapter 12; Lab # 10 (selection & genetic equilibrium)
6	Feb. 23	Chapter 12; Lab #11 (microevolution & evolutionary thought); Review
7	Feb. 28	TEST #2 (chapters 8 & 12)
7	Mar. 2	Chapter 13 (evolutionary patterns, rates, & trends); Lab #12 (fossils)
8	Mar. 7	Chapter 13; Film (ancient life)
8	Mar. 9	Chapter 14 (early life); Lab #13 (cladograms); Film
9	Mar. 14	Chapter 14; Film
9	Mar. 16	Chapter 14; Lab #14 (unicellular organisms); Draft Paper Due
9	Mar. 21–27	Spring Break
10	Mar. 28	Lab #15 (fungi); Chapter 15 (plant evolution)
10	Mar. 30	Chapter 15; Lab #16 (local trees); Review
11	Apr. 4	TEST #3 (chapters 13, 14, & 15)
11	Apr. 6	Chapter 16 (animal evolution)
12	Apr. 11	Chapter 16; Film (human evolution)
12	Apr. 13	<u>Lab #17 (campus biodiversity); Film (biodiversity)</u>
13	Apr. 18	Film (biodiversity, cont.); Section 28.5 (human population growth)
13	Apr. 20	Section 29.9 (conservation biology)
14	Apr. 25	Epilogue; Review
14	Apr. 27	Oral Reports; Final Research Paper Due
15	May 2	TEST #4, Mon. 1-3 PM (chapter 16; sections 28.5, 29.9, epilogue)

***More detailed information on assignments will be provided during class meetings.**

***Note: Lab instructions and exercises will be handed out before each lab session.**

THE LAST DAY TO DROP A 16-WEEK COURSE IS THURSDAY, MARCH 3. OTHER IMPORTANT DATES ARE LISTED IN THE SCHEDULE OF CLASSES.

Statement Regarding Academic Misconduct:

Any student found guilty of academic misconduct shall be subject to disciplinary action. Academic misconduct includes, but is not limited to, the following actions. CHEATING, PLAGIARISM, UNAUTHORIZED POSSESSION OF EXAMINATIONS, RESERVE LIBRARY MATERIALS OR LABORATORY MATERIALS, UNAUTHORIZED CHANGING OF GRADES ON AN EXAMINATION, INSTRUCTOR'S GRADE BOOK OR GRADE REPORT, NONDISCLOSURE OR MISREPRESENTATION IN FILLING OUT APPLICATIONS OR OTHER COLLEGE RECORDS. The following disciplinary actions and sanctions may be imposed for any of the above infractions of regulations, disciplinary probation, disciplinary suspension, dismissal, expulsion.

Americans with Disabilities Act (ADA):

If you have, or believe you have, a disability and would benefit from any accommodation(s), you may wish to register with the Student Services Office on the first floor of Martinez Hall. All medical information will be treated confidentially.

After you have registered, please make sure that your instructors receive a copy of the accommodation memorandum from Student Services within the first two weeks of class. It will be your responsibility to inform your instructors or the office of Student Services (in a timely manner) if the services/accommodations provided are not meeting your needs.

If you have a condition that may affect your ability to exit safely from the premises in an emergency or that may cause an emergency during class, you are encouraged to discuss any concerns with Ms. Irene Lutz, Campus Student Services Officer at 287-6629, or with your instructor(s).

Feel free to call Ms. Lutz at the number above or Mr. Paul Gayle-Smith, NMSU Director of Institutional Equity, at 505/646-3635 with any questions about the Americans with Disabilities Act (ADA), and/or Section 504 of the Rehabilitation Act of 1973.

Disclaimer:

The instructor, at his/her discretion, may modify this syllabus to meet the needs of a particular class of students. Adequate notice will be given should any change to the syllabus be needed.

Attendance and Student Performance:

Students are expected to attend regularly all classes for which they are registered. When the number of absences is excessive and hinders and student's progress – normally, for a standard term, that would mean **more than three consecutive absences or five cumulative absences*** – the instructor may recommend termination from the class.

Based upon the recommendation of the instructor, and with the concurrence of the Campus Academic Officer and the Campus Student Services Officer, a student will be dropped for persistent absences or for persistent failure to complete class assignments. Similarly, a student may be dropped for behavior that interferes with the educational environment of the class. Any student who has been dropped has the right to appeal through the Student Academic Grievance Policy (see the *Student Handbook*).

** The number of absences will be adjusted proportionally to the number of class meetings*

APPENDIX D

TEXTBOOK REQUEST FORM

Directions: Please complete one Textbook Request Form for each course to be taught (even if requesting a book from a previous semester, a new form must be completed and submitted for each course each term). To assist you, the bookstore clerk keeps a file of previous requests if you need to refer to them.

Instructor:	Date:
Course No.:	Semester/Year:
Course Title:	Section:

Quantity •	Book Title & ISBN No. (if known)	Author	Publisher

- Please specify if quantity is per class or all classes in this course. Please note that we try to order close to the quantity that will be required for each course based on the information furnished by your completed requests. Please note that the publishers now charge us an additional 5-10% on returned books. Normal shipping time is 10-15 days if books are available.

Complimentary copies needed? Yes No

Other instructional materials needed? Yes No

If yes, please specify what materials and if for instructor other than yourself:

--

Other supplies you would like the bookstore to carry that are required for this class?

_____ Yes

_____ No

If yes, please specify type, quantity, special features, etc.:

Thank you!