

Personalized Course Description

DEFINITION: Details that are specific to this instructor and/or section of the course. Opportunity to advocate for your sections.

Optional Information:

Learning Objectives for the course
- These can come from your CDL course review

Examples:

This course will introduce you to the fundamentals of visual argumentation and will cover various aspects of document design, including layout, use of headings, typography, photos, illustrations, charts, tables, and graphs for both personal and professional contexts. The assignments for this course involve analyses of these aspects in real-world examples, the revision of a real-world text related to your chosen issue of advocacy, and the final creation of an advocacy document.

General expectations for students

During the semester, you will complete reading and writing assignments, participate in discussion board posts via UNM Learn, and work with peers on Learn on various asynchronous class activities.

Importance of course material

... this class helps students learn the importance of good accounting and is a cornerstone to learning the quirky but essential language of accounting.

Textbooks & Additional Materials

Required Information:

List of required texts
- Must include full title and author, ISBN if possible

List of additional materials / supplies / specialized programs
- Inform students of additional fees resulting from these

Examples:

'Star Trek Cats: (Star Trek Book, Book about Cats)' by Jenny Parks ISBN-10: 1415215841X

*ALEKS is required to participate in this course
ALEKS requires a subscription fee*

Optional Information:

List of optional texts

Indicate if texts are available digitally and how to access them

If you are interested in going deeper into this topic please refer to the optional text 'Star Trek: The Next Generation Cats' by Jenny Park

Both texts are available through RedShelf and from the UNM Library. Directions for accessing RedShelf are in the Learn course.

Orientations

DEFINITION: Materials and/or activities introducing course expectations and structure to students.

Optional Information:

Describe content of course orientation

Describe how to access orientation

Examples:

Orientation will include a web-conference with the full class during week 1 (6/5/21 @ 4pm) and a short, graded comprehension quiz

Module 1 of Learn course will contain orientation materials

In-Person Meetings

DEFINITION: Meeting where students are physically present with the instructor

Required Information:

Indicate whether meetings are mandatory or optional

List specific dates and times of meetings

Specify location(s)

Examples:

Meetings are mandatory and will negatively affect your grade if missed

Meetings will be held Wednesday 6/4, Thursday 6/5, and Friday 6/6 from 5 to 6pm

...at Zimmerman Library on UNM Main Campus

Optional Information:

Describe purpose of meetings

*These meetings will serve as a practical orientation to clinical rotations.***Web-Conferencing***DEFINITION: Online meeting between 2 or more people***Required Information:**

Indicate whether web-conference meetings are mandatory or optional

List the specific dates and times or indicate if they are appointment based

Describe how to access web-conference(s)

Examples:*Web-conferences are optional and will not adversely affect your grade**Office hours are held via web-conference and by appointment**Web-conferences will be accessed through a link in Module 3 of the Learn course***Optional Information:**

Describe purpose of web-conferences

List conference software used

*Web-conferences are held to provide office hours and other one-on-one contact with the instructor**All web-conferences will be held through Zoom***Exams****Required Information:**

Specify whether exams will be administered online or in-person

- If exams are online, describe how to access them

List tools required to take exams, such as PackBack, Zoom, Respondus, etc.

Indicate exam dates and times:

- Provide details for each exam offered over a range of dates and times.

- An exam offered on a specific date and time must be scheduled in Banner. While the date and time will be visible in LoboWeb, an additional explanation from you would be extremely helpful.

Examples:*All exams will be offered online**Exams are accessible through Learn at the end of every module**Exams will require PackBack and Respondus.**Exam 1 will be accessible for three days. You will have 1.5 hours to complete it.**Exam 2 will be held on September 27th at 9:00 a.m MST.***Optional Information:**

Describe format of exams

*Exams will be multiple choice and essay. All exams are open book/open notes***Proctoring****Required Information:**

Include which proctoring software will be used, if any

Optional Information:

Indicate where students can look up any additional fees or list the known fees

Examples:*Exams will be proctored using Respondus Lockdown Browser**Proctoring fees can be found here: example URL*

** These excerpts comes directly from the CIF for Spring 2021 ENGL 419.001 'Visual Rhetoric' by Cristyn Elder

*** This excerpt comes directly from the CIF for Spring 2021 ACCT 2110.008 'Principles of Accounting' by Ryan Christopher Knight. Instructor has earned the Golden Paw for ACCT 2120.