**Syllabus Template (for face-to-face or online course)**



|  |  |
| --- | --- |
| **Navajo Technical University** | http://navajotech.edu |
| P.O. Box 849, Crownpoint, NM 87313-0849 | Tel: (505) 786-4100 | FAX: (505) 786-5644 |

**Course Title:**

**Credit Hours:**

**Semester:**

**Cap:**

**Faculty**: **E-mail**:

**Office: Office Phone**:

**Office Hours** (face-to-face or online)

**Preferred Communication** (email and/or text; will respond within 24 hours)

**Class Location**:

**Class Meeting Times**:

### Required Materials:

**Textbooks**:

**Tools**:

**Lab Fee (if applicable):**

**University Mission Statement**

Navajo Technical University’s mission is to provide University readiness programs, certificates, associate, baccalaureate, and graduate degrees. Students, faculty, and staff will provide value to the Diné community through research, community engagement, service learning, and activities designed to foster cultural and environmental preservation and sustainable economic development. The University is committed to a high quality, student-oriented, hands-on learning environment based on the Diné cultural principles: *Nitsáhákees, Nahat’á, Iiná, Sii Hasin.*

**Course Description**

**Course Outcomes**

**Course Assessments**

**Connections to Program Assessment (course-embedded measures)**

**Course Activities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Wk** | **Date** | **Reading** | **Assignments** | **Assessments** |
| 1 |  |  |  |  |
|  |  | **Last day to add/drop** |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
|  |  | **Grad petition due** |  |  |
|  |  | **Midterm grades due** |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
|  |  | **Last day to withdraw** |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |
| 13 |  |  |  |  |
| 14 |  |  |  |  |
| 15 |  |  |  |  |
| 16 |  |  |  |  |
| 17 |  |  |  | **Finals** |
|  |  | **Grades due** |  |  |
|  |  | **Graduation** |  |  |

### Grading Plan

Homework % A = 100-90%

Quizzes % B = 89-80%

Project(s) % C = 79-70%

Mid-term exam % D = 69-60%

### Final exam % F = < 60%

### Class participation 3%

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**Grading Policy**

Each student must do his or her own homework and case studies. Discussion among students on homework and cases is encouraged for clarification of assignments, technical details of using software, and structuring major steps of solutions - especially on the course's Web site. Students must do their own work on the homework and exam. Cheating and plagiarism are strictly forbidden. Cheating includes but is not limited to: plagiarism, submission of work that is not the student's own, submission or use of falsified data, unauthorized access to exam or assignment, use of unauthorized material during an exam, supplying or communicating unauthorized information for an assignment or exam.

### Participation

Students are expected to attend and participate in all class activities as listed above, as it **is 3% of the grade**. Points will be given to students who actively participate in class activities including field trips, laboratories, and ask questions of guest speakers and other presenters.

**Cell Phone and Head Phone Use**

Please turn cell phones off or place them on silence or vibrate mode **before** coming to class. Also, answer cell phones **outside of class** (not in the classroom). Exercising cell phone courtesy is appreciated by both the instructor and classmates. Headphones are to be removed before coming to class.

Attendance Policy

Students are expected to regularly attend all classes for which they are registered. A percentage of the student’s grade will be based on class attendance and participation. Absence from class, regardless of the reason, does not relieve the student of his/her responsibility to complete all course work by the required deadlines. Furthermore, it is the student’s responsibility to obtain notes, handouts, and any other information covered when absent from class and to arrange to make up any in-class assignments or tests if permitted by the instructor. Incomplete or missing assignments will necessarily affect the student's grades. Instructors will report excessive and/or unexplained absences to the Counseling Department for investigation and potential intervention. **Instructors may drop students from the class after three absences unless prior arrangements are made with the instructor to make up work and the instructor deems any excuse acceptable.**

**Study Time Outside of Class for Face-to-Face Courses**

For every credit hour spent in class, a student is expected to spend two hours outside of class studying the course materials.

**Study Time for Hybrid or Blended Courses**

For a hybrid or blended course of one credit hour, a student is expected to spend three hours per week studying the course materials.

**Study Time for Online Courses**

For an online course of one credit hour, a student is expected to spend four hours per week studying the course materials.

### Academic Integrity

Integrity (honesty) is expected of every student in all academic work. The guiding principle of academic integrity is that a student’s submitted work must be the student’s own. Students who engage in academic dishonesty diminish their education and bring discredit to the University community. Avoid situations likely to compromise academic integrity such as: cheating, facilitating academic dishonesty, and plagiarism; modifying academic work to obtain additional credit in the same class unless approved in advance by the instructor, failure to observe rules of academic integrity established by the instructor**. The use of another person’s ideas or work claimed as your own without acknowledging the original source is known as plagiarism and is prohibited**.

**Diné Philosophy of Education**

The Diné Philosophy of Education is incorporated into every class for students to become aware of and to understand the significance of the four Diné philosophical elements, including its affiliation with the four directions, four sacred mountains, the four set of thought processes and so forth: Nitsáhákees, Nahat’á, Iiná and Sih Hasin which are essential and relevant to self-identity, respect and wisdom to achieve career goals successfully.

**Students with Disabilities**

The Navajo Technical University and the (insert the name of your department or school) are committed to serving all enrolled students in a non-discriminatory and accommodating manner. Any student who feels he/she may need an accommodation based on the impact of disability or needs special accommodations should inform NTU in accordance with the procedures of the subsection entitled “Students with Disabilities” under Section 7: Student Support Programs, NTU Student Handbook.