University of Puerto Rico

Mayagüez Campus

College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program

**TEMPLATE FOR A IN-PERSON COURSE SYLLABUS**

**Course Syllabus**

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| **GENERAL INFORMATION:** | | |
| Course title: | | **COURSE TITLE** |
| Alphanumeric codification: | | XXXX #### |
| Contact Hours / Credits | | Example: 45 hours / Three credits |
| Prerequisites, Corequisites and Other Requirements: | | Please specify if it is a prerequisite, corequisite or other requirement. |
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| **COURSE DESCRIPTION:** | | |
| English: | General ideas, materials, main themes, purpose, approach, methodology, goals and components (no more than 1000 characters). The descriptions of permanent courses are available at <http://www.uprm.edu/catalog/>, and at Mi Portal (Sistema de Cursos).  Please include the following information at the end of the paragraph: **«In-Person course»** | |
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| Spanish: | Course description in Spanish. The same rules apply as for the English description.  Please include the following information at the end of the paragraph: **«Curso Presencial».** | |
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| **LEARNING OBJECTIVES:** | | |
| At the end of the course students will be able to:         (Be sure to include measurable objectives, centered on the students, and what they should be able to accomplish after completing the course.) | | |
| **Suggested TEXTBOOK:** Include textbook reference.  *Note: If not apply, or will be determined, write NOT APPLY or TO BE DETERMINED.* | | |

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| **Course OUTLINE AND time DISTRIBUTION:**  *(Example of course distribution for three (3) credits, 45 contact hours)* |

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| **Conference Topic** | **Time Distribution**  **(hours)** |
| 1. Theme 1 xxxx | 4 |
| 1. Theme 2 xxxx | 4 |
| 1. Theme 3 xxxx | 6 |
| 1. Theme 4 xxxx | 6 |
| 1. Theme 5 xxxx | 4 |
| 1. Theme … | 4 |
|  | 2 |
|  | 4 |
|  | 6 |
|  | 2 |
|  | 1 |
| 1. Final Exam | 2 |
| **TOTAL CONTACT HOURS** | **45** |

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| **Laboratory Topic**  **(Delete if it does not apply)** | **Time Distribution**  **(hours)** |
| 1. Theme 1 xxxx |  |
| 1. Theme 2 xxxx |  |
| 1. Theme 3 xxxx |  |
| 1. Theme 4 xxxx |  |
| 1. Theme 5 xxxx |  |
| 1. Theme … |  |
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| 1. Evaluation |  |
| **TOTAL CONTACT HOURS** |  |

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| **INSTRUCTIONAL STRATEGIES:** |
| Some of the following may be used: |

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| Lectures | Project Based Learning |
| Discussion | Seminars or Workshops |
| Cooperative Learning | Problem Based Learning (PBL) |
| Case Studies | Flipped Classroom |
| Lectures with Guest Speakers |  |

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| **MINIMUM OR REQUIRED RESOURCES AVAILABLE:** |

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| **RESOURCE** | **IN-PERSON** |
| Classroom or laboratory | Institution |
| Account in the institutional learning management platform (e.g. Moodle or Blackboard) | Institution |
| Institutional email account | Institution |
| Computer with high-speed internet access or mobile device with data service | Student |
| Programs or applications: word processor, spreadsheets, presentation editor | Student |
| Webcam or mobile with camera and microphone | Student |
| Integrated or external speakers | Student |
| Whiteboard | Institution |
| Digital projector | Institution |

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| Other: Materials, equipment and physical facilities necessary to meet the objectives of the course. |

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| **ASSESSMENT TECHNIQUES: Include a list of available assessment techniques according to the course department. You may delete those that you will not use in the course and add/modify any that are not listed. (Examples of assessment techniques)** |

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| **Assessment Technique** | **Relative Weight** |
| Exams | xx% (yy% each) |
| Assignments | xx% |
| Short quizzes | xx% |
| Laboratory | xx% |
| Oral presentations | xx% |
| Written reports | xx% |
| Projects (team or individual) | xx% |
| Portfolio | xx% |
| Peer evaluation | xx% |
| Critical thinking assignments | xx% |
| Informed participation in class | xx% |
| Attendance | xx% |
| Other (Explain) | xx% |
| **Total:** | **100%** |

Standard scale: 90 to 100 A; 80 < 90 B; 70 < 80 C; 60 < 70 D; < 60 F

Professors must include in their syllabi the evaluation techniques used and indicate for each of them the percentage that will be assigned. It is also important that the scale used for the final distribution of the course grades be included.

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| **REASONABLE MODIFICATION (REASONABLE ACCOMMODATION):** |
| The University of Puerto Rico (UPR) acknowledges the right of students with disabilities to an inclusive, equitable, and comparable post-secondary education. In accordance with its policy toward students with disabilities, based on federal and state legislation, every qualified student with disabilities is entitled to equal participation in those services, programs, and activities that are physically, mentally or sensorially natured and have thus substantially affected one or more major life activities, such as their area of post-secondary studies. They have the right to receive reasonable accommodation or modifications. If you require accommodation or reasonable modification in the course, you must inform the professor without the need to disclose your condition or diagnosis. Simultaneously, you should promptly request the Office of Services for Students with Disabilities (OSEI) of the unit or campus for your need for modification or reasonable accommodation.  The University of Puerto Rico at Mayagüez (RUM) recognizes that each student has an inherited right to request reasonable accommodation according to Law 51: Law for Integral Educational Services for People with Disabilities. Every student has the right to receive reasonable accommodation if he/she presents the necessary evidence to be evaluated by the Office of Services to Students with Disabilities (OSEI-RUM), and the related information can be found at the following link: <https://www.uprm.edu/cms/index.php/page/85>. If your case is approved by OSEI-RUM, you will receive reasonable accommodation in your courses and evaluation, and you must contact each professor for course registered. For additional information contact OSEI-RUM at the Office of the Dean of Students, DE 12, via telephone 787-832-4040 extensions 6734 or 6735, email: [oseirum@uprm.edu](mailto:oseirum@uprm.edu), at the virtual office: <https://meet.google.com/yvd-nrqo-mor>, or join by telephone: ( |

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| **ACADEMIC INTEGRITY:** |
| The University of Puerto Rico promotes the highest standards of academic and scientific integrity. Section 6.2 of the UPR General Student Regulations (Certification No.13, 2009-2010, Board of Trustees) provides that academic dishonesty includes, but is not limited to: “fraudulent actions, obtaining grades or academic degrees by false or fraudulent simulations, copying all or part of another’s academic work, copying all or part of another’s answer to questions on an examination, taking or having another take any oral or written test or examination on behalf of another, and aiding or facilitating another person to engaging such conduct.” Any of these actions will be subject to disciplinary sanctions in accordance with the disciplinary procedure provided in the UPR General Student Regulations in force. To ensure the integrity and security of user data, all hybrid, distance-learning and online courses shall be offered through the institutional learning management platform or through tools required by the course, which uses secure connection and authentication protocols. The system authenticates the user identity using the username and password assigned through the student institutional account. The user is responsible for keeping secure, protecting, and not sharing their password with others. |

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| **POLICY AND PROCEDURES FOR MANAGING SEX AND GENDER-BASED DISCRIMINATION AT THE UNIVERSITY OF PUERTO RICO:** |
| The Policy and procedures for managing Sex and Gender-Based Discrimination at the University of Puerto Rico, Certification No. 107 (2021-2022) of the Governing Board, certifies that the University of Puerto Rico, as an institution of higher learning and a workplace, safeguards the rights and offers a safe space for those who interact therein, whether they be students, employees, contractors, or visitors. It seeks to promote an environment that respects diversity and the rights of the university community. This policy provides a protocol for handling situations related to the following prohibited conduct in the workplace or in the academic setting: discrimination based on sex, gender, pregnancy, sexual harassment, sexual violence, domestic violence, dating, violence, and stalking. |

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| **DIVERSITY, EQUITY, AND INCLUSION** |
| The University of Puerto Rico is committed to establishing an environment that values diversity, promotes equity and equality, and aspires to the full inclusion of its entire university community. Courses will be offered in an inclusive and equitable environment, ensuring the participation of students with diverse backgrounds, experiences, and abilities. Thus, the University of Puerto Rico reiterates its dedication to upholding the principles of diversity, equity, and inclusion in its academic programs. |

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| **CONTINGENCY PLAN IN CASE OF AN EMERGENCY OR INTERRUPTION OF CLASSES** |
| In the event of an emergency or interruption of classes, the professor will contact the students through the institutional email or other available means to coordinate the continuity of the course.  The contingency plan must preserve the modality in which the course was created and programmed in the course offering.  Certification 23-29 of the Academic Senate establishes that an In-Person course may have up to 25% of the hours at a distance and if necessary, this option may be used. |

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| **GRADING SYSTEM** |
| Quantifiable (letters, A, B, C, D, F)  Not Quantifiable (Pass, Fail) |

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| **BIBLIOGRAPHY:** |
| **Note:** At least three (3) references of no more than five (5) years old. There may be exceptions for courses that use classic texts or literature. Other materials available for the course such as syllabi, electronic references, among others, should also be included. Electronic portals do not constitute electronic references and should be placed in a separate list.  **Electronic references:**  Xxxxxxx |