## Personalized Course Description

| | Optional Information: | Examples: |
|---|---|---|
| *DEFINTION: Details that are specific to this instructor and/or section of the course. Opportunity to advocate for your sections.* | Learning Objectives for the course<br>- These can come from your CDL course review | *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 Canvas, and work with peers on Canvas 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: | Examples: |
|---|---|---|
| | List of required texts<br>- Must include full title and author, ISBN if possible | *'Star Trek Cats: (Star Trek Book, Book about Cats)' by Jenny Parks  ISBN-10: 1415215841X* |
| | List of additional materials / supplies / specialized programs<br>- Inform students of additional fees resulting from these | *ALEKS is required to participate in this course*<br>*ALEKS requires a subscription fee* |
| | **Optional Information:** | |
| | List of optional texts | *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* |
| | Indicate if texts are available digitally and how to access them | *Both texts are available through RedShelf and from the UNM Library. Directions for accessing RedShelf are in the Learn course.* |

## Orientations

| | Optional Information: | Examples: |
|---|---|---|
| *DEFINTION: Materials and/or activities introducing course expectations and structure to students.* | Describe content of course orientation | *Orientation will include a web-conference with the full class during week 1 (6/5/21 @ 4pm) and a short, graded comprehension quiz* |
| | Describe how to access orientation | *Module 1 of Learn course will contain orientation materials* |

## In-Person Meetings

| | Required Information: | Examples: |
|---|---|---|
| *DEFINTION: Meeting where students are physically present with the instructor* | Indicate whether meetings are mandatory or optional | *Meetings are mandatory and will negatively affect your grade if missed* |
| | List specific dates and times of meetings | *Meetings will be held Wednesday 6/4, Thursday 6/5, and Friday 6/6 from 5 to 6pm* |
| | Specify location(s) | *…at Zimmerman Library on UNM Main Campus* |

| | | | Examples |
|---|---|---|---|
| | **Optional Information:** | | |
| | Describe purpose of meetings | | *These meetings will serve as a practical orientation to clinical rotations.* |

## Web-Conferencing

*DEFINTION: Online meeting between 2 or more people*

| Required Information: | *Examples:* |
|---|---|
| Indicate whether web-conference meetings are mandatory or optional | *Web-conferences are optional and will not adversely affect your grade* |
| List the specific dates and times or indicate if they are appointment based | *Office hours are held via web-conference and by appointment* |
| Describe how to access web-conference(s) | *Web-conferences will be accessed through a link in Module 3 of the Canvas course* |

| **Optional Information:** | |
|---|---|
| Describe purpose of web-conferences | *Web-conferences are held to provide office hours and other one-on-one contact with the instructor* |
| List conference software used | *All web-conferences will be held through Zoom* |

## Exams

| Required Information: | *Examples:* |
|---|---|
| Specify whether exams will be administered online or in-person<br> - If exams are online, describe how to access them | *All exams will be offered online*<br>*Exams are accessible through Canvas at the end of every module* |
| List tools required to take exams, such as PackBack, Zoom, Respondus, etc. | *Exams will require PackBack and Respondus.* |
| Indicate exam dates and times:<br> - Provide details for each exam offered over a range of dates and times.<br> - 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. | *Exam 1 will be accessible for three days. You will have 1.5 hours to complete it.*<br><br>*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: | *Examples:* |
|---|---|
| Include which proctoring software will be used, if any | *Exams will be proctored using Respondus Lockdown Browser* |
| **Optional Information:** | |
| Indicate where students can look up any additional fees or list the known fees | *Proctoring fees can be found here: example URL* |