

**UNIVERSITY OF PUERTO RICO
MAYAGÜEZ CAMPUS
COLLEGE OF AGRICULTURAL SCIENCES
DEPARTMENT OF CROP PROTECTION**

Syllabus & Instructor Information Sheet Form

A. COURSE SYLLABUS
General Information: Course number: Course title: Lecture hours: Lab. hours:
Course description: The course description is available from the file CATALOG.DOC in the Campus WEB site.
Pre or co-requisites:
Textbook, supplies and other resources: Author, A., and Author, B. (19XX) The Book's Title. City, State: Publisher.
Text:
Other resources:
Purpose: This is a non-credited course... This course is preparatory work in completing a bachelor's degree in ... The purpose of the course is to prepare each student for entry into ... This course is a prerequisite for ... This is a course for majors in ... This course is a requirement in completing the certificate for ...
Course Goals: After completing the course, the student should be able to:
Requirements: All students are expected to complete all lessons. Attain specific competencies as indicated in the course syllabus. Do all course work. Come to class prepared to perform at a C level on all tests. Come to class all the time and on time. Attend individual conferences with the instructor as necessary.
Laboratory and field work:

The course requires (does not require) lab or field work.
Labs are considered a major part of the class, and all students are expected to participate.
Radios, tape recorders, and other audio or video equipment are not permitted in the lab or classroom at any time.
Smoking is not permitted in any area other than those areas designated for smoking.

Instructional strategies:

The presentation methods include the following: Instructor activities involving lectures, presentations with overheads or slide projector. Students activities involving discussions, guided simulations, readings and independent study .

The University of Puerto Rico - Mayagüez Campus general library have available to students books, journals, electronic resources, videos and slides of plant pathogens.

Department/Campus Policies:

Class attendance: Class attendance is compulsory. The University of Puerto Rico, Mayagüez Campus, reserves the right to deal at any time with individual cases of non-attendance. Professors are expected to record the absences of their students. Frequent absences affect the final grade, and may even result in total loss of credits. Arranging to make up work missed because of legitimate class absence is the responsibility of the student. (Bulletin of Information Undergraduate Studies, pp 39 1995-96)

Absence from examinations: Students are required to attend all examinations. If a student is absent from an examination for a justifiable reason acceptable to the professor, he or she will be given a special examination. Otherwise, he or she will receive a grade of zero or "F" in the examination missed. (Bulletin of Information Undergraduate Studies, pp 39, 1995-96)

Final examinations: Final written examinations must be given in all courses unless, in the judgment of the Dean, the nature of the subject makes it impracticable. Final examinations scheduled by arrangements must be given during the examination period prescribed in the Academic Calendar, including Saturdays. (see Bulletin of Information Undergraduate Studies, pp 39, 1995-96).

Partial withdrawals: A student may withdraw from individual courses at any time during the term, but before the deadline established in the University Academic Calendar. (see Bulletin of Information Undergraduate Studies, pp 37, 1995-96).

Complete withdrawals: A student may completely withdraw from the University of Puerto Rico, Mayagüez Campus, at any time up to the last day of classes. (see Bulletin of Information Undergraduate Studies, pp 37, 1995-96).

Disabilities: All the reasonable accommodations according to the Americans with Disability Act (ADA) Law will be coordinated with the Dean of Students and in accordance with the particular needs of the student.

Ethics: Any academic fraud is subject to the disciplinary sanctions described in article 14 and 16 of the revised General Student Bylaws of the University of Puerto Rico contained in Certification 018-1997-98 of the Board of Trustees. The professor will follow the norms established in articles 1-5 of the Bylaws.

Location of campus resources:

The following describes the name, location, hours of operation and services offered at the following campus resources:

Library: Opens 7:30 am to 9:00 pm. Reading rooms, books, journals and other material are available for student use.

Agricultural Computer Center: Annexes to J. T. Piñero Building (AP-101) Open 8:00 am to 9:00 pm. PC are available for student use.

Student Center : Third floor Open 8:00 am to 4:30 pm. Tutoring is available for a variety of subjects and courses.

General topics:

**UNIVERSITY OF PUERTO RICO
MAYAGÜEZ CAMPUS
COLLEGE OF AGRICULTURAL SCIENCES
DEPARTMENT OF CROP PROTECTION**

Syllabus & Instructor Information Sheet Form

B. Instructor information sheet:
General information:
Instructor name: Title: Office: Office phone: e-mail:
Course description
Course Number: Course Title: See Course Description of Course Syllabus Section.
Purpose:
This is a non-credited course... This course is preparatory work in completing a bachelor's degree in ... The purpose of the course is to prepare each student for entry into ... This course is a prerequisite for ... This is a course for majors in ... This course is a requirement in completing the certificate for ...
Course Goals:
After completing the course, the student should be able to:
General objectives:
Specific objectives:
Requirements:
All students are expected to complete all lessons. Attain specific competencies as indicated in the course syllabus. Do all course work. Come to class prepared to perform at a C level on all tests. Come to class all the time and on time. Attend individual conferences with the instructor as

necessary.

Laboratory and field work:

The course requires (does not require) lab or field work.
Labs are considered a major part of the class, and all students are expected to participate.
Radios, tape recorders, and other audio or video equipment are not permitted in the lab or classroom at any time.
Smoking is not permitted in any area other than those areas designated for smoking.

Instructional strategies:

Campus resources:

General Library and Agricultural Computer Center are available to obtain professor's references materials and PCs will be available for student use. University 's Student Center has tutorial programs for student who need extra help.

Evaluation/grade reporting:

Deadlines for Assignments:

Student Assistance (If applicable):

Attendance and Behavior:

Class attendance: Class attendance is compulsory. The University of Puerto Rico, Mayagüez Campus, reserves the right to deal at any time with individual cases of non-attendance. Professors are expected to record the absences of their students. Frequent absences affect final grade, and may even result in total loss of credits. Arranging to make up work missed because of legitimate class absence is the responsibility of the student. (Bulletin of Information Undergraduate Studies, pp. 39, 1995-96).

Absence from examinations: students are required to attend all examinations. If a student is absent from an examination for a justifiable reason acceptable to the professor, he or she will be given a special examination. Otherwise, he or she will receive a grade of 0 or F in the examination missed. (Bulletin of Information Undergraduate Studies, pp. 39, 1995-96).

Final Examinations: Final written examinations must be given in all course unless, in the judgment of the Dean, the nature of the subject makes it impracticable. Final examinations scheduled by arrangements must be given during examination period prescribe in the Academic Calendar, including Saturdays. (Bulletin of Information Undergraduate Studies, pp. 39, 1995-96).

Partial withdrawals: A student may withdraw from individual courses at any time during the term, but before the deadline established in the university Academic Calendar. (Bulletin of Information Undergraduate Studies, pp. 37, 1995-96).

Complete withdrawals: A student may completely withdraw from the University of Puerto Rico , Mayagüez Campus, at any time up to the last day of classes. (Bulletin of Information Undergraduate Studies, pp. 37, 1995-96).

Disabilities: All the reasonable accommodations according to the American with Disability Act (ADA) Law will be considered with the Dean of Students and in accordance with the particular needs of the student.

Ethics: Any academic fraud is subject to the disciplinary sanctions described in article 14 and 16 of the revised General Student Bylaws of the University of Puerto Rico contained in certification 018-1997-98 of the Board of Trustees. The professor will follow the norms established in articles 1-5 of the Bylaws.

Instructor Responsibilities (If applicable):

Course Outline And Schedule: