University of Puerto Rico

Mayagüez Campus

College of

Department of

Program

**COURSE SYLLABUS**

(This sample syllabus is an example for a 3-credit hour course that can be offered in three modalities: face-to-face, hybrid and online.)

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| **COURSE TITLE:** | | xxxx | | |
| **ALPHA-NUMERIC CODIFICATION:** | | xxxx xxxx | | |
| **NUMBER OF CREDITS-CONTACT HOURS:** | | Ex: Three credits / 45 hours | | |
| **PREREQUISITES, COREQUISITES AND OTHER REQUIREMENTS:** | | xxxx | | |
| **COURSE DESCRIPTION:** | | | | |
| **Spanish**: No more than 1000 characters. Descriptions available at Mi Portal (Sistema de Cursos) | | | | |
| **English**: General ideas, materials, main themes, purpose, approach, methodology, goals and components (no more than 1000 characters). The descriptions of courses are available at <http://www.uprm.edu/catalog/>, and at Mi Portal (Sistema de Cursos). | | | | |
| **COURSE OBJECTIVES:** | | | | |
| • Be sure to include measurable objectives, centered on the students, and what they should be able to accomplish after completing the course. | | | | |
| **TEXT BOOK:** Include textbook reference. | | | | |
| **Course time frame and thematic outline: (Sample of Distribution)** | | | | |
|  | **TIME DISTRIBUTION** | | | |
| **Theme** | **Face-to-Face** | **Hybrid** | | **Online** |
| I. Theme 1 xxxx | 3 hours | 3 hours (face-to-face) | 3 hours | |
| II. Theme 2 xxxx | 4 hours | 4 hours (online) | 4 hours | |
| III. Theme 3 xxxx | 11 hours | 11 hours (face-to-face) | 11 hours | |
| IV. Theme 4 xxxx | 24 hours | 24 hours (23 online and 1 face-to-face) | 24 hours | |
| V. Evaluation | 3 hours | 3 hours (face-to-face) | 3 hours | |
| **Total contact hours** | **45 hours** | **45 hours**  (18 face-to-face = 40% and 27 online hours= 60%) | **45 hours** | |

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| **INSTRUCTIONAL STRATEGIES:** | | | | | | |
|  | | | | | | |
| **Face-to-Face** | **Hybrid** | | | | **Online** | |
| * Conferences * Lectures * Team work * Individual tasks * Assessment activities * Practice activities * Oral presentations | * Online instructional modules * Professional article readings online * Instructional Videos * Team work * Individual tasks * Appraisal activities * Practical activities * Oral presentations * Recorded and synchronous conferences | | | | * Interactive instructional modules * Professional article readings online * Instructional videos * Team work * Individual tasks * Appraisal activities * Practical activities * Oral presentations * Recorded conferences * Synchronous conferences | |
| **MINIMUM OR REQUIRED RESOURCES AVAILABLE:** | | | | | | |
| **RESOURCE** | | | **FACE-TO-FACE** | | **HYBRID** | **ONLINE** |
| Institutional learning management platform account (Ex. Moodle) (Cuenta en la plataforma institucional de gestión de aprendizaje) (Ej. Moodle) | | | Institution | | Institution | Institution |
| Institutional email account | | | Institution | | Institution | Institution |
| Computer with high-speed internet access or mobile device with data service | | | Student | | Student | Student |
| Programs or applications: word processor, spreadsheets, presentation editor | | | Student | | Student | Student |
| Built-in or external speakers | | | Not applicable | | Student | Student |
| Webcam or mobile with camera and microphone | | | Not applicable | | Student | Student |
| **EVALUATION STRATEGIES: (Examples of evaluation techniques)** | | | | | | |
| **FACE to FACE** | | **HYBRID** | | **ONLINE** | | |
| \_\_Assignments  \_\_Exams  \_\_Portfolio  \_\_Oral presentations  \_\_Critical Thinking Assignments  \_\_Group research projects | | \_\_Assignments  \_\_Group research projects  \_\_Participation in discussion forums  \_\_Exams  \_\_Electronic Portfolio  \_\_Critical Thinking Assignments  \_\_Oral presentations | | \_\_Assignments and asynchronous activities  \_\_Group projects  \_\_Participation in discussion forums  \_\_Electronic Portfolio  \_\_Critical Thinking \_\_Assignments  \_\_Virtual Oral presentations  \_\_Synchronous meetings | | |
| 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. | | 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. | | 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. | | |
| **REASONABLE ACCOMMODATIONS:** | | | | | | |
| 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 Sánchez Hidalgo 410 or via telephone 787-832-4040 extension 3107. | | | | | | |
| **ACADEMIC INTEGRITY:** | | | | | | |
| The University of Puerto Rico promotes the highest standards of academic and scientific integrity. Article 6.2 of the UPR Student General Bylaws (Board of Trustees Certification 13, 2009-2010) states that academic dishonesty includes, but is not limited to: fraudulent actions; obtaining grades or academic degrees by false or fraudulent simulations; copying the whole or part of the academic work of another person; plagiarizing totally or partially the work of another person; copying all or part of another person’s answers to the questions of an oral or written exam by taking or having someone else take the exam on his/her behalf; as well as enabling and facilitating another person to perform the aforementioned behavior. Any of these behaviors will be subject to disciplinary action in accordance with the disciplinary procedure established by the UPR Student General Bylaws.─.  To ensure the integrity and security of user data, all hybrid, distance and online courses must be offered through the institutional learning management platform, which uses secure connection and authentication protocols. The system authenticates the identity of the user (student and professor) using the username and password assigned by the institution. The users are responsible for keeping their password safe, protected, and not to share it with other people. | | | | | | |

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| **POLICY AND PROCEDURES FOR HANDLING SITUATIONS OF DISCRIMINATION BASED ON SEX OR GENDER AT THE UNIVERSITY OF PUERTO RICO** |
| |  | | --- | | The University of Puerto Rico, as an institution of higher education and a workplace, protects the rights and offers a safe environment to all the people who interact with it, including students, employees, contractors or visitors. Therefore, the policy promotes an environment of respect for diversity and the rights of the members of the university community, Cert. 107 (2021-2022) JG, *Policy and procedures for handling situations of discrimination based on sex or gender at the University of Puerto Rico*. A protocol is established for handling situations related to the following prohibited behaviors: discrimination based on sex, gender, pregnancy, sexual harassment, sexual violence, domestic violence, dating violence and stalking, hereinafter <prohibited behaviors>, in the work and study environment. | |
| **GRADING SYSTEM** |
| Quantifiable (letters, A, B, C, D, F)  Not Quantifiable |
| **CONTINGENCY PLAN IN CASE OF AN EMERGENCY** |
| For example: In case of an emergency or class interruption, your professor will . . . |
| **BIBLIOGRAPHY** |
| Author, A., and Author, B. (20XX) The Book's Title. City, State: Publisher. Include the textbook as the first bibliography. Nothing older than 5 years. (Justify otherwise)  **Electronic references:** At least five updated references (five years o less) should be included. Also, include other available materials for the course, for example, electronic programs, electronic references, among others. Electronic portals are not categorized as references but can be included separately if needed. If teaching hybrid and online courses, please make sure the resources are electronically available. Remote access includes databases from the Library system, Internet with the required consent or with free access or of public domain. Required textbooks should include option use, hard copy or digital format. |