

# [NAME OF FACULTY]

# [Subject Code and Course Number]: [Course Title]

# Course outline for [Semester, Year]

##  **Course Details & Important Dates\***

|  |  |  |  |
| --- | --- | --- | --- |
| Term | Course Type | Day | Time |
| F/W/S |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Location | CRN # | Classes Start | Classes End | Final Exam Period |
|  |  |  |  |  |

\* For other important dates go to: <https://uoit.ca/current-students/academics/important-dates-and-deadlines.php>

## **Instructor Contact Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Instructor Name | Office  | Phone | Email |
|  |  |  |  |
| Office Hours:  |

|  |  |  |  |
| --- | --- | --- | --- |
| Laboratory/Teaching Assistant Name | Office  | Phone | Email |
|  |  |  |  |
| Office Hours:  |

## **3. Course Description**

[Insert Calendar description describing the purpose of the course, the topics/theories to be examined, as well as the knowledge, skills and methodologies to be developed in the course.]

## **4. Learning Outcomes**

On the successful completion of the course, students will be able to:

[visit <https://tlc.uoit.ca/services/teaching-support/instructional-design/learning-outcomes.php> for more information on learning outcomes; consult your Faculty for course-specific learning outcomes]

## **5. Course Design**

[Include information on the class and tutorial format, delivery mode, teaching methods, online elements, the role of instructors and the expectations of students, attendance requirements, in-class and out of class work, and other information on the kinds of activities and resources that will be used in the course to help students to achieve its learning outcomes.]

## **6. Outline of Topics in the Course**

[Details of topics to be covered in the course, unit by unit or by week]

## **7. Required Texts/Readings**

[List the required texts and readings and supplementary materials, including the reference style guide to be used in the course (e.g., MLA, APA, Chicago)]

*Additional readings may be assigned or recommended during the course.*

## **8. Evaluation Method**

[Describe the evaluation procedures to be used in the course to determine the final grade, including the kinds and weights of assignments, essays and examinations. Please note that instructors are required to provide written evaluative feedback and/or at least one mark prior to the voluntary withdrawal deadline. Please also note that any tests or examination given within the last five days of classes must be no more than 15% of the final mark for the course – for further information, see the Ontario Tech University Responsibilities of Academic Staff with Regard to Students on the University website]

*Final course grades may be adjusted to conform to program or Faculty grade distribution profiles. Further information on grading can be found at:* <http://calendar.uoit.ca/content.php?catoid=22&navoid=879#Grading>

## **9. Assignments and Tests**

[Provide a schedule of term assignments (format, description, length, due dates, submission requirements, etc.), tests and examinations. If collaborative group work is component of the course, include a statement that sets out the roles and roles and responsibilities of members for their own work and for the work of the other members of the group. Detail also how missed/late assignment and medical excuses will be handled in accordance with Faculty rules.]

## **10. Student Support**

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact studentlife@uoit.ca for support. Furthermore, please notify your professor if you are comfortable in doing so. This will enable them to provide any resources and help that they can.

## **11. Sexual Violence Support and Education**

Ontario Tech is committed to the prevention of sexual violence in all is forms. For any student who has experienced Sexual Violence, Ontario Tech can help. We will make accommodations to cater to the diverse backgrounds, cultures, and identities of students when dealing with individual cases.

If you think you have been subjected to or witnessed sexual violence:

* Reach out to a Support Worker, a specially trained individual authorized to receive confidential disclosures about incidents of sexual violence. Support Workers can offer help and resolution options which can include safety plans, accommodations, mental health support, and more. To make an appointment with a Support Worker, call 905.721.3392 or email studentlife@uoit.ca
* Learn more about your options at: <https://studentlife.uoit.ca/sexualviolence/>

## **12. Students with Disabilities**

Accommodating students with disabilities at Ontario Tech is a responsibility shared among various partners: the students themselves, SAS staff and faculty members. To ensure that disability-related concerns are properly addressed during this course, students with documented disabilities and who may require assistance to participate in this class are encouraged to speak with me as soon as possible. **Students who suspect they have a disability that may affect their participation in this course are advised to go to Student Accessibility Services (SAS) as soon as possible.** Maintaining communication and working collaboratively with SAS and faculty members will ensure you have the greatest chance of academic success.

Students taking courses on north Oshawa campus can visit Student Accessibility Services in UL Building, Room 2 (located near the library). Students taking courses on the **downtown Oshawa campus** can visit Student Accessibility Services in the 61 Charles St. Building, 2nd Floor, Room DTA 225 in the Student Life Suite.

Disability-related and accommodation support is available for students with mental health, physical, mobility, sensory, medical, cognitive, or learning challenges. Office hours are 8:30am-4:30pm, Mon-Fri. For more information on services provided, you can visit the SAS website at <https://studentlife.uoit.ca/services/accessibility/index.php>

Students may contact Student Accessibility Services by calling 905-721-3266, or email studentaccessibility@uoit.ca.

Students who require the use of the Test Centre to write tests, midterms, or quizzes MUST register online using the SAS test/exam sign-up module, found here <https://disabilityservices.uoit.ca/uoitclockwork/user/test/default.aspx>. Students must sign up for tests, midterms or quizzes AT LEAST seven (7) days before the date of the test.

Students must register for final exams by the registration deadline, which is typically two (2) weeks prior to the start of the final examination period. SAS will notify students of the registration deadline date.

## **13. Professional Conduct (if applicable)**

[Include faculty statement on professional conduct, if applicable.] Additional information on professional suitability can be found at <http://calendar.uoit.ca/content.php?catoid=22&navoid=879#Academic_conduct>

## **14. Academic Integrity**

Students and faculty at Ontario Tech University share an important responsibility to maintain the integrity of the teaching and learning relationship. This relationship is characterized by honesty, fairness and mutual respect for the aim and principles of the pursuit of education. Academic misconduct impedes the activities of the university community and is punishable by appropriate disciplinary action.

Students are expected to be familiar with and abide by Ontario Tech University’s regulations on Academic Conduct which sets out the kinds of actions that constitute academic misconduct, including plagiarism, copying or allowing one’s own work to copied, use of unauthorized aids in examinations and tests, submitting work prepared in collaboration with another student when such collaboration has not been authorized, among other academic offences. The regulations also describe the procedures for dealing with allegations, and the sanctions for any finding of academic misconduct, which can range from a resubmission of work to a failing grade to permanent expulsion from the university. A lack of familiarity with these regulations on academic conduct does not constitute a defense against its application. This information can be found at <http://calendar.uoit.ca/content.php?catoid=22&navoid=879#Academic_conduct>

Extra support services are available to all Ontario Tech University students in academic development, study skills, counseling, and peer mentorship. More information on student support services can be found at <https://studentlife.uoit.ca/services/academic-support/index.php>

## **15. Turnitin (if applicable)**

Ontario Tech University and faculty members reserve the right to use electronic means to detect and help prevent plagiarism. Students agree that by taking this course all assignments are subject to submission for textual similarity review by Turnitin.com. Assignments submitted to Turnitin.com will be included as source documents in Turnitin.com's restricted access database solely for the purpose of detecting plagiarism in such documents. The instructor may require students to submit their assignments electronically to Turnitin.com or the instructor may submit questionable text on behalf of a student. The terms that apply to Ontario Tech University’s use of the Turnitin.com service are described on the Turnitin.com website.

Students who do not wish to have their work submitted to Turnitin.com must provide with their assignment at the time of submission to the instructor a signed Turnitin.com Assignment Cover sheet:

[https://shared.uoit.ca/shared/department/academic-integrity/Forms/assignment-cover-sheet.pdf](https://shared.uoit.ca/shared/department/academic-integrity/Forms/assignment-cover-sheet.pdf%22%20%5Co%20%22Turnitin%20Cover%20Sheet)

## **16. Online Test and Exam Proctoring (Virtual Proctoring)**

To maintain academic integrity in online testing, your instructor may require the use of Respondus LockDown Browser and Respondus Monitor or a similar virtual proctoring platform. In doing so, you will be required to use a computer with a webcam (either built-in or USB plug in). Please advise your instructor as soon as possible if you do not have a computer with a camera.

This is a link to a [short video](https://web.respondus.com/lockdownbrowser-student-video/) that explains the basics of Respondus LockDown Browser.

## **17. Final Examinations (if applicable)**

Final examinations are held during the final examination period at the end of the semester and may take place in a different room and on a different day from the regularly scheduled class. Check the published Examination Schedule for a complete list of days and times.

Students are advised to obtain their Student ID Card well in advance of the examination period as they will not be able to write their examinations without it. Cards are available from the Campus ID office in the Campus Recreation and Wellness Centre, Room G1004.

Students who are unable to write a final examination when scheduled due to religious publications may make arrangements to write a deferred examination. These students are required to submit a Request for Accommodation for Religious Obligations to the Faculty concerned as soon as possible and no later than three weeks prior to the first day of the final examination period.

Further information on final examinations can be found at [https://usgc.uoit.ca/policy/policy-library/policies/academic/procedures-for-final-examination-administration.php](https://usgc.uoit.ca/policy/policy-library/policies/academic/procedures-for-final-examination-administration.php%22%20%5Co%20%22Ontario%20Tech%20Policy%20Library)

## **17. Freedom of Information and Protection of Privacy Act**

The following is an important notice regarding the process for submitting course assignments, quizzes and other evaluative material in your courses in the Faculty of [Insert Faculty name]

As you may know, Ontario Tech University is governed by the Freedom of Information and Protection of Privacy Act (“FIPPA”). In addition to providing a mechanism for requesting records held by the university, this legislation also requires that the University not disclose the personal information of its students without their consent.

FIPPA’s definition of “personal information” includes, among other things, documents that contain both your name and your Banner (student) ID. For example, this could include graded test papers or assignments. To ensure that your rights to privacy are protected, the Faculty of [Insert Faculty name] encourages you to use only your Banner ID on assignments or test papers being submitted for grading. This policy is intended to prevent the inadvertent disclosure of your information where graded papers are returned to groups of students at the same time. If you still wish to write both your name and your Banner ID on your tests and assignments, please be advised that Ontario Tech University will interpret this as an implied consent to the disclosure of your personal information in the normal course of returning graded materials to students.

If you have any questions or concerns relating to the new policy or the issue of implied consent addressed above, please contact accessandprivacy@uoit.ca

## **18. Student Course Feedback Surveys**

Student evaluation of teaching is a highly valued and helpful mechanism for monitoring the quality of Ontario Tech University’s programs and instructional effectiveness. To that end, course evaluations are administered by an external company in an online, anonymous process during the last few weeks of classes. Students are encouraged to participate actively in this process and will be notified of the dates. Notifications about course evaluations will be sent via e-mail, and posted on Canvas, Weekly News, and signage around the campus.

The Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this model course template and it adheres to the principles outlined in the University’s Accessibility Policy.