<Course Code>

<Course Title>

<Instructor Name>

# Course Information

Course Director: **<Instructor Name>**

Email: **<Instructor Email>**

Semester: **<Session Info>**

Lecture time & day: **<Day of the week>, <Lecture time>**

Lecture room: **<Classroom location>**

eClass: **<eclass course URL>**

Zoom (Lecture): **<Zoom URL>**

# Course Description

**<Course Description>**

# Learning Outcomes

* **<Learning Outcome 1>**
* **<Learning Outcome 2>**
* **<Learning Outcome 3>**
* **<Learning Outcome 4>**
* **<Learning Outcome 5>**

# Required Texts

* **<Required text 1>**
* **<Required text 2>**

# Tutorials

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Tutorial | TA | Time | Room | Zoom |
| 1 | **<name>** | **<time>** | **<Room number>** | **<Zoom link>** |
| 2 | **<name>** | **<time>** | **<Room number>** | **<Zoom link>** |
| 3 | **<name>** | **<time>** | **<Room number>** | **<Zoom link>** |

# Faculty Members Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Faculty Member | Role | Email | Office Hours | Office |
| <name> | **Instructor and TA** | **<email>** | **<Day and time>** | **<Office location>** |
| <name> | **TA** | **<email>** | **<Day and time>** | **<Office location>** |
| <name> | **TA** | **<email>** | **<Day and time>** | **<Office location>** |

# Evaluation

## Summary of Evaluation

|  |  |  |  |
| --- | --- | --- | --- |
| # | Activity | Worth | Due Date |
| 1 | **<Assessment Name>** | <percentage> | <Due Date> |
| 2 | **<Assessment Name>** | <percentage> | <Due Date> |
| 3 | **<Assessment Name>** | <percentage> | <Due Date> |
| 4 | **<Assessment Name>** | <percentage> | <Due Date> |
| 5 | **<Assessment Name>** | <percentage> | <Due Date> |
| 6 | **<Assessment Name>** | <percentage> | <Due Date> |
| 7 | **<Assessment Name>** | <percentage> | <Due Date> |
| 8 | **<Assessment Name>** | <percentage> | <Due Date> |
| 9 | **<Assessment Name>** | <percentage> | <Due Date> |
| 10 | **<Assessment Name>** | <percentage> | <Due Date> |

# Information on Evaluation Items

<Additional Information about Assessment items listed above>

## 

## Grading Equivalence

|  |  |  |  |
| --- | --- | --- | --- |
| Grade | Grade Point | Percent Range | Description |
| A+ | 9 | 90-100 | Exceptional |
| A | 8 | 80-89 | Excellent |
| B+ | 7 | 75-79 | Very Good |
| B | 6 | 70-74 | Good |
| C+ | 5 | 65-69 | Competent |
| C | 4 | 60-64 | Fairly Competent |
| D+ | 3 | 55-59 | Passing |
| D | 2 | 50-54 | Barely Passing |
| E | 1 | 40-49 | Marginally Failing |
| F | 0 | 0-39 | Failing |

## Style Guide for Assignments

<Styling requirements>

Example:

Please follow the [APA Style](https://apastyle.apa.org/) for all your papers. This includes rules for

* [References](https://apastyle.apa.org/style-grammar-guidelines/references/examples) (books, journals, etc.)
* [In-text citations](https://apastyle.apa.org/style-grammar-guidelines/citations)
* [Paper formatting](https://apastyle.apa.org/style-grammar-guidelines/paper-format)
* [Title page](https://apastyle.apa.org/style-grammar-guidelines/paper-format/title-page) setup
* It may be useful to consult a [sample paper](https://apastyle.apa.org/style-grammar-guidelines/paper-format/student-paper.docx) for reference

## Definitions of Standing

|  |  |
| --- | --- |
| Exceptional | Thorough knowledge of concepts and/or techniques and exceptional skill or great originality in the use of those concepts, techniques in satisfying the requirements of an assignment or course. |
| Excellent | Thorough knowledge of concepts and/or techniques together with a high degree of skill and/or some elements of originality in satisfying the requirements of an assignment or course. |
| Very good | Thorough knowledge of concepts and/or techniques together with a fairly high degree of skill in the use of those concepts, techniques in satisfying the requirements of an assignment or course. |
| Good | Good level of knowledge of concepts and/or techniques together with considerable skill in using them to satisfy the requirements of an assignment or course. |
| Competent | Acceptable level of knowledge of concepts and/or techniques together with considerable skill in using them to satisfy the requirements of an assignment or course. |
| Fairly competent | Acceptable level of knowledge of concepts and/or techniques together with some skill in using them to satisfy the requirements of an assignment or course. |
| Passing | Slightly better than minimal knowledge of required concepts and/or techniques together with some ability to use them in satisfying the requirements of an assignment or course. |
| Barely passing | Barely passing: Minimum knowledge of concepts and/or techniques needed to satisfy the requirements of an assignment or course. |

See the 2024-2025 Academic Calendar [Grades and Grading Schemes](https://calendars.students.yorku.ca/2024-2025/grades-and-grading-schemes) for more details.

# Lectures

## Schedule and Readings

|  |  |  |
| --- | --- | --- |
| Topic | Readings | Date |
| <Lecture Name> | **<Lecture Readings>** | **<Lecture Date>** |
| <Lecture Name> | **<Lecture Readings>** | **<Lecture Date>** |
| <Lecture Name> | **<Lecture Readings>** | **<Lecture Date>** |
| <Lecture Name> | **<Lecture Readings>** | **<Lecture Date>** |
| <Lecture Name> | **<Lecture Readings>** | **<Lecture Date>** |
| <Lecture Name> | **<Lecture Readings>** | **<Lecture Date>** |
| READING WEEK |  | **<Lecture Date>** |
| <Lecture Name> | **<Lecture Readings>** | **<Lecture Date>** |
| <Lecture Name> | **<Lecture Readings>** | **<Lecture Date>** |
| <Lecture Name> | **<Lecture Readings>** | **<Lecture Date>** |
| <Lecture Name> | **<Lecture Readings>** | **<Lecture Date>** |
| <Lecture Name> | **<Lecture Readings>** | **<Lecture Date>** |
| <Lecture Name> | **<Lecture Readings>** | **<Lecture Date>** |

## Important Dates

|  |  |
| --- | --- |
| Description | Date |
| Class Start | **<Date>** |
| Last date to add this course without permission of instructor | **<Date>** |
| Fall Reading Week | **<Date>** |
| Last date to add this course with permission of instructor | **<Date>** |
| Last date to submit Fall term work | **<Date>** |
| Last day of class before the holiday break | **<Date>** |
| Midterm Exam | **<Date>** |
| First day of class after holiday break | **<Date>** |
| Last date to drop this course without receiving a grade | **<Date>** |
| Course withdrawal Period (with a grade of “W” on transcript) | **<Date>** |
| Winter Reading Week (no classes, university open) | **<Date>** |
| Last date to submit Winter term work | **<Date>** |
| Winter class end | **<Date>** |
| Final Exam | **<Date>** |

See the Registrar’s Office [Important Dates for Fall (F), Year (Y) and Winter (W) Terms](https://registrar.yorku.ca/enrol/dates/2024-2025/fall-winter) for other important dates.

## Lecture Guide

On campus:

* Lectures are learning opportunities. Make the most out of it!
* Adherence to York’s [Community Standards for Student Conduct on Campus](https://oscr.students.yorku.ca/csrr) is a given.
* Personal devices not used for class activities should be turned off. At no moment is it acceptable to use devices for personal business (e.g. email, Twitter, games, etc.)
* Please leave the classroom as you have found it (leave no garbage behind)
* Please do not bring odorous or noisy food to class.
* Please be discreet if you arrive late for class or must leave early.
* Lectures last one hour and 45 minutes, i.e. 15 minutes shorter than the official two hours to allow students (and the instructor) to walk to their next class. A five-minute break may be included during the lecture at a convenient moment.

Online:

* In Zoom, please make sure the name by which you wish to be addressed is displayed properly (including pronouns, if you wish).
* You may or may not turn on your video (it’s up to you), although interactions would be humanized if your peers could put a face to your name and voice.
* Attend from a room free of distraction.

Should unforeseen events preclude in-class lectures or tutorials (e.g. COVID, snowstorm, emergency), the class will be moved online with prior notification.

# Support

## Al the AI Course Assistant

Icon

Description automatically generatedAny questions regarding course administration (i.e. details contained in this syllabus) can be directed to Al the course assistant. This resource is available in the eClass course.

You will be asked to first inquire with Al before connecting with the instructor or TAs.

# 

# Institutional Policy to Know About

## Academic Honesty and Integrity

York students are required to maintain the highest standards of academic honesty and they are subject to the [Senate Policy on Academic Honesty](https://www.yorku.ca/secretariat/policies/policies/academic-honesty-senate-policy-on/). The Policy affirms the responsibility of faculty members to foster acceptable standards of academic conduct and of the student to abide by such standards.

There is also an academic integrity website with comprehensive information about academic honesty and how to find resources at York to help improve students’ research and writing skills, and cope with University life. Students are expected to review the materials on the Academic Integrity website at <http://www.yorku.ca/academicintegrity/>

Students are expected to read and understand the university policy on academic integrity and student honesty.

**Essays containing plagiarized content will receive a grade of zero and be reported to the Associate Dean Academic.**

## Access/Disability

York University is committed to principles of respect, inclusion, and equality of all persons with disabilities across campus. The University provides services for students with disabilities (including physical, medical, learning, and psychiatric disabilities) needing accommodation related to teaching and evaluation methods/materials. These services are made available to students in all Faculties and programs at York University.

Students in need of these services are asked to register with disability services as early as possible to ensure that appropriate academic accommodation can be provided with advance notice. You are encouraged to schedule a time early in the term to meet with each professor to discuss your accommodation needs. Please note that registering with disabilities services and discussing your needs with your professors is necessary to avoid any impediment to receiving the necessary academic accommodations to meet your needs.

Additional information is available at the following websites:

Counselling & Disability Services - <https://counselling.students.yorku.ca//>

York Accessibility Hub - <http://accessibilityhub.info.yorku.ca/>

## Ethics Review Process

York students are subject to the York University Policy for the Ethics Review Process for Research Involving Human Participants. In particular, students proposing to undertake research involving human participants (e.g., interviewing the director of a company or government agency, having students complete a questionnaire, etc.) are required to submit an Application for Ethical Approval of Research Involving Human Participants at least one month before you plan to begin the research. If you are in doubt as to whether this requirement applies to you, contact your Course Director immediately.

## Religious Observance Accommodation

York University is committed to respecting the religious beliefs and practices of all members of the community and making accommodations for observances of special significance to adherents. Should any of the dates specified in this syllabus for an in-class test or examination pose such a conflict for you, contact the Course Director within the first three weeks of class. Similarly, should an assignment to be completed in a lab, practicum placement, workshop, etc., scheduled later in the term pose such a conflict, contact the Course Director immediately. Please note that to arrange an alternative date or time for an examination scheduled in the formal examination periods (December and April/May), students must complete an Examination Accommodation Form, which can be obtained from Student Client Services, Student Services Centre or online at <https://registrar.yorku.ca/pdf/exam-accommodation.pdf> (PDF).

## Student Conduct in Academic Situations

Students and instructors are expected to maintain a professional relationship characterized by courtesy and mutual respect. Moreover, it is the responsibility of the instructor to maintain an appropriate academic atmosphere in the classroom and other academic settings, and the responsibility of the student to cooperate in that endeavour. Further, the instructor is the best person to decide, in the first instance, whether such an atmosphere is present in the class. The policy and procedures governing disruptive and/or harassing behaviour by students in academic situations is available at <https://www.yorku.ca/secretariat/policies/policies/disruptive-andor-harassing-behaviour-in-academic-situations-senate-policy/>.