**DEPARTMENT OF** Name

**www.**Website**.ca20****- 20*****:*** ***(******Term)***Course Title

Instructor: First Name, Last Name Time:Office: Office Number Place:

Telephone: 780-492-     Fax: 780-492-     Office Hours:      ,

E-mail: E-mail *or by appointment*Personal Website: Website Address Course Website*:* Website Address

**Course Prerequisite:** Course Number or consent of department**Course-based Ethics Approval**in place regarding all research projects that involve human testing, questionnaires, etc?

[ ]  Yes [ ]  No, not needed. No such projects approved.

**Community Service Learning** component [ ]  Required [ ]  Optional [ ]  N/A

**Past or Representative Evaluative Course Material Available**

 [ ]  Exam registry – Students’ Union

 http://www.su.ualberta.ca/services\_and\_businesses/services/infolink/exams

 [ ]  See explanations below [ ]  Document distributed in class [ ]  Other *(please specify)* [ ]  NA

**Additional mandatory Instructional fees (approved by Board of Governors)**

[ ]  Yes [ ]  No

**Course Description and Objectives**:

 Enter course description and objectives

**Texts:**

 May be divided into “required” and “recommended”

**Grade Distribution (see “Explanatory Notes”):**

%’s for each component, including participation &/or attendance; give dates or due-dates for tests or assignments counting for 10% or more; link assessments to course objectives &/or learning outcomes; explanatory notes optional, as convenient. Longer description may be on first class handout.

**Explanatory Notes on Assignments:**

 Optional, may be addressed in first class hand-outs

**Required Notes:**

“Policy about course outlines can be found in Section 23.4(2) of the University Calendar.”

**Academic Integrity**

“The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at <http://www.governance.ualberta.ca/en/CodesofConductandResidenceCommunityStandards/CodeofStudentBehaviour.aspx> ) and avoid any behaviour that could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.”

**Learning and working environment**

The Faculty of Arts is committed to ensuring that all students, faculty and staff are able to work and study in an environment that is safe and free from discrimination and harassment. It does not tolerate behaviour that undermines that environment. The department urges anyone who feels that this policy is being violated to:

• Discuss the matter with the person whose behaviour is causing concern; or

• If that discussion is unsatisfactory, or there is concern that direct discussion is inappropriate or threatening, discuss it with the Chair of the Department.

For additional advice or assistance regarding this policy you may contact the student ombudservice: (<http://www.ombudservice.ualberta.ca/> ). Information about the University of Alberta Discrimination and Harassment Policy and Procedures can be found in the GFC Policy Manual, section 44 available at <http://gfcpolicymanual.ualberta.ca/> .

**Plagiarism and Cheating**:

**All students** should consult the “Truth-In-Education” handbook or Website ( <http://www.uofaweb.ualberta.ca/TIE/> ) regarding the definitions of **plagiarism** and its consequences when detected.**Students involved** in **language** courses and **translation** courses should be aware that on-line “translation engines” produce very dubious and unreliable “translations.” **Students in language courses** should be aware that, while seeking the advice of native or expert speakers is often helpful, **excessive editorial and creative help** in assignments is considered a form of “cheating” that violates the code of student conduct with dire consequences. An instructor or coordinator who is convinced that a student has handed in work that he or she could not possibly reproduce without outside assistance is obliged, out of consideration of fairness to other students, to report the case to the Associate Dean of the Faculty. Before unpleasantness occurs consult http://www.uofaweb.ualberta.ca/TIE/; also discuss this matter with any tutor(s) and with your instructor.

**Audio or Video Recording and Digital Content:**

Audio or video recording, digital or otherwise, of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the instructor or as a part of an approved accommodation plan. Student or instructor content, digital or otherwise, created and/or used within the context of the course is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the content author(s).

**Attendance, Absences, and Missed Grade Components**:

Regular attendance is essential for optimal performance in any course. In cases of potentially excusable absences due to illness or domestic affliction, notify your instructor by e-mail within two days. Regarding absences that may be excusable and procedures for addressing course components missed as a result, consult sections 23.3(1) and 23.5.6 of the University Calendar. Be aware that unexcused absences will result in partial or total loss of the grade for the “attendance and participation” component(s) of a course, as well as for any assignments that are not handed-in or completed as a result.

**In this course**, Here, coordinators or instructors of single-section courses should phrase a description of how “attendance” and “participation” are assigned a portion of this grade component.

**Policy for Late Assignments:**

Make sure yours is clear and that it is applied fairly and equally to all

**Specialized Support & Disability Services:**

If you have special needs that could affect your performance in this class, please let me know during the first week of the term so that appropriate arrangements can be made. If you are not already registered with Specialized Support & Disability Services, contact their office immediately ( 2-800 SUB; Email ssdsrec@ualberta.ca; Email; phone 780-492-3381; WEB [www.ssds.ualberta.ca](http://www.ssds.ualberta.ca/) ).

**Date of deferred Final Examination (if applicable):**

 Date

**Grading**:Marks for assignments, tests, and exams are given in percentages, to which letter grades are also assigned, according to the table below (**“** Department Name **Department Undergraduate (or Graduate) Grading Scale”**). The percentage mark resulting from the entire term work and examination then produces the final letter grade for the course.

**“**Department Name **Undergraduate (or Graduate) Grading Scale here”**

|  |  |  |  |
| --- | --- | --- | --- |
| Letter | % | Pts | Descriptor |
| A+ |       | 4.0 |       |
| A |       | 4.0 |       |
| A- |       | 3.7 |       |
| B+ |       | 3.3 |       |
| B |       | 3.0 |       |
| B- |       | 2.7 |       |
| C+ |       | 2.3 |       |
| C |       | 2.0 |       |
| C- |       | 1.7 |       |
| D+ |       | 1.3 |       |
| D |       | 1.0 |       |
| F |       | 0.0 |       |