[Academic year & term/session]

[Course title:]

[Department:][Course number (including section letter): note any precluded courses]

[Instructor's name; office location & phone; email address; office hours]

[TA name(s) Please check cuLearn the first week of classes; office location(s) & phone; email addresses; office hours]

[Course newsgroup, web site address, etc. if applicable:]

**I. Course description**: -- content, aims, learning objectives…

**II. Preclusions:** -- if credit for another course is precluded for students taking this course, this should be clearly stated.

**III. Texts:** -- (required, supplementary, on Reserve, other; available from…): [give complete citation for required texts.] Please note that course readings must follow guidelines set out in the Copyright Act. Please Section 2.2 for further information.

**IV. Course calendar:** -- list the topics covered in the course; dates of all scheduled quizzes, tests or examinations plus deadlines for submission of all pieces of term work.

**V. Evaluation**:

 Include general criteria that influence grading -- specifics for this course and/or unit: spelling, grammar, citation format, presentation, preferred style guide. **Statement regarding the university policy on plagiarism must appear if any written work is required.**

 Include the following statement, set out in the Faculty Grading Guidelines, if it is not already included in the departmental supplement to the course outline:

"Standing in a course is determined by the course instructor subject to the approval of the Faculty Dean. This means that grades submitted by the instructor may be subject to revision. No grades are final until they have been approved by the Dean."

 If you anticipate an adjustment of grades may take place then you must include an explicit statement to this effect in your course outline.

 Examinations -- including in-class tests, take-home and formally scheduled examinations. Format (essay, multiple-choice, short-answer, other; cumulative vs. non-cumulative; etc.); how students can review their papers; % contribution towards the grade. Note that Deferred Final exams must be identical in format and coverage with the Final they replace. **N.B. Deferred finals, which must be applied for at the RO, are available ONLY if the student is in good standing in the course.**

 **If there are minimum standards that a student must meet to be in good standing, and entitled to write a deferred final exam, these must be stipulated in the course outline.**

 Term work assignments and labs including essays, term papers and other written work. How topics will be assigned, deadlines and how they will be handled, how papers will be returned to students, percentage contribution towards the grade. If you have a late paper policy, please state it in the outline.

 Other forms of evaluation -- attendance, participation, consistent progress: how evaluated, percentage contribution towards the grade. These subjective components need to be very clearly specified in order to avoid needless challenges and appeals. If you do require submission of all assignments and examinations to pass a course, ensure that this is stated in the outline.

**VI. Statement on Plagiarism**

Some departments have a standard statement and some instructors have their own. Either of these options is fine, but please ensure that these statements are consistent with the university’s Academic Integrity Policy when it comes to definitions, potential penalties and the like. The policy can be found at:

<http://www2.carleton.ca/studentaffairs/academic-integrity>.

If you have neither a departmental nor an individual statement, something along the following lines (taken from the Department of History) would be acceptable.

**PLAGIARISM**

The University Senate defines plagiarism as “*presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one’s own.”* This can include:

 reproducing or paraphrasing portions of someone else’s published or unpublished material, regardless of the source, and presenting these as one’s own without proper citation or reference to the original source;

 submitting a take-home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else;

 using ideas or direct, verbatim quotations, or paraphrased material, concepts, or ideas without appropriate acknowledgment in any academic assignment;

 using another’s data or research findings;

 failing to acknowledge sources through the use of proper citations when using another’s works and/or failing to use quotation marks;

 handing in "substantially the same piece of work for academic credit more than once without prior written permission of the course instructor in which the submission occurs."

Plagiarism is a serious offence that cannot be resolved directly by the course’s instructor. The Associate Dean of the Faculty conducts a rigorous investigation, including an interview with the student, when an instructor suspects a piece of work has been plagiarized. Penalties are not trivial. They can include a final grade of "F" for the course.

**VII. Requests for Academic Accommodations**

Please include the following text, provided by Equity Services, on all course outlines.

|  |
| --- |
| **Academic Accommodation**  You may need special arrangements to meet your academic obligations during the term. You can visit the Equity Services website to view the policies and to obtain more detailed information on academic accommodation at <http://www.carleton.ca/equity/>. For an accommodation request the processes are as follows:  **Pregnancy obligation**: write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist.  **Religious obligation**: write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist.  **Academic Accommodations for Students with Disabilities**: The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or pmc@carleton.ca for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your Letter of Accommodation at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website for the deadline to request accommodations for the formally-scheduled exam (if applicable) at  <http://carleton.ca/pmc/students/dates-and-deadlines/> |