

Minimal Template For Course Outline

- [Academic year & term/session] [Course title:]
 - [Department/Unit:]
 - [Course number (including section letter)]
 - [Instructor's name; office location & phone; email address; office hours]
 - [TA name(s); office location(s) & phone; email addresses; office hours]
 - [Link to course Brightspace page]
- I. **Course description:** content, aims, learning objectives...
 - II. **Prerequisites:** if credit for another course is precluded for students taking this course, this should be clearly stated.
 - III. **Learning Outcomes:** A statement of the learning outcomes to be achieved in the course.
 - IV. **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. See Section 2.2 of the Faculty Teaching Regulations for further information.
 - V. **Evaluation:**
 - Include general evaluation criteria that influence grading – specifics for this course and/or unit: spelling, grammar, citation format, presentation, preferred style guide, etc. A **statement regarding plagiarism as set out in the University's Academic Integrity Policy should be included.**
 - Include the following statement:
"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 plan to calculate grades in a way that deviates from the University grading system, such as by curving the grades (a practice that is discouraged), the course outline must include an explicit statement to this effect and clearly explain the alternative grading scheme. (Instructors are also advised to confirm in advance with their Faculty's Associate Dean that any proposed alternative grading scheme is appropriate and consistent with University regulations.)
 - 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; percentage

contribution towards the final 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.

N.B. If you intend to request e-proctoring for any online examination, this must be stipulated in the course outline.

- Term work – 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 final grade. If you have a late paper policy, please state it in the outline. **Note that tests, assignments and examinations cannot be due during the Fall and Winter Breaks ([see the Faculty Teaching Regulations](#)).**
- Other forms of evaluation – attendance, participation, consistent progress: how evaluated, percentage contribution towards the final grade. These subjective components need to be very clearly specified in order to avoid needless challenges and appeals.
- Article 5.2 of the undergraduate regulations and 7.5 of the graduate regulations state that the course outline must include all elements that will contribute to the cumulative grade earned and the approximate grade breakdown for the course. The elements and grade breakdown may initially be approximate but are normally confirmed no later than the last day of registration for the term. If faculty deviate from University grading system (referenced above in Section 6 of the Faculty Teaching Regulations), the grading system that will be used must be clearly indicated and approved by the Chair/Director. If additional requirements beyond the cumulative grade earned in the course (for example, a requirement that students complete/pass certain assignments and examinations to pass the course), this should be clearly identified in the course 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 [here](#).

If you have neither a departmental nor an individual statement, something along the following lines would be acceptable:

Plagiarism

The University Academic Integrity Policy defines plagiarism as “*presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one’s own.*” This includes 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. Examples of sources from which the ideas, expressions of ideas or works of others may be drawn from include but are not limited to: books, articles, papers, literary compositions and phrases, performance compositions, chemical compounds, art works, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, material on the internet and/or conversations.

Examples of plagiarism include, but are not limited to:

- any submission prepared in whole or in part, by someone else;
- using ideas or direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another’s data or research findings without appropriate acknowledgement;
- submitting a computer program developed in whole or in part by someone else, with or without modifications, as one’s own; and
- failing to acknowledge sources through the use of proper citations when using another’s work and/or failing to use quotations marks.

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 or even suspension or expulsion from the University.

VII. Requests for Academic Accommodations

Please include the following text, provided by Equity and Inclusive Communities, on all course outlines, and read it at the beginning of your first few classes to remind students. For details, see Section 8 above, and the [Instructors’ Guide to Academic Accommodation](#).

Academic Accommodation

You may need special arrangements to meet your academic obligations during the term. 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. For accommodation regarding a formally-scheduled final exam, you must complete the [Pregnancy Accommodation Form](#).

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. For more details [click here](#).

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).

Survivors of Sexual Violence

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and where survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: <https://carleton.ca/equity/sexual-assault-support-services>

Accommodation for Student Activities

Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation will be provided to students who compete or perform at the national or international level. 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. <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

VIII. Special Information Regarding Fall 2021 Pandemic Measures

Instructors should consider including the following recommended language for course outlines that ensures that students are informed of expectations surrounding the ongoing

pandemic:

All members of the Carleton community are required to follow COVID-19 prevention measures and all mandatory public health requirements (e.g. wearing a mask, physical distancing, hand hygiene, respiratory and cough etiquette) and [mandatory self-screening](#) prior to coming to campus daily.

If you feel ill or exhibit COVID-19 symptoms while on campus or in class, please leave campus immediately, self-isolate, and complete the mandatory [symptom reporting tool](#). For purposes of contact tracing, attendance will be recorded in all classes and labs. Participants can check in using posted QR codes through the cuScreen platform where provided. Students who do not have a smartphone will be required to complete a paper process as indicated on the [COVID-19 website](#).

All members of the Carleton community are required to follow guidelines regarding safe movement and seating on campus (e.g. directional arrows, designated entrances and exits, designated seats that maintain physical distancing). In order to avoid congestion, allow all previous occupants to fully vacate a classroom before entering. No food or drinks are permitted in any classrooms or labs.

For the most recent information about Carleton's COVID-19 response and required measures, please see the [University's COVID-19 webpage](#) and review the [Frequently Asked Questions \(FAQs\)](#). Should you have additional questions after reviewing, please contact covidinfo@carleton.ca

Please note that failure to comply with University policies and mandatory public health requirements, and endangering the safety of others are considered misconduct under the [Student Rights and Responsibilities Policy](#). Failure to comply with Carleton's COVID-19 procedures may lead to supplementary action involving Campus Safety and/or Student Affairs.