

Appendix A - MINIMAL TEMPLATE FOR COURSE OUTLINE

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); office location(s) & phone; email addresses; office hours

Course 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. 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. Please Section 2.2 for further information.

V. 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.

VI. 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. (This statement is on the regulations sheet which will be attached to the end of each course outline). If you wish to also include with your evaluation please use this: **"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 the alternative grading scheme clearly explained.. (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; % 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 – 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 **Faculty of Arts & Social Sciences 19 Teaching Regulations 2020-21**

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 section 4.2.3 of the teaching regulations).**

- 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.
- Academic Regulation 5.2 states 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 section 5.4 on the grading system (referenced above in section 6 of this document), the grading system that will be used must be clearly indicated. 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.

VII. Statement on Plagiarism

The current definition of plagiarism and examples is included in the regulations sheet we attach to the end of each course outline. If you wish to include the statement in the body of your outline, please use below.

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.