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Syllabus

Course Name Course Number: Course Title

(term & academic year)

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# COURSE DETAILS

|  |  |
| --- | --- |
| **Course Title & Number:** |  |
| **Number of Credit Hours** |  |
|  |  |
|  |  |
| **Pre-Requisites:** |  |

# Instructor Contact Information

|  |  |
| --- | --- |
| **Instructor(s) Name & Preferred Form of Address:** | How do you prefer to be addressed? Dr….? Professor…? First name? |
|  |  |
| **Office Hours or Availability:** | Scheduled office hours? When can they contact you -24/7? 9 to 9? *Note:* [The Responsibilities of Academic Staff in Regards to Students - ROASS](http://umanitoba.ca/admin/governance/governing_documents/students/278.html) requires that instructors must be available to students for consultation out of class or laboratory hours. |
| **Office Phone No.** |  |
| **Email:** | Do you have requirements for the professional appearance of emails? Emoticons? Also identify when you will return a phone call or email-within 24 hrs? Within 48 hrs.*Note*: All email communication must conform to the [Communicating with Students](http://umanitoba.ca/admin/governance/media/Electronic_Communication_with_Students_Policy_-_2014_06_05.pdf) university policy. |
| **Contact:** | In this area, identify your preference for the way(s) in which you want students to contact you. Email? Phone? In person? When might students want to contact you? *Note:* How you frame this sets the tone for your relationship with your students. |

# COURSE DESCRIPTION

**U of M Course Calendar Description**

In this area duplicate the content from the U of M course catalogue. It provides continuity for the students who choose to take your course based on the description they read in the calendar. Also, add in any explicit or implicit requirements for the course.

**General Course Description**

Based on the U of M course calendar description, write a simplified course description for students and describe the value of the course from your perspective as the instructor. For example, how does the course fit into the broader program of studies (i.e., particularly relevant for professional programs)? Which students would benefit most from taking the course (i.e., someone with interest in the field vs. someone who needs a foundational course for a particular discipline)?

# Course Goals

Course goals are broad, general statements of what you want your students to learn. The goal specifies the big picture or general direction or purpose of the course (i.e., This course will facilitate the development of scholarly writing skills). Instructors may receive course goals from their department or be required to develop their own. Use the U of M course calendar description as the basis for developing your course goals.

# Course Learning Objectives

Break down each course goal into learning objectives. Learning objectives are specific statements about what students must know and/or demonstrate at the end of the course. Learning objectives should be measurable using active verbs, written from the student’s perspective, and be at the appropriate level of learning (i.e., Students will be able to reference sources in APA format). Consult the [Centre For The Advancement Of Teaching & Learning](http://intranet.umanitoba.ca/academic_support/catl/index.html) for assistance in developing learning objectives.

#  COURSE MATERIALS AND TECHNOLOGY

Identify for the students what they need to read for class and where they can find it. Be aware of copyright laws when using readings.

*Note:* There are many options to make readings available to students: e-reserves, library reserves, bookstore course pack, web links on your webpage, UM Learn. Add a link to the [University of Manitoba Bookstore](http://umanitoba.ca/campus/bookstore/textbooks/index.html) and [University of Manitoba Libraries](http://umanitoba.ca/libraries/) or other online sources.

*Note:* The list of readings and materials should conform to the citation format (e.g., APA, MLA, Chicago, IEEE, etc.) which you expect your students to use in their assignments/papers etc.

Make a clear distinction between required and supplemental readings and materials.

**Required textbook** – author, title, date (and edition), publisher, cost and availability. It is helpful to indicate the rationale for the textbook and how it will be utilized. Do they absolutely have to have a certain edition or will an older edition work?

**Supplementary readings** – where they are located, costs, method of access if they are electronic.

**Recommended or required materials (e.g. lab equipment, art supplies, computers, etc.)** – why they are needed, cost and where they can be purchased.

As this is an online course and you are using UM Learn, refer the students to the home page of the course for Browser requirement statement and UM Learn support.

You should include a statement about any specific software (i.e., operating system, web browser, user programs), hardware (i.e., hard disk drive, graphic card, sound card, memory) & peripherals (i.e., webcam, microphone), subscriptions or plug-ins (i.e., Adobe Flash Player, QuickTime Player, Java) are needed for the course completion. Also provide clear instructions on how to obtain the required technologies.

# EXPECTATIONS AND POLICIES

**I EXPECT YOU TO:**

It is helpful to communicate in a narrative or bullet point format what you expect of students in the class and your rationales for these expectations. What are the expectations for online discussions? If they are part of discussion groups, what are the protocols for discussion and the expected language use? What are the consequences for not adhering to the expected discussion protocols?

*Example:*I will treat you with respect and would appreciate the same courtesy in return. See [Respectful Work and Learning Environment Policy.](http://umanitoba.ca/admin/governance/governing_documents/community/230.html)

At the end of this section, the policies and services students are expected to follow/utilize need to be included ([Section 2.5 ROASS](http://umanitoba.ca/admin/governance/governing_documents/students/278.html)).

*Example:*I expect you to follow these policies around Class Communication and Academic Integrity.

**Class Communication:**

*Example:* You are required to obtain and use your University of Manitoba email account for all communication between yourself and the university. All communication must comply with the Electronic Communication with Student Policy: <http://umanitoba.ca/admin/governance/governing_documents/community/electronic_communication_with_students_policy.html>.

**Student Accessibility Services:**

The University of Manitoba is committed to providing an accessible academic community. [Students Accessibility Services (SAS)](http://umanitoba.ca/student/saa/accessibility/) offers academic accommodation supports and services such as note-taking, interpreting, assistive technology and exam accommodations.  Students who have, or think they may have, a disability (e.g. mental illness, learning, medical, hearing, injury-related, visual) are invited to contact SAS to arrange a confidential consultation.

Student Accessibility Services

520 University Centre

Phone: (204) 474-7423

Email: Student\_accessibility@umanitoba.ca

## Recording Synchronous Sessions/Online Lectures

Given the ease of audio and video recording and the risks that recording may incur, the instructor should consider whether they are comfortable with being recorded. For synchronous sessions where student input is recorded, student rights to allow recording must be considered. Refer to the WebEx information available to you when enabling WebEx in your course.

A statement about copyright and ownership of course content should be included here.

Please note: if you are an UMFA member, you own your course content and, thus, the copyright to all your courses. If you are a sessional instructor, the university owns the course content and the copyright to the course.

*Example:* No audio or video recording of lectures or presentations is allowed in any format, openly or surreptitiously, in whole or in part without permission {YOUR NAME.}  Course materials (both paper and digital) are for the participant’s private study and research.

**EXPECTATIONS: YOU CAN EXPECT ME TO:** In this section, communicate in a narrative or bullet point format what students can expect of you as an instructor. When will you return assignments? How often will you be providing feedback? When they can expect an email response to their questions.

*Example:*I will be online in the course, Monday – Thursday evenings, from 6pm to 7pm, should you wish to ask me questions about the week’s assignments or discussions.

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# COURSE SCHEDULE

Begin this section with a disclaimer (i.e., This schedule is subject to change at the discretion of the instructor and/or based on the learning needs of the students but such changes are subject to [Section 2.8 of ROASS](http://umanitoba.ca/admin/governance/governing_documents/students/278.html).

The schedule should include dates and times of classes, including missed classes due to holidays or other commitments of the instructor. It also includes dates of assignments/quizzes/exams and alternate forms of assessments, date for voluntary withdrawal, and dates when students can expect to receive their assignment or test grades.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Class Content & Teaching Strategies  | Required Readings or any Pre-class Preparation | Evaluation |
| **Type of Assessment** | **Due Date** | **Value of Final Grade** |
|  | Major concepts to be covered |  | Mid-Term  | 4:00 pm, Tues, Oct 30, 2017 | 30% |
|  |  |  |  |  |  |
|  |  |  | Final exam |  | 60% |
|  |  |  |  |  | **100%** |

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# Voluntary Withdrawal

In this area indicate the last day to drop the class and receive 100% refund and the last day to withdraw with no refund. Make a note that students who did not drop the course by the deadline would be assigned a final grade. Point out that the withdrawal courses will be recorded on official transcript. Ask students to refer to the [Registrar’s Office](http://umanitoba.ca/student/records/leave_return/695.html) web page for more information. Also identify if you are willing to discuss student’s progress and strategies for improvement prior the withdrawal date.

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# COURSE ASSESSMENT

 **ASSIGNMENT DESCRIPTIONS**: It is recommended that the syllabus contain the details for all of the assignments in your course. However, if the details are not provided, a statement must be included in the syllabus of whether assignment instructions, grading rules, or rubrics will be provided ([Section 2.5 ROASS](http://umanitoba.ca/admin/governance/governing_documents/students/278.html)).

Clearly describe the nature of the assignment or assessment strategy (e.g., paper, group project, critique, précis, etc.). The syllabus can be the resource for understanding what you expect out of the assignment from the students. This also includes tests, exams. (e.g., will the exam cover the entire semester? Do you focus on major concepts? Does it include all materials covered in class including videos and guest speakers?). Link assessments to the relevant course goals and learning objectives using a numbering system or narrative explanation. A suggestion is to organize the assignment description as follows:

**TITLE**: (i.e., Mid-term scholarly paper)

**GOAL**: How is this assignment going to evaluate the learning objectives for this course? (i.e., Course Objectives 1-3 & Unit 1-3).

**PROCEDURE**: What are acceptable sources and how to find them? How should the assignment be organized? Formatting of the assignment – APA, MLA, other styles?

**SUBMISSION GUIDELINES**: Do you want the paper uploaded to UM Learn, emailed. How, when and where?

**EVALUATION CRITERIA**: Include your marking rubric. Consult the [Centre For The Advancement Of Teaching & Learning](http://intranet.umanitoba.ca/academic_support/catl/index.html) for assistance in developing rubrics.

# Grading

Indicate your grading scale. A sample is given below that you can adjust to your course expectations. **Important:** Ask your department head for the faculty/ departmental approved grading scale.

|  |  |  |  |
| --- | --- | --- | --- |
| Letter Grade | Percentage out of 100 | Grade Point Range | Final Grade Point |
| A+ | 95-100 | 4.25-4.5 | 4.5 |
| A | 86-94 | 3.75-4.24 | 4.0 |
| B+ | 80-85 | 3.25-3.74 | 3.5 |
| B | 72-29 | 2.75-3.24 | 3.0 |
| C+ | 65-71 | 2.25-2.74 | 2.5 |
| C | 60-64 | 2.0-2.24 | 2.0 |
| D | 50-59 | Less than 2.0 | 1.0 |
| F | Less than 50 |  | 0 |

# Referencing Style

Be very explicit about the referencing style you require. Then provide students with resources to learn the style (i.e., Zotero; library has workshops; library has print resources with examples).

*Example:* Assignments should use the APA reference style as outlined in the text: American Psychological Association. (2009). Publication manual of the American Psychological Association (6th ed.). Washington, DC: Author.

# Assignment Feedback

In this section, explain what form of feedback you will provide to students: formative (i.e., comments) or summative (i.e., grade). Indicate the method in which your feedback will be delivered (i.e., via paper or electronically). Additionally, indicate to the students when they can expect to receive their graded assignments. It is recommended that students receive a sufficient percentage of their final grade prior to the Voluntary Withdrawal date, which will allow students to decide about completing or withdrawing from the course.

# Assignment Extension and Late Submission Policy

Clearly describe your policies. How strict is your assignment submission date and time? Is today’s date up until midnight? If there is a time, how is it monitored? (i.e., student submits assignments to support staff who date stamp them, UM Learn submission which automatically date stamps them). Can they be late with their assignments? If so, how late is too late? Is there a late penalty? Is it enforceable? Do all assignments need to be submitted to pass the course? Check with your department head for faculty/departmental policies regarding assignment extensions.

**Academic Integrity**

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*Example:* Each student in this course is expected to abide by the University of Manitoba [Academic Integrity principles](http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=300&chapterid=3762&topicgroupid=20190&loaduseredits=False). Always remember to reference the work of others that you have used. Also be advised that you are required to complete your assignments independently unless otherwise specified. If you are encouraged to work in a team, ensure that your project complies with the academic integrity regulations. You must do your own work during exams. Inappropriate collaborative behavior and violation of other Academic Integrity principles, will lead to the serious [disciplinary action](http://umanitoba.ca/admin/governance/media/Student_Academic_Misconduct_Procedures_-_2016_09_01.pdf). Visit the [Academic Calendar](http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=300&chapterid=3755&topicgroupid=20145&loaduseredits=False), [Student Advocacy](http://umanitoba.ca/student/resource/student_advocacy/cheating_plagiarism_fraud.html), and [Academic Integrity](http://umanitoba.ca/academicintegrity/) web pages for more information and support.

Refer to specific course requirements for academic integrity for individual and group work such as:

1. Group projects are subject to the rules of academic dishonesty;
2. Group members must ensure that a group project adheres to the principles of academic integrity;
3. Students should also be made aware of any specific instructions concerning study groups and individual assignments;
4. The limits of collaboration on assignments should be defined as explicitly as possible; and
5. All work should be completed independently unless otherwise specified.

# LEARNER SUPPORT

Instructors shall provide to every student the information on university support offices and policies in [Schedule “A”](http://umanitoba.ca/admin/governance/governing_documents/students/278.html) within the first week of classes, either through a paper copy and/or via the university’s student information system (i.e., Aurora, UM Learn, or such other university information system as may be approved by the university from time to time).

**Schedule “A”**

**Section (a) sample** re: A list of academic supports available to Students, such as the Academic Learning Centre, Libraries, and other supports as may be appropriate:

**Writing and Learning Support**

The Academic Learning Centre (ALC) offers services that may be helpful to you throughout your academic program. Through the ALC, you can meet with a learning specialist to discuss concerns such as time management, learning strategies, and test-taking strategies. The ALC also offers peer supported study groups called Supplemental Instruction (SI) for certain courses that students have typically found difficult. In these study groups, students have opportunities to ask questions, compare notes, discuss content, solve practice problems, and develop new study strategies in a group-learning format.

You can also meet one-to-one with a writing tutor who can give you feedback at any stage of the writing process, whether you are just beginning to work on a written assignment or already have a draft. If you are interested in meeting with a writing tutor, reserve your appointment two to three days in advance of the time you would like to meet. Also, plan to meet with a writing tutor a few days before your paper is due so that you have time to work with the tutor’s feedback.

These Academic Learning Centre services are free for U of M students. For more information, please visit the Academic Learning Centre website at: <http://umanitoba.ca/student/academiclearning/>

You can also contact the Academic Learning Centre by calling 204-480-1481 or by visiting 205 Tier Building.

**University of Manitoba Libraries (UML)**

As the primary contact for all research needs, your liaison librarian can play a vital role when completing academic papers and assignments.  Liaisons can answer questions about managing citations, or locating appropriate resources, and will address any other concerns you may have, regarding the research process.  Liaisons can be contacted by email or phone, and are also available to meet with you in-person.  A complete list of liaison librarians can be found by subject: <http://bit.ly/WcEbA1> or name: <http://bit.ly/1tJ0bB4>.  In addition, general library assistance is provided in person at 19 University Libraries, located on both the Fort Garry and Bannatyne campuses, as well as in many Winnipeg hospitals. For a listing of all libraries, please consult the following: <http://bit.ly/1sXe6RA>. When working remotely, students can also receive help online, via the Ask-a-Librarian chat found on the Libraries’ homepage:[www.umanitoba.ca/libraries](http://www.umanitoba.ca/libraries).

**Section (b) sample:** re: A statement regarding mental health that includes referral information:

**For 24/7 mental health support, contact the Mobile Crisis Service at 204-940-1781.**

**Student Counselling Centre**

Contact SCC if you are concerned about any aspect of your mental health, including anxiety, stress, or depression, or for help with relationships or other life concerns. SCC offers crisis services as well as individual, couple, and group counselling. *Student Counselling Centre:* <http://umanitoba.ca/student/counselling/index.html>

474 University Centre or S207 Medical Services

(204) 474-8592

**Student Support Case Management**

Contact the Student Support Case Management team if you are concerned about yourself or another student and don’t know where to turn. SSCM helps connect students with on and off campus resources, provides safety planning, and offers other supports, including consultation, educational workshops, and referral to the STATIS threat assessment team.

*Student Support Intake Assistant* <http://umanitoba.ca/student/case-manager/index.html>

520 University Centre

(204) 474-7423

**University Health Service**

Contact UHS for any medical concerns, including mental health problems. UHS offers a full range of medical services to students, including psychiatric consultation.

*University Health Service* <http://umanitoba.ca/student/health/>

104 University Centre, Fort Garry Campus

(204) 474-8411 (Business hours or after hours/urgent calls)

**Health and Wellness**

Contact our Health and Wellness Educator if you are interested in peer support from *Healthy U* or information on a broad range of health topics, including physical and mental health concerns, alcohol and substance use harms, and sexual assault.
*Health and Wellness Educator* <https://umanitoba.ca/student/health-wellness/welcome-about.html>britt.harvey@umanitoba.ca

**Live Well @ UofM**

For comprehensive information about the full range of health and wellness resources available on campus, visit the Live Well @ UofM site:

<http://umanitoba.ca/student/livewell/index.html>

**Section (c) sample:** re: A notice with respect to copyright:

All students are required to respect copyright as per Canada’s *Copyright Act*. Staff and students play a key role in the University’s copyright compliance as we balance user rights for educational purposes with the rights of content creators from around the world. The Copyright Office provides copyright resources and support for all members of the University of Manitoba community. Visit <http://umanitoba.ca/copyright> for more information.

**Section (d) sample:** re: A statement directing the student to University and Unit policies, procedures, and supplemental information available on-line:

**Your rights and responsibilities**

As a student of the University of Manitoba you have rights and responsibilities. It is important for you to know what you can expect from the University as a student and to understand what the University expects from you. Become familiar with the policies and procedures of the University and the regulations that are specific to your faculty, college or school.

The [Academic Calendar](http://umanitoba.ca/student/records/academiccalendar.html) <http://umanitoba.ca/student/records/academiccalendar.html> is one important source of information. View the sections *University Policies and Procedures* and *General Academic Regulations*.

While all of the information contained in these two sections is important, the following information is highlighted.

* If you have questions about your grades, talk to your instructor. There is a process for term work and final **grade appeals**. Note that you have the right to access your final examination scripts. See the Registrar’s Office website for more information including appeal deadline dates and the appeal form <http://umanitoba.ca/registrar/>
* You are expected to view the General Academic Regulation section within the Academic Calendar and specifically read the **Academic Integrity** regulation. Consult the course syllabus or ask your instructor for additional information about demonstrating academic integrity in your academic work. Visit the Academic Integrity Site for tools and support <http://umanitoba.ca/academicintegrity/> View the **Student Academic Misconduct** procedurefor more information.
* The University is committed to a respectful work and learning environment. You have the right to be treated with respect and you are expected conduct yourself in an appropriate respectful manner. Policies governing behavior include the:

**Respectful Work and Learning Environment**

<http://umanitoba.ca/admin/governance/governing_documents/community/230.html>

**Student Discipline** <http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html>and,

**Violent or Threatening Behaviour** <http://umanitoba.ca/admin/governance/governing_documents/community/669.html>

* If you experience **Sexual Assault** or know a member of the University community who has, it is important to know there is a policy that provides information about the supports available to those who disclose and outlines a process for reporting. The **Sexual Assault** policy may be found at: <http://umanitoba.ca/admin/governance/governing_documents/community/230.html> More information and resources can be found by reviewing the Sexual Assault site <http://umanitoba.ca/student/sexual-assault/>
* For information about rights and responsibilities regarding **Intellectual Property** view the policy <http://umanitoba.ca/admin/governance/media/Intellectual_Property_Policy_-_2013_10_01.pdf>

For information on regulations that are specific to your academic program, read the section in the Academic Calendar and on the respective faculty/college/school web site <http://umanitoba.ca/faculties/>

Contact an **Academic Advisor** within our faculty/college or school for questions about your academic program and regulations <http://umanitoba.ca/academic-advisors/>

**Student Advocacy**

Contact Student Advocacy if you want to know more about your rights and responsibilities as a student, have questions about policies and procedures, and/or want support in dealing with academic or discipline concerns.

<http://umanitoba.ca/student/advocacy/>

520 University Centre

204 474 7423

student\_advocacy@umanitoba.ca

**ACKNOWLEDGEMENTS**

The course author is acknowledged here.

# Using Copyrighted Material

Include a statement about copyrighted material.

*Example:* Please respect copyright. We will use copyrighted content in this course. I have ensured that the content I use is appropriately acknowledged and is copied in accordance with copyright laws and university guidelines. Copyrighted works, including those created by me, are made available for private study and research and must not be distributed in any format without permission. Do not upload copyrighted works to a learning management system (such as UM Learn), or any website, uncles an exception to the *Copyright Act* applies or written permission has been confirmed. For more information, see the University’s Copyright Office website at <http://umanitoba.ca/copyright/> or contact um\_copyright@umanitoba.ca.

 **Note:** You hold the copyright to all of your course material that you prepare and present

Course materials (both paper and digital) are for the participant’s private study and research and should not be shared.