| **Enter course title here** (As it appears in the Calendar) |
| --- |

# Course Outline

# General Information

Course Number AAAA 999 Section # 999 Term Select term Year 9999

Course Pre-requisite(s) Pre-requisite name or number

Course Co-requisite(s) Co-requisite name or number

Course Schedule Choose or type day and time of class

# Course lecturer’s Information

Name Course Lecturer Second Course Lecturer

Email McGill Email McGill Email

Telephone Telephone Telephone

Office hours Time and location Time and location

# Course Overview

| Do not enter your own course description here. Instead, enter the course overview description exactly as it appears in the School of Continuing Studies' Calendar. Go to ***http://www.mcgill.ca/study/faculties/continuing*** to open the Calendar then enter the course number in the search field to find your course. |
| --- |

# Learning Outcomes

| Use this section to provide more detailed information about the course. Use sentences such as "At the end of the course, students will be able to: (list learning outcomes).” |
| --- |

# Instructional Method

| Use this box to add any information relevant to this course (pedagogical approach, methodology, attendance requirements, classroom etiquette, etc.) |
| --- |

# Required Course Material

| List all required material (textbook, course pack, software, etc.) |
| --- |

# Optional Course Material

| List all optional material (textbook, course pack, software, etc.) |
| --- |

# Assignments and Evaluations

| **Assessment Item Name** | **Due Date** | **%** |
| --- | --- | --- |
| Assessment Name | Date | % |
| Assessment Name | Date | % |
| Assessment Name | Date | % |
| Assessment Name | Date | % |
| Assessment Name | Date | % |
| Assessment Name | Date | % |
| Assessment Name | Date | % |
| Assessment Name | Date | % |
| Assessment Name | Date | % |

| Enter information related to the student evaluation strategy, specific exam rules, group assignments, etc. Use the boxes in the next columns to list assessment items, due dates and their percentage of the final grade. |
| --- |

# Detailed course content

| Class/Topic | Date | Content Description |
| --- | --- | --- |
| 1 | Date | Topic, content, associated readings, activities and assignments due, etc. |
| 2 | Date | Topic, content, associated readings, activities and assignments due, etc. |
| 3 | Date | Topic, content, associated readings, activities and assignments due, etc. |
| 4 | Date | Topic, content, associated readings, activities and assignments due, etc. |
| 5 | Date | Topic, content, associated readings, activities and assignments due, etc. |
| 6 | Date | Topic, content, associated readings, activities and assignments due, etc. |
| 7 | Date | Topic, content, associated readings, activities and assignments due, etc. |
| 8 | Date | Topic, content, associated readings, activities and assignments due, etc. |
| 9 | Date | Topic, content, associated readings, activities and assignments due, etc. |
| 10 | Date | Topic, content, associated readings, activities and assignments due, etc. |
| 11 | Date | Topic, content, associated readings, activities and assignments due, etc. |
| 12 | Date | Topic, content, associated readings, activities and assignments due, etc. |
| 13 | Date | Topic, content, associated readings, activities and assignments due, etc. |

## Grading System

### Undergraduate Courses

You must obtain a grade of C or better in courses that you take to fulfil program requirements. You may not register in a course unless you have passed all the prerequisite courses with a grade of C or better, except by written permission of the appropriate department chair.

### Graduate Courses

You must obtain a grade of B- or better in courses that you take to fulfil program requirements. You may not register in a course unless you have passed all the prerequisite courses with a grade of B- or better, except by written permission of the appropriate department chair.

### What does a final course grade of “J” mean?

A “J” grade is a failing grade due either to (i) an unexcused absence for an official final exam, or (ii) failure to submit required work worth more than 20% of the final grade for the course as a whole. A “J” is calculated as a failure in the TGPA and the CGPA.

| Graduate Level | Grade | Undergraduate  Level |
| --- | --- | --- |
| (85-100%) Pass | A | (85-100%) |
| (80-84%) | A- | (80-84%) |
| (75-79%) | B+ | (75-79%) |
| (70-74%) | B | (70-74%) |
| (65-69%) | B-\* | (65-69%) |
|  | C+ | (60-64%) |
|  | C | (55-59%) |
|  | D\*\* | (50-54%) |
| (0-64%) Failure | F | (0-49%) Failure |
| Pass | P | Pass |

\* B- is the minimum required grade for all Certificate in Translation courses & CMSC000.  
\*\* Although a D is a passing grade, it will not permit entry into a subsequent course for which it is a prerequisite, and nor will it be recognized if the course is a required course in your program.

**To learn more about University letter grades**, visit this page: <https://www.mcgill.ca/study/2018-2019/university_regulations_and_resources/continuing/scs_gi_student_records_grading_grade_point_average>.

**To learn more about assessment of student work**, consult this page: <https://mcgill.ca/secretariat/files/secretariat/2016-04_student_assessment_policy.pdf>.

### **Final Grades**

The official final course grade is the one that appears in Minerva. An unofficial final grade appearing in other locations may be subject to change. The School of Continuing Studies reserves the right to correct mistakes.

## Important Information

**Land Acknowledgment**

McGill University is located on land that has long served as a site of meeting and exchange amongst Indigenous peoples, including the Haudenosaunee and Anishinabeg nations. McGill honours, recognizes, and respects these nations as the traditional stewards of the lands and waters on which we meet today.

**1. McGill Resources for Academic Success**

**(a) Inclusive Learning Environment**

McGill is committed to providing an inclusive and supportive learning environment. If you experience barriers to learning in this course, do not hesitate to discuss them with your instructor. If you have a special learning need or disability, you are encouraged to contact the Office for Students with Disabilities. For more information, visit their website at <https://mcgill.ca/osd/>.

**(b) Equity, Diversity, and Inclusion**

McGill University is committed to promoting an equitable environment where the fundamental dignity of all of its members is respected. The objectives of McGill’s Policy on Harassment, Sexual Harassment and Discrimination Prohibited by Law are to promote education and awareness about equity issues and to ensure that procedures are in place to address complaints of harassment, sexual harassment and discrimination prohibited by law.

McGill University is also committed to creating and sustaining a safe environment through proactive, visible, accessible and effective approaches that seek to prevent and respond to sexual violence. McGill's Policy against Sexual Violence underlines this commitment and ensures that procedures are in place to address complaints of sexual violence.

Should you experience discrimination, harassment, bullying, or any other form of victimization, contact the Senior Equity & Inclusion Advisor (SEIA). Visit their website at: <https://www.mcgill.ca/how-to-report/about-contact/seia>.

If you are interested in learning more about equity, diversity, and inclusion, visit the Social Equity and Diversity (SEDE) website at: <https://www.mcgill.ca/branches-program/>.

**(c) Health and Wellness**

Student well-being is a priority for the University, the School (SCS), and the McGill Association of Continuing Education Students (MACES). Should you find yourself in need of support, please keep in mind that there are a number of resources available to help you.

Many SCS students are automatically covered by the MACES Health and Dental Plan. For further details, please visit the MACES website at <https://maces.ca/>. In addition, effective September 2021, eligible students will also be covered by a virtual healthcare service provided by “Dialogue” through MACES. The Dialogue service allows students to connect virtually with nurses and physicians in Canada via a mobile or web app. Both the MACES Health and Dental Plan and the Dialogue app include access to professional psychologists. MACES students also currently have *free* access to Keep.meSAFE, a psychological counselling service where students can speak to a counsellor in *one of six* *languages*. For more information, please visit the SCS Student Services web page at <https://www.mcgill.ca/continuingstudies/student-services>.

**(d) COVID-19 Academic Considerations Framework**

The University has put in place a *protocol for students who receive a positive COVID-19 test, start exhibiting symptoms, or have been asked to self-quarantine due to contact with someone who has tested positive.* Note that students in any of these circumstances must follow certain protocols that will ensure their own health and safety and that of the rest of the McGill community. Please consult this page for what steps to follow: <https://www.mcgill.ca/coronavirus/health-guidelines/potential-covid-19-exposure-what-do>.

The University has also put in place a *protocol for students who may require academic considerations in the Fall 2021 semester related to COVID-19*. Please consult the Academic Considerations Framework document on this page: <https://www.mcgill.ca/coronavirus/return-campus-fall-2021/fall-2021-students/faqs-students>. The document can be found under the follow FAQ: “What academic accommodations related to COVID-19 are available to students.”

**(e) Student Services**

* **Various services**

Various services such as Walksafe, McGill Libraries, the Writing Centre, the bookstore, etc., are available to Continuing Education students at Student Services and Resources: <https://www.mcgill.ca/continuingstudies/getting-started>.

* **Computer Labs**

Free access to computer labs is available at 688 Sherbrooke (12th floor), MACES, the McLennan Library and other locations on campus

* **Minerva and Online Resources**

Access your personal student information online with Minerva: <https://horizon.mcgill.ca/pban1/twbkwbis.P_WWWLogin>. For issues related to student accounts, call 514-398-7878. Information related to online resources such as email, VPN, myCourses, etc. can be found at IT Services: <https://www.mcgill.ca/it/>.Free access to computer labs is available at 688 Sherbrooke (12th floor), MACES, the McLennan Library and other locations on campus.

* **MACES**

The McGill Association of Continuing Education Students, MACES: <https://maces.ca/>, is located at 3437 Peel, 2nd floor, tel. (514) 398-4974services such as Walksafe, McGill Libraries, the Writing Centre, the bookstore, etc., are available to Continuing Education students at Student Services and Resources: <https://www.mcgill.ca/continuingstudies/getting-started>.

**(f) McGill Writing Centre (MWC) Tutorial Service**

Writing well is key to both academic and professional success. The McGill Writing Centre (MWC) offers credit courses in academic and professional writing, and a tutorial service open to all McGill students. The tutorial service offers one-to-one sessions with seasoned instructors and experienced tutors who will work with you at any stage of the writing process.

For information about the availability of in-person and online appointments, please visit the following website: <https://www.mcgill.ca/mwc/tutorial-service>.

**(g) McGill Library**

Find a workshop, learn about library services, and reach out to your liaison librarian for research help at <https://www.mcgill.ca/library/orientation>.

**2. Academic Conduct**

**(a) Academic Integrity**

Students are responsible for knowing McGill’s rules and regulations concerning academic honesty, which can be found on the Student Rights and Responsibilities website. Violations of academic integrity undermine not only the value of honest students' work, but also the academic integrity of the University and the value of a McGill credential. The Student Rights and Responsibilities website provides resources that can help students avoid dishonest work, and an explanation of the disciplinary measures that go with it. To learn more about academic integrity, visit the following website: <https://mcgill.ca/students/srr/>.

**As of Fall 2019, all newly admitted students must complete the Academic Integrity Tutorial (AIT) in Minerva** during their first semester at McGill. Failure to complete the tutorial will place a hold in Minerva and restrict the student from registering for courses in the following semester. The Tutorial can be accessed as follows: **Minerva 🡪 Student Menu 🡪 Academic Integrity Tutorial.**

Work submitted for evaluation as part of this course may be checked with text-matching software within *myCourses*.

**(b) Respectful and Professional Communication**

This course is designed to help you learn to communicate professionally both during your time at McGill and in your future workplaces. In keeping with McGill’s policies on student rights and responsibilities, it is expected that during class discussions and small group interactions you will communicate constructively and respectfully. Sexist, racist, homophobic, ageist, and ableist expressions will not be tolerated in the classroom or during group meetings held outside of class.

To learn more about these policies, please consult this site:

<https://mcgill.ca/students/srr/policies-student-rights-and-responsibilities>.

**3. Policy Against Sexual Harassment and Violence**

McGill University is committed to creating and sustaining a safe environment through proactive, visible, accessible, and effective approaches that seek to prevent and respond to sexual harassment and sexual violence. McGill's Policy against Sexual Violence underlines this commitment and ensures that procedures are in place to address complaints. To learn more, visit the Office for Sexual Violence Response, Support, and Education website at this link: <https://www.mcgill.ca/osvrse/>.

**Sexual Violence Training: “It Takes All of Us”**

In accordance with Québec law (Bill 151), all newly admitted students must complete the sexual violence training course, called “It Takes All of Us,” in myCourses during their first semester at McGill. Failure to complete the training will place a hold in Minerva and restrict the student from registering for courses in the following semester. The training can be accessed through myCourses and will appear as a separate course in your profile. For more information, please visit this site: <https://www.mcgill.ca/osvrse/>.

**4. Policy on Harassment and Discrimination**

McGill University is committed to promoting an equitable environment where the fundamental dignity of all of its members is respected. The objectives of McGill’s *Policy on Harassment and Discrimination Prohibited by Law* are to promote education and awareness about equity issues and to ensure that procedures are in place to address complaints. To learn more about McGill’s policy, including how to report a complaint, visit this site: <https://www.mcgill.ca/how-to-report/>.

* **COURSE is administered via *myCourses*.** Students are advised *to check the myCourses site on a daily basis*. Failure to do so may result in your missing important information. **Neither absence from class nor failure to check *myCourses* is an acceptable excuse for being unaware of important course-related information**.
* **Assignment Submission:** Please refer to the section “ASSIGNMENTS AND EVALUATIONS” shown above concerning assignment submission for this course. Legitimate exceptions for late submission of assignments include documented medical, family, and personal emergencies, and observance of holy days. Students planning to observe holy days <https://www.mcgill.ca/importantdates/holy-days-0/policy-holy-days> listed in the McGill calendar should notify the instructor by email no less than two weeks prior, and preferably at the beginning of the course.
* **Recording class activities:** Students may not record any class proceedings or collect any electronic data (including photos and videos) from class activities without the express consent of the instructor.
* Instructor generated course materials (e.g., handouts, notes, summaries, test questions, etc.) are **protected by law** and may not be copied or distributed in any form or in any medium without the explicit permission of the instructor. Note that infringements of copyright can be subject to follow up by the University under the Code of Student Conduct and Disciplinary Procedures <https://www.mcgill.ca/deanofstudents/students/student-rights-responsibilities/code>.
* **Email communication:** Note that, in accordance with McGill University’s official email policy, the instructor will not respond to email messages sent from outside the McGill network (e.g., hotmail). As well, while instructors appreciate that email correspondence is an efficient method of communication, students should keep in mind that instructors are not on call. Students should therefore not expect a response to emails during the weekend or after 5:00 p.m., Mondays through Fridays. Prior to contacting instructors via email, students seeking course-related information, including information about assignments, should first attempt to locate that information by (a) consulting the course syllabus or textbook, (b) consulting materials uploaded to the course website (*myCourses*), or (c) consulting with other students in the class. Generally speaking, during the week, a valid request submitted via e-mail will receive a response within 36 hours, exclusive of weekends and statutory holidays.

**5. Exam Policy**

* **Right to submit in English or French**

In accord with McGill University's Charter of Students' Rights, students in this course have the right to submit in English or in French any written work that is to be graded. However, in cases where language acquisition is part of the assessment objectives, the work must be submitted in the language to be evaluated.

* **Midterm Exam Conflicts**

Students requesting the rescheduling of a mid-term examination(s) due to a religious, business-related, or scheduling conflict must submit the Mid-term Examination Conflict form, together with supporting documentation, to the School of Continuing Studies, Client Services Office, **at least two (2) weeks prior to the date of the scheduled mid-term examination(s)**.

Students who miss a mid-term examination(s) due to medical reasons must complete and submit the Mid-term Examination Conflict form, with supporting documentation, **within two (2) business days** from the date of the missed mid-term examination(s).

The relevant form can be found on this web page: [www.mcgill.ca/continuingstudies/forms](http://www.mcgill.ca/continuingstudies/forms).

* **Final Exam Policy**

Students should not make other commitments during the final exam period. Vacation plans do not constitute valid grounds for the deferral or the rescheduling of examinations. See the School of Continuing Studies Calendar for the regulations governing examinations, or consult this web page: [www.mcgill.ca/continuingstudies/exams](http://www.mcgill.ca/continuingstudies/exams).

* **Identification**

Students are required to present their McGill photo I.D. card for entrance to their examination.

* **Exam Schedule**

Examination schedules are posted online approximately 6 weeks before the examination period begins. The exam schedule can be found on this web page: [www.mcgill.ca/continuingstudies/important-dates-exam-information](http://www.mcgill.ca/continuingstudies/important-dates-exam-information).

* **Final Exam Conflicts and Deferrals**

An exam **conflict** is defined ONLY as either two or more exams scheduled on the same date at the same time, OR a conflict created by religious constraints. Details about conflict procedures can be found on the *Final Examination Conflict* form.

Students may request a **deferral** of final examinations or timed tests for medical reasons or out-of-town business commitments, both of which must be validated in writing with a medical certificate or company letter. Vacations are not considered a valid reason for requesting a deferral.

The relevant form can be found on this web page: [www.mcgill.ca/continuingstudies/exams-conflicts-deferrals-and-rereads](http://www.mcgill.ca/continuingstudies/exams-conflicts-deferrals-and-rereads).

* **Return of Assignments**

Marked assignments cannot be picked up from the offices of the School of Continuing Studies. Therefore, if your marked assignments are not available in class before the end of term, you must submit a self- addressed stamped envelope to your instructor; otherwise, these assignments will not be returned. Remember to keep a photocopy or back-up of your work before it is handed-in to your instructor.

**The official version of this course outline is the version posted on myCourses.**

**In the event of extraordinary circumstances beyond the University’s control, the content and/or evaluation scheme in this course is subject to change.**

**Additional Information**

| Use this space to add any complementary information |
| --- |