| **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 Schedule Choose or type day and time of class

# Course lecturer’s Information

Name Course Lecturer

Email McGill Email

Telephone Telephone

Office hours 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

| At the end of this course, students should be able to: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. |

**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) 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 (<https://maces.ca/health-dental-plan/>), which includes access to professional psychologists. In addition, all MACES students currently have *free* access to [KeepMe.Safe](http://www.keepmesafe.org/), a psychological counselling service where students can speak to a counsellor in *one of six languages* (<https://keepmesafe.myissp.com/Home/UniversitySearch>).

**(c) 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 more information, visit the following website: <https://www.mcgill.ca/mwc/tutorial-service>.

**(d) McGill Library**

Discover the McGill Library’s rich array of resources. Watch a short welcome video in English, French, Arabic, Chinese, Hindi, Persian, Spanish, or Urdu 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/>.

**(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 a new law, Bill 151, Policy to Prevent and Fight Sexual Violence in Higher Education Institutions, McGill will be implementing training measures for all community members.  The online training will be mandatory for everyone at McGill – all students, faculty and administrative and support staff. Further details can be found here:

* <https://reporter.mcgill.ca/new-education-and-awareness-modules-on-consent-and-sexual-violence-coming-to-mcgill-in-2019/>
* <https://www.mcgill.ca/osvrse/>

As of Fall 2019, 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.

**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/>.

**5. Right to Submit Work 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.

### **6. 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.

**(a) Grade requirements**

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 of the next level unless you have passed all the prerequisite courses with a grade of B- or better.

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

\*Although a D, C, and C+ are passing grades, they will not permit entry into a subsequent course for which it is a prerequisite, and nor will it be recognized toward the Certificate.

**(b) 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.

**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 <https://mcgill.ca/secretariat/files/secretariat/2016-04_student_assessment_policy.pdf>.

### **(c) Mid-term 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).

###  **(d) Final Exam Policy**

**Regulations**

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.

**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).

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### **7. 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 or the printed version distributed by the instructor at the beginning of the term.***

***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 |
| --- |