| **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 | UndergraduateLevel |
| --- | --- | --- |
| (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 |

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

To learn more about University letter grades, visit [Grading and Grade Point Averages (GPA) for Continuing Studies](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 [McGill’s Student Assessment Policy](https://mcgill.ca/secretariat/files/secretariat/2016-04_student_assessment_policy.pdf).

### Final Grades

The official, final course grade is the one that appears on Minerva. A final grade appearing in other locations is not proofread and subject to change. The School of Continuing Studies reserves the right to make corrections.

## Important Information

### Traditional Territories

McGill University is located on land which 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.

### 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 Charter of 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 know more about the Charter of [Students Rights and Responsibilities](https://www.mcgill.ca/students/srr/) visit the website.

## Policies

### Email Policy

E-mail is one of the official means of communication between McGill University and its students. As with all official University communications, it is the student's responsibility to ensure that time-critical e-mail is assessed, read, and acted upon in a timely fashion. If a student chooses to forward University e-mail to another e-mail mailbox, it is that student's responsibility to ensure that the alternate account is viable. Please note that to protect the privacy of students, the University will only reply to students on their McGill e-mail account.

### Academic Integrity

McGill University values academic integrity. Therefore all students must understand the meaning and consequences of cheating, plagiarism and other academic offences under the Code of Student Conduct and Disciplinary Procedures (see [Keeping it Honest](https://www.mcgill.ca/students/srr/honest) for more information).

### What is the Academic Integrity Tutorial (AIT)

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, visit the following websites:

* [Publications and Policies](https://mcgill.ca/students/srr/publications)
* [Test Your Knowledge](https://mcgill.ca/students/srr/honest/students/test)
* [FairPlay: A Guide to Academic Integrity](https://mcgill.ca/students/srr/honest/students)

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: Go to Minerva, Student Menu, then Academic Integrity Tutorial.

### 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:

* [New education and awareness modules on consent and sexual violence coming to McGill in 2019](https://reporter.mcgill.ca/new-education-and-awareness-modules-on-consent-and-sexual-violence-coming-to-mcgill-in-2019/)
* [Office for Sexual Violence Response, Support and Education](https://www.mcgill.ca/osvrse/)

As of Fall 2019, all newly admitted student 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.

### Right to submit in English or French written work that is to be graded

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. In cases where language acquisition is part of the assessment objectives, the work must be submitted in the language 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 midterm 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 an examination(s) due to medical reasons must complete and submit this form with supporting documentation **within two (2) business days** from the date of the missed mid-term examination(s). ([Forms](http://www.mcgill.ca/continuingstudies/current-students/student-services-and-resources/forms))

### 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 go to ([Exam Regulations](http://www.mcgill.ca/continuingstudies/current-students/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 ([Schedules and Exams](http://www.mcgill.ca/continuingstudies/important-dates-exam-information)).

### Final Exam Conflicts and Deferrals

An exam **conflict** is defined ONLY as 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 which must be justified in writing with a medical certificate or company letter. Vacations are not considered a valid reason for requesting a deferral. ([Forms](http://www.mcgill.ca/continuingstudies/current-students/student-services-and-resources/forms))

### Assignments pickup

Marked assignments cannot be picked up from the offices 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 or 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.

## Resources

### 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: [Senior Equity & Inclusion Advisor](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: [Equity Diversity](https://mcgill.ca/equity_diversity/).

### Health and Wellness

McGill provides a number of resources to support students who find themselves experiencing a mental health issue. It is not uncommon, and you are not alone.

* To learn more about these resources, click [here](https://www.mcgill.ca/studentservices/health-wellness)
* To learn more about Counselling Services, click [here](https://www.mcgill.ca/counselling/)

### Student Services

Various services such as Walksafe, McGill Libraries, the Writing Centre, the bookstore, etc., are available to Continuing Education students ([Student Services and Resources](http://www.mcgill.ca/continuingstudies/current-students/student-services-and-resources)).

### Students with Disabilities

McGill is committed to providing an inclusive learning environment. If you experience barriers to learning in this course, do not hesitate to discuss them with me. If you have a special learning need or disability, you are encouraged to contact the Office for Students with Disabilities. Visit their website at: [Office for Students with Disabilities](https://mcgill.ca/osd/)

Students who have a documented disability and require academic accommodation must contact McGill’s Office for Students with Disabilities (OSD). For information on *Exam Accommodation, go to* [Continuing education exams](http://www.mcgill.ca/osd/accessing/forms/continuing-education-exams).

### Get familiar with the 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.

Visit the following websites:

* [McGill Writting Centre](https://www.mcgill.ca/mwc)
* [Tutorial Service](https://www.mcgill.ca/mwc/tutorial-service)

### Get familiar with the McGill Library

Watch a short welcome video and learn about the McGill Library in English, French, Arabic, Chinese, Hindi, Persian, Spanish or Urdu at [McGill Library Orientation](https://www.mcgill.ca/library/orientation).

### 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](http://www.mcgill.ca/minerva-students)). 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](http://www.mcgill.ca/it).

### MACES

The McGill Association of Continuing Education Students, ([MACES](http://www.maces.mcgill.ca/)), is located at 3437 Peel, 2nd floor, tel. (514) 398-4974.

**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 |
| --- |