**Example Course Outline Template, Fall 2021**

*\*denotes required course outline components as per section E.1 of the Academic Calendar (*[*https://www.ucalgary.ca/pubs/calendar/current/e-1.html*](https://www.ucalgary.ca/pubs/calendar/current/e-1.html)*)*

**\*COURSE NUMBER:**

**\*COURSE NAME:**

**PRE/CO-REQUISITES:**

**\*CLASSROOM LOCATION:**

**\*CLASS DAYS & TIMES:**

* Specify if classes are in person or via Zoom
* If applicable, include dates, times and locations of all approved class activities scheduled outside of regular course hours.
* If applicable, include dates, times, locations and referral to the student centre for unique and binding drop/withdraw deadlines for courses that have been approved to run outside of regular term dates)

**\*INSTRUCTOR NAME AND CONTACT INCLUDING UCALGARY EMAIL & PHONE:**

**INSTRUCTOR EMAIL POLICY:**

For example:

Please note that all course communications must occur through your @ucalgary email, and I will respond to emails sent via student’s @ucalgary emails within 48 hours excluding weekends and statutory holidays.

**NAME & EMAIL CONTACT OF TEACHING ASSISTANT(S):**

**COURSE CALENDAR STATEMENT:**

Include the approved calendar statement (https://www.ucalgary.ca/pubs/calendar/current/course-main.html)

**COURSE DESCRIPTION:**

Include a description of the focus of the course, a broad overview of the key course content and an overview of the teaching approaches and methods.

For example:

This course adopts a thematic approach to communication, exploring how people communicate effectively within academic contexts and across other professional, cultural and social settings. It is an introduction to the basic topics of linguistics: the nature of human language, speech sounds and sound patterns, word formation, sentence structure, and the study of meaning and use. Students will learn about the general structure that underlies all language as well as the variety of existing human languages. Students will engage in interactive class discussions, presentations and critical reading, group work, brainstorming sessions, and online discussions.

***For online courses:***

Include a statement related to how learning will occur in both synchronous (i.e., real-time/Zoom) and asynchronous (i.e., students complete on their own time such as discussion boards, watching videos, etc.) contexts. Ensure that the dates and times for all synchronous sessions are indicated clearly in the course outline. All synchronous sessions must be scheduled during the dates and times already timetabled for this course.

For example:

This course will take place **online** via Desire2Learn (D2L) and Zoom. To best succeed in the course, students are encouraged to participate in the asynchronous learning tasks using the D2L learning environment and synchronous Zoom sessions**.** When unable to participate live due to the time difference or unforeseen circumstances, inform the instructor in advance and propose and implement propose an alternative participation activity (e.g., watch the recordings, submit a brief reflection, and actively contribute to the follow-up online discussion).

There will be 4 synchronous Zoom sessions throughout the term (include dates and times or as indicated in the course schedule), and each will be recorded.

**\*COURSE LEARNING OUTCOMES**

Identify the course learning outcomes that describe what learners will know and be able to do by the end of the course.

For example:

Upon successful completion of this course, students will be able to:

1. Demonstrate ability to analyze and discuss central issues in the area of communication
2. Use a range of research skills to investigate intercultural pragmatics
3. Demonstrate appropriate social behaviours and knowledge of cross-cultural differences when working with peers in class contexts
4. Articulate the impact that globalization and conflict have on human communications
5. Explain reasons that communication breakdown occurs in diverse settings

**\*LEARNING RESOURCES**

Include any required textbooks and/or readings. Specify if a link to any required textbooks and/or readings will be provided in the course D2L site. Review copyright information for all resources included (see <https://library.ucalgary.ca/copyright> ) and ensure all readings and other electronic resources have been reviewed for copyright compliance by contacting [copyright@ucalgary.ca](mailto:copyright@ucalgary.ca) prior to the start of term.

For example:

**Required Readings, Textbooks, and Learning Materials (available at the UCalgary Bookstore)**

Beattie, G., & Ellis, A. (2017). The psychology of language and communication. East Sussex, UK: Taylor and Francis.

Thompson, N. (2003). Communication and language: A handbook of theory and practice. New York, NY: Palgrave MacMillan.

Additional weekly readings, including peer-reviewed journal articles, are posted on D2L

**\*LEARNING TECHNOLOGIES AND REQUIREMENTS**

Include any required access to technology, including hardware and software.

**\*SUPPLEMENTARY FEES**

Principles and guidelines for supplementary fees that may be associated with additional technology requirements for courses can be found at: <https://www.ucalgary.ca/student-services/calendar-scheduling/scheduling/supplementary-fees>.

For example:

There is a D2L site for this course which contains required readings and other relevant class resources and materials (see d2L.ucalgary.ca).

***\* For online, remote or blended courses:***

In order to successfully engage in their learning experiences at the University of Calgary, students taking online, remote and blended courses are required to have reliable access to the following technology:

* A computer with a supported operating system, as well as the latest security, and malware updates;
* A current and updated web browser;
* Webcam (built-in or external);
* Microphone and speaker (built-in or external), or headset with microphone;
* Current antivirus and/or firewall software enabled;
* Broadband internet connection.

Most current laptops will have a built-in webcam, speaker and microphone.

**CLASS SCHEDULE**

Include information relevant to the class schedule, such as weekly topics, readings, and assignment due dates. For online, remote or blended courses include whether course activities are synchronous (i.e., real-time/Zoom) and asynchronous (i.e., students complete on their own time such as discussion boards, watching videos, etc.). It is recommended that important dates including the first day of classes, holidays, term breaks and last day of classes also be included.

**\*EXAMINATIONS**

Include a statement on the scheduling of the final exam, and whether the use of aids such as textbooks, course notes or electronic devices are permitted. Requirements for examinations and tests can be found at: https://www.ucalgary.ca/pubs/calendar/current/g.html

For example:

The final exam date, time and location will be posted to D2L and announced in class one month prior to examination. The use of aids such as textbooks, course notes or electronic devises will not be permitted during midterm or final examinations.

\***ASSESSMENT COMPONENTS**

Clearly outline how learning will be assessed in the course including assessment methods/description, due date and grade weighting. It is recommended that you also include the aligned course learning outcomes and details related to the criteria for assessment. If applicable, indicate whether a passing grade on any particular component of a course is essential if the student is to pass the course as a whole

For example:

**Group Presentations (30%):** Students will present and lead a discussion of a journal article from the refereed journal articles posted on D2L. Their presentation should include a summary of the main points discussed in the article and an evaluation of its relevance to the understanding of the topic of the week. Presenters should prepare a brief handout (1-2 pages) for distribution before the talk and should be prepared to motivate discussion afterwards, as necessary. The marking sheet and criteria for assessment are posted in D2L.

Aligned Course Learning Outcomes: 2, 3, 4, 5

**MISSED OR LATE ASSIGNMENTS\***

Include information on what students should do if they miss a required component of the course. Describe any guidelines you wish to include regarding missed or late assignment submissions.

For example:

If students miss a required component of the course, they must contact the instructor in writing within 24 hours to discuss options to submit and/or make-up for that component. Assignments submitted after the deadline may be penalized with the loss of a grade (e.g.: A- to B+) for each day late.

**\*GRADING**

Include a link to the University’s undergraduate or graduate grading system. Also include any additional faculty and departmental-specific numerical grade conversations as appropriate<https://www.ucalgary.ca/pubs/calendar/current/f-1.html>.

Include a statement on how the final course grade is calculated.

For example:

A student’s final grade for the course is the sum of the separate assignments. It is not necessary to pass each assignment separately in order to pass the course.

**EXPECTATIONS FOR WRITING**

Include expectations for writing in the course.

For example:

All written assignments (including, to a lesser extent, written exam responses) will be assessed at least partly on writing skills. Writing skills include not only surface correctness (grammar, punctuation, sentence structure, etc.) but also general clarity and organization. Sources used in research papers must be properly documented. If you need help with your writing, you may use the writing support services in the Learning Commons. For further information, please refer to the official online University of Calgary Calendar, Academic Regulations, E. Course Information, E.2: Writing Across the Curriculum: <http://www.ucalgary.ca/pubs/calendar/current/e-2.html>

**ADDITIONAL COURSE INFORMATION**

The sections below are optional but recommended to provide additional clarity to students regarding the course – please delete if not relevant.

**ATTENDANCE AND PARTICIPATION EXPECTATIONS**

Describe any additional guidelines you wish to include related to attendance and participation. Please note that attendance cannot be graded unless it is included of a participation assignment. It is recommended that instructors specify what students should do if they miss a class or a component of participation that is to be graded. More information about attendance expectations can be found at: https://www.ucalgary.ca/pubs/calendar/current/e-3.html

For example:

Students are expected to attend class regularly and to be fully present and engaged in class activities and discussions. These are part of the participation grade, as outlined in the assessment components section above. If students miss a class session that is included as a component of participation, they must contact the instructor within 24 hours to discuss options to make-up for that component.

**GUIDELINES FOR SUBMITTING ASSIGNMENTS**

Describe any guidelines you wish to include related to the submission of assignments.

For example:

Please submit all assignments electronically the dropbox in D2L. Assignments may be submitted in Word or PDF format. Assignments should have a file name as follows: “First Name Last Name Assignment Number” (e.g., Alex Smith Assignment 2). Assignments must be submitted by 11:59pm on their due date. It is the student's responsibility to keep a copy of each submitted assignment and to ensure that the proper version is submitted.

**CONDUCT**

Provide information related to the university’s commitment to integrity and conduct. Professional faculties and schools may also provide links to related professional conduct statements.

For example:

Students, employees, and academic staff are also expected to demonstrate behaviour in class that promotes and maintains a positive and productive learning environment. As members of the University community, students, employees, and academic staff are expected to demonstrate conduct that is consistent with the University of Calgary Calendar, the Code of Conduct and Non-Academic Misconduct policy and procedures, which can be found at: <http://www.ucalgary.ca/pubs/calendar/current/k.html>

**USE OF INTERNET AND ELECTRONIC COMMUNICATION DEVICES IN CLASS**

Include information on the use of internet, laptops and devices during course activities.

For example:

The use of laptop and mobile devices is acceptable when used in a manner appropriate to the course and classroom activities. Please refrain from accessing websites and resources that may be distracting to you or for other learners during class time. Students are responsible for being aware of the University’s Internet and email use policy, which can be found at https://www.ucalgary.ca/legal-services/university-policies-procedures/acceptable-use-electronic-resources-and-information-policy

**GUIDELINES FOR ZOOM SESSIONS**

If video conferencing tools such as Zoom or MS Teams will be used during course activities, provide information related to student learning and conduct, and indicate whether these sessions will be recorded. For more information about lecture recording, see the Media Recording of Students in Learning Spaces policy here: <https://elearn.ucalgary.ca/wp-content/uploads/2020/05/Media-Recording-in-Learning-Environments-OSP_FINAL.pdf>

For example:

Zoom is a video conferencing program that will allow us to meet at specific times for a “live” video conference, so that we can have the opportunity to meet each other virtually and discuss relevant course topics as a learning community.

To help ensure Zoom sessions are private, do not share the Zoom link or password with others, or on any social media platforms. Zoom links and passwords are only intended for students registered in the course. Zoom recordings and materials presented in Zoom, including any teaching materials, must not be shared, distributed or published without the instructor’s permission.

The use of video conferencing programs relies on participants to act ethically, honestly and with integrity; and in accordance with the principles of fairness, good faith, and respect (as per the [Code of Conduct](http://www.ucalgary.ca/pubs/calendar/current/k.html)). When entering Zoom or other video conferencing sessions (such as MS Teams), you play a role in helping create an effective, safe and respectful learning environment. Please be mindful of how your behaviour in these sessions may affect others. Participants are required to use names officially associated with their UCID (legal or preferred names listed in the Student Centre) when engaging in these activities. Instructors/moderators can remove those whose names do not appear on class rosters. Non-compliance may be investigated under relevant University of Calgary conduct policies (e.g [Student Non-Academic Misconduct Policy](https://www.ucalgary.ca/legal-services/university-policies-procedures/student-non-academic-misconduct-policy)). If participants have difficulties complying with this requirement, they should email the instructor of the class explaining why, so the instructor may consider whether to grant an exception, and on what terms. For more information on how to get the most out of your zoom sessions visit: <https://elearn.ucalgary.ca/guidelines-for-zoom/>.

If you are unable to attend a Zoom session, please contact your instructor to arrange an alternative activity for the missed session (e.g., to review a recorded session). Please be prepared, as best as you are able, to join class in a quiet space that will allow you to be fully present and engaged in Zoom sessions. Students will be advised by their instructor when they are expected to turn on their webcam (for group work, presentations, etc.).

The instructor may record online Zoom class sessions for the purposes of supporting student learning in this class – such as making the recording available for review of the session or for students who miss a session. Students will be advised before the instructor initiates a recording of a Zoom session. These recordings will be used to support student learning only and will not be shared or used for any other purpose.

**COURSE EVALUATIONS AND STUDENT FEEDBACK**

Include information on opportunities for students to provide feedback on the course for evaluation and continuous improvement.

For Example:

Student feedback will be sought at the end of the course through the standard University Student Ratings of Instruction (USRI) and Faculty course evaluation forms. A midterm evaluation may also be included to provide students an opportunity to provide feedback, for the instructor to adjust their approaches to teaching and learning, and to continuously improve the course. Students are welcome to discuss the process and content of the course at any time with the instructor.

**UNIVERSITY OF CALGARY POLICIES AND SUPPORTS**

Include information related to relevant policies and supports for teaching and learning as indicated below.

**\*ACADEMIC MISCONDUCT**

Academic Misconduct refers to student behavior which compromises proper assessment of a student’s academic activities and includes: cheating; fabrication; falsification; plagiarism; unauthorized assistance; failure to comply with an instructor’s expectations regarding conduct required of students completing academic assessments in their courses; and failure to comply with exam regulations applied by the Registrar.

For information on the Student Academic Misconduct Policy and Procedure please visit:

https://www.ucalgary.ca/legal-services/university-policies-procedures/student-non-academic-misconduct-policy

https://www.ucalgary.ca/legal-services/university-policies-procedures/student-non-academic-misconduct-procedure

Additional information is available on the Academic Integrity Website at <https://ucalgary.ca/student-services/student-success/learning/academic-integrity>.

**\*ACADEMIC ACCOMODATION**

It is the student’s responsibility to request academic accommodations according to the University policies and procedures listed below. The Student Accommodations policy is available at <https://ucalgary.ca/student-services/access/prospective-students/academic-accommodations>.

Students needing an accommodation based on disability or medical concerns should contact Student Accessibility Services (SAS) in accordance with the Procedure for Accommodations for Students with Disabilities (https://www.ucalgary.ca/legal-services/university-policies-procedures/accommodation-students-disabilities-procedure). Students who require an accommodation in relation to their coursework based on a protected ground other than Disability should communicate this need in writing to their Instructor.

SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit [www.ucalgary.ca/access/](http://www.ucalgary.ca/access/) .

**\*RESEARCH ETHICS (if applicable)**

If a student is interested in undertaking an assignment that will involve collecting information from members of the public, they should speak with the course instructor and consult the CFREB Ethics (<http://www.ucalgary.ca/research/researchers/ethics-compliance/cfreb>) before beginning the assignment.

**\*INSTRUCTOR INTELLECTUAL PROPERTY**

Course materials created by instructors (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the instructor. These materials may NOT be reproduced, redistributed or copied without the explicit consent of the instructor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.

**\*FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

Student information will be collected in accordance with typical (or usual) classroom practice. Students’ assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary.

**\*COPYRIGHT LEGISLATION**

All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (https://www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright-policy.pdf) and requirements of the copyright act (https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html) to ensure they are aware of the consequences of unauthorised sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy <https://www.ucalgary.ca/pubs/calendar/current/k.html>.

**NOTICES TO STUDENTS REGARDING MEDIA RECORDING IN LEARNING ENVIRONMENTS**

**This template maybe modified to suit specific course requirements.**

**Media Recording for Study Purposes (Students)**

Students who wish to audio record lectures for personal study purposes need to follow the guidelines outlined in [Section E.6 of the University Calendar](https://www.ucalgary.ca/pubs/calendar/current/e-6.html). Unless the audio recording of lectures is part of a student accessibility requirement, permission must be sought by the course instructor to audio record lectures.

**Media recording for lesson capture**

The instructor may use media recordings to capture the delivery of a lecture. These recordings are intended to be used for lecture capture only and will not be used for any other purpose. Recordings will be posted on D2L for student use and will normally be deleted at the end of term. Students are responsible for turning off their camera and/or microphone if they do not wish to be recorded.

**Media recording for assessment of student learning**

The instructor may use media recordings as part of the assessment of students. This may include but is not limited to classroom discussions, presentations, clinical practice, or skills testing that occur during the course. These recordings will be used for student assessment purposes only and will not be shared or used for any other purpose. The recording will be destroyed as specified by [retention rule 2000.01](https://asc.ucalgary.ca/marrs/examinations-and-assignments) “Examinations and Student Assignments”.

**Media recording for self-assessment of teaching practices**

The instructor may use media recordings as a tool for self-assessment of their teaching practices. Although the recording device will be fixed on the instructor, it is possible that student participation in the course may be inadvertently captured. The recording will be destroyed as specified by [retention rule 98.0011](https://asc.ucalgary.ca/marrs/draft-documents) “Draft Documents & Working Materials”.

**SEXUAL VIOLENCE POLICY**

The University recognizes that all members of the University Community should be able to learn, work, teach and live in an environment where they are free from harassment, discrimination, and violence. The University of Calgary’s sexual violence policy guides us in how we respond to incidents of sexual violence, including supports available to those who have experienced or witnessed sexual violence, or those who are alleged to have committed sexual violence. It provides clear response procedures and timelines, defines complex concepts, and addresses incidents that occur off-campus in certain circumstances. Please see the policy available at https://www.ucalgary.ca/legal-services/university-policies-procedures/sexual-and-gender-based-violence-policy

**\*OTHER IMPORTANT INFORMATION**

Please visit the Registrar’s website at: <https://www.ucalgary.ca/registrar/registration/course-outlines> for additional important information on the following:

* Wellness and Mental Health Resources
* Student Success
* Student Ombuds Office
* Student Union (SU) Information
* Graduate Students’ Association (GSA) Information
* Emergency Evacuation/Assembly Points
* Safewalk