

NOTES ON COURSE OUTLINES & SYLLABI

Brock University Course Syllabus Template

<https://brocku.ca/pedagogical-innovation/teaching-tools/syllabus-template/>

Course outlines are a contract with students. They set out the expectations of the instructor in terms of the anticipated learning outcomes and they allow students to determine whether they can reasonably meet those expectations. To that end, there are a number of required components that must be on all Brock University course syllabi. Instructors are then welcome to add departmental or discipline specific information.

Course outlines and syllabi

Please submit your course outline electronically well in advance of the beginning of classes to visualarts@brocku.ca as the department office must keep an electronic record of all course outlines. Note: all course outlines are subject to the Chair's approval before the start of classes.

A course outline must be provided to students at the beginning of every course. The course outline must provide all necessary details of the course - its goals, expected learning outcomes, activities, manner of evaluation, and requirements including attendance, penalties, expenses, etc. All instructors are responsible for photocopying / printing their own course outlines.

The template used by Brock University specifically references University policies (e.g., accommodations, medical exemptions, academic integrity). There is a fair bit of flexibility in the document so that you can customize the syllabus to meet specific needs/formats.

Please do your best to ensure that your course outlines/ syllabi meet the minimum university requirements, as outlined in FHB III: 10.1.3 (appended below).

FHB III 10.1.3

- A. At the beginning of each course, students will be advised in writing of the proposed manner in which evaluation will be carried out in each course. A student is expected to attend all lectures, discussion groups, seminars and laboratory periods, and examinations of the courses in which registered. Instructors must inform students about the relationship between attendance and their course grades early in each session. This should be indicated on the course outline and on the Composition of Final Grade Form, which shall be deposited with the appropriate Dean no later than the last date for course change.
- B. At the beginning of each course, students shall be advised in writing of the assignments required of them and the due dates of such assignments. Due dates for assignments must not be scheduled after the last day of final examinations for the term. Exceptions should be rare and must be granted by the Dean in consultation with the Chair/Director, and reported to the Registrar's Office.
- C. Any penalties to be levied for late submission of an assignment must be transmitted to students in writing well before the due date of the assignment.
- D. To obtain standing in a course a student must complete the necessary term work, tests and final examination, where the latter is required, to the satisfaction of the Department/Centre. Details concerning how this will affect the final grade must be communicated to the student before the last date for deposition of grading schemes (see FHB III: 10.1.3A).
- E. Whenever and wherever reasonably possible, instructors shall be responsible for communicating a minimum of 15 percent of the final course grade to all students registered in courses no later than the week prior to the last date for withdrawal without academic penalty. In cases where, due to the nature of the course, this requirement cannot be met, the instructor shall inform students in the course syllabus.
- F. At the beginning of each course, instructors shall include in course outlines, the date for withdrawal without academic penalty, and the date by which they may expect to receive notification of 15 percent of their final grade.
- G. At the beginning of each course, students will be advised in writing, whether a phrase matching system (e.g., Turnitin.com) will be used. The information should be included on the course outline and on the Composition of Final Grade form, which shall be deposited with the appropriate Dean no later than the last date for course change.

Please include the following information on all course outlines/syllabi:

Personal mobile devices are only allowed during instructional time if they are used for educational purposes when approved by the instructor, for health purposes or for special needs. Out of respect for our life models' privacy, when a model is present in studio classes it is strictly prohibited to take photos. Any students taking photos of life models will be expelled from the class. The impugned action may leave the wrongdoer open to legal action.

Please include the following required information on all course outlines/syllabi:

Date students must receive 15% of their final grade; **1 week prior to last date to withdraw without academic penalty:**

The last day to withdraw from a D2 course without academic penalty: date

The last day to withdraw from a D1 course without academic penalty: date

The last day to withdraw from a D3 course without academic penalty: date

Note: all dates can be found on the Registrar's Office website in the Undergraduate Calendar: <http://www.brocku.ca/webcal/>

Please include the following student resources on your course outlines:

Learning Skills Centre

<http://www.brocku.ca/sdc/learning/>

Information or appointments x3240 or x4225

Services include: Workshops in study skills, essay writing,, grammar, and preparing for exams Provide tutors and assistance for all students.

Personal Counseling

<http://www.brocku.ca/sdc/counseling/>

Information and appointments 4750

Counseling services for students who are experiencing personal/social difficulties while studying at Brock University.

Services for Students with disABILITIES

<http://www.brocku.ca/sdc/disABILITIES/>

Information and appointments x4028

The SSWD provides services and accommodations to students who have a physical, medical, sensory, mental health, or learning disability. Services and accommodations are determined on an individual basis depending on the documented needs of the student. Students are responsible for contacting the Student Development Centre (x3240) <http://www.brocku.ca/sdc/> to initiate services.

The Brock Student Sexual Violence Support Centre

Supports and advocates for people who have experienced sexual violence. A full list of services can be found at www.ASaferbrock.org. If you or a friend needs support or have questions you can text 289-990-SAFE(7233). All services are 24/hr, anonymous, confidential, and free.

The Brock University Calendar states that:

At the beginning of each course, students will be advised in writing of the proposed manner in which evaluation will be carried out in each course. A student is expected to attend all lectures, discussion groups, seminars and laboratory periods of the courses in which they are registered. Instructors must inform their students about the relationship between attendance and their course grades early in each session. (see note below) This should be indicated on the course outline and on the Composition of Grade Sheet, which shall be deposited with the appropriate Dean no later than the last date for course change. Instructors shall include in course outlines, the date for withdrawal without academic penalty and the date by which they may expect to receive notification of 15 percent of their final grade.

At the same time, students shall be advised in writing of the assignments required of them in each course and the due dates of such assignments.

Any penalties to be levied for late submission of an assignment must be transmitted to students in writing well before the due date of the assignment. To obtain standing in a course a student must complete the necessary term work, tests and final examination, where the latter is required, to the satisfaction of the Department/Centre. Details concerning how this will affect the final grade must be communicated to the student before the last date for deposition of grading schemes.

Students should be informed that the rounding of their roughly computed score to arrive at a final grade, which complies with the 0, 2, 5, 8 marking scheme shall be at the instructor's discretion. Marks may be rounded either up or down between any pair, and need not necessarily be rounded to the closest number ending in 0, 2, 5 or 8. The department policy on penalty for absences from studio courses is as follows:

Although a student in VISA courses will not be assessed a numerical grade loss for failure to attend classes, absence from scheduled studio class sessions may significantly limit the student's ability to meet the course requirements. The department has adopted a policy in which a student who misses in excess of four studio classes in an F course or 2 classes in a P course will be advised to drop the course. This policy also recognizes that exceptional circumstances can arise. Exemptions from this policy will

be considered by the instructor upon notification by the student with accompanying documentation which gives reasonable justification for missed classes. (see Medical Exemption Policy)

It is still incumbent on each instructor to "inform students about the relationship between attendance and their course grades." It will be useful for you to tie attendance in some way to how you structure evaluation. This can be accomplished by assigning marks for such things as work-in-progress and specific participation in discussion and critiques. It is also useful to make sure students are informed that they must make up all work missed during absences.

A copy of your course outline must be sent to the Chair before the commencement of classes. Final course outlines must be sent electronically to the Monika Lederich for the Department files.