### Career and Professional Development

### Non-Credit Programs

### Course Outline

| **Course Title** | **XXXX** |
| --- | --- |
| **Course Number**  **Term/Dates**  **Continuing Education Units**  **Instructor(s)** | YCBS XXX  Winter 2020 / January x – March x  X CEUs  James McGill |
| **Contact Information** | **Email:** james.mcgill@mcgill.ca |
| **Office hours:** Upon request |
| **Course Description** | Insert official course description from McGill website. You can complement it with additional information about the course. |
| **Learning Outcomes** | Upon completion of this course, you should be able to: |
| **Course Material** | Required:  Readings & assignments provided through *myCourses*.  Optional:  XXXXX |
| **Instructional Methods** | Teaching and learning approach is experiential, collaborative and problem-based. |

**EVALUATION**

|  |  |  |
| --- | --- | --- |
| **Item** | **%** | **Explanation** |
| Attendance and Active Participation | Maximum 10% of the total grade | * This course consists of a community of learners of which you are an integral member; your active participation is therefore essential to its success. This means: attending class; visiting *myCourses*, doing the assigned readings/exercises before class; and engaging in class discussions/activities. * A minimum attendance of 75% is required in order to pass the course. |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** | **100%** |  |

**COURSE CONTENT**

| **Class / Day / Date** | **Topics / Assignments / Readings** |
| --- | --- |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |
| **7** |  |
| **8** |  |
| **9** |  |
| **10** |  |

**IMPORTANT INFORMATION**

**Land Acknowledgment**

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.

**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 wellbeing is a priority for the University. To help students find the support they need as quickly as possible, all of McGill’s health and wellness resources have been integrated into a single Student Wellness Hub, a one-stop shop for everything related to physical and mental health. If you need access to services or would like more information, visit the Virtual Hub at <https://www.mcgill.ca/wellness-hub> or drop by the Brown Student Services Building at 3600 McTavish Street.

**(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/>.

**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.**

**(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 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 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. This does not apply to courses in which acquiring proficiency in a language is one of the objectives.

**6. Grading System**

The following grading scheme applies to courses that form part of Non-Credit Professional Development Certificate programs.

| **Numerical Scale** | | **Letter Grade** |
| --- | --- | --- |
| Pass | 85-100% | A |
|  | 80-84% | A- |
|  | 75-79% | B+ |
|  | 70-74% | B |
|  | 65-69% | B- |
| Failure | 0-64% | F |

**A minimum attendance of 75% is required in order to pass the course.**

You must obtain a grade of B- or better 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.

**7. Final Grades**

The official final course grade is the one that appears in the *Athena* Student Portal on your Record of Study. A final grade appearing in other locations (for example, *myCourses*) may be subject to change. The School of Continuing Studies reserves the right to correct mistakes.

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

A “J” grade is a failing grade due to either (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” grade is calculated as a failure.

To learn more about University letter grades, visit:

<https://www.mcgill.ca/study/20182019/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 at: <https://mcgill.ca/secretariat/files/secretariat/2016-04_student_assessment_policy.pdf>

**8. Exam Policies and Regulations**

Students should not make other commitments during a scheduled exam, which is indicated on your course outline. Vacation plans do not constitute valid grounds for the deferral or the rescheduling of examinations, tests or assignments. See the School of Continuing Studies Calendar for the regulations governing examinations, or go to [www.mcgill.ca/continuingstudies/current-students/exams](http://www.mcgill.ca/continuingstudies/current-students/exams).

Students may request a deferral of final examinations or timed tests and assignments for medical reasons or out-of-town business commitments, which must be justified in writing with a medical certificate or company letter. To learn more, visit:

<https://www.mcgill.ca/continuingstudies/exams-conflicts-deferrals-and-rereads>

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, visit:

* <https://www.mcgill.ca/osd/exams>
* <https://mcgill.ca/osd/student-resources/forms/scs-accommodation-request>

***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 course.***

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