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| **Enter course title here** (As it appears in the Calendar) |

Course Outline

# **General Information**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Course Number | AAAA999 | Section # | 999 | Term | Fall, Winter, etc. | Year | 9999 |

|  |  |
| --- | --- |
| Course Pre-requisite(s) | Pre-requisite name or number |
| Course Co-requisite(s) | Co-requisite name or number |
| Course Schedule | 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**

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| 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**

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| 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**

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| 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**

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| --- |
| List all optional material (textbook, course pack, software, etc.) |

# **Assignments and Evaluations**

|  |  |  |  |
| --- | --- | --- | --- |
| 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. | **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 | % |

# **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

|  |  |  |
| --- | --- | --- |
| Graduate Level | Grade | Undergraduate  Level |
| (85-100%) | 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%) Conditional |
| (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.

POLICIES

**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 [www.mcgill.ca/students/ssr/honest](http://www.mcgill.ca/students/srr/honest) for more information).

**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).

(www.mcgill.ca/continuingstudies/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 (www.mcgill.ca/continuingstudies/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 (www.mcgill.ca/continuingstudies/important-dates-exam-information).

**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

**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. (www.mcgill.ca/continuingstudies/forms)

**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.

**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.

**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.

RESOURCES

**STUDENT SERVICES**

Various services such as Walksafe, McGill Libraries, the Writing Centre, the bookstore, etc., are available to Continuing Education students (www.mcgill.ca/continuingstudies/getting-started).

**STUDENTS WITH DISABILITIES**

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 <http://www.mcgill.ca/osd/accessing/forms/continuing-education-exams>.

**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 ([www.mcgill.ca/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 [www.mcgill.ca/it](http://www.mcgill.ca/it).

**MACES**

McGill Association of Continuing Education Students [www.maces.mcgill.ca](http://www.maces.mcgill.ca/), (514) 398-4974.

**“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**

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| --- |
| Use this space to add any complementary information |