COURSE TITLE

Course Code and Section
Name of Professor
Session, Year

COURSE OUTLINE

Class schedule: Day 1, hours
Day 2, hours
Room

Professor’s office hours: Day 1, hours
Day 2, hours
Office
Phone

E-mail: @uottawa.ca

Teaching assistants:
Name @uottawa.ca Office hours
Name @uottawa.ca Office hours

Any questions sent by email should receive a response within two business days or during the following class if taken place within the 48 hours following receipt of the email. Note that the professor reserves the right not to answer an email if the level of language used is inadequate.

OFFICIAL COURSE DESCRIPTION

(Insert text here)

GENERAL COURSE OBJECTIVES

(Insert text here)

SPECIFIC COURSE OBJECTIVES
TEACHING METHODS

Information for the professor: Professors must inform their students, when readings in a different language from the one used in the course, are required.

This course offers the following experiential learning activities:

Examples:
- Internships or placements
- Community service opportunities (Michaëlle-Jean Centre)
- Field trips
- Field case studies
- In-class simulations
- Etc.

ASSESSMENT METHODS

Information for the professor: Professors must return work worth at least 25 percent of the total course no later than one week prior to the deadline for withdrawal without academic penalty. When feedback cannot be provided before this date, due to the nature of the course, this should be clearly indicated in the course syllabus.

The final exam or its equivalent cannot count for more than 60 percent or less than 30 percent of the final grade. No test with a value exceeding 10 percent of the final grade may be given during the last week of classes (last three hours of teaching).

Components of Final Mark

<table>
<thead>
<tr>
<th>Evaluation format</th>
<th>Weight</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Midterm exam</td>
<td>30%</td>
<td>October 17, 2008</td>
</tr>
<tr>
<td>Research assignment</td>
<td>40%</td>
<td>November 28, 2008</td>
</tr>
<tr>
<td>Final exam</td>
<td>30%</td>
<td>December 12, 2008</td>
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Information for the professor: If applicable, please indicate which proportion of the above components must be completed in order to successfully complete the course and indicate the consequences of not doing so (i.e. EIN grade: Failure/Incomplete – please see Academic Regulation I-10.6. Please check with your Academic unit as it may have a specific policy on this topic.
Policy on class attendance, language quality and late submissions

Class attendance is necessary to successfully complete this course.

Your work will also be judged on your writing abilities. It is recommended to take the appropriate measures to avoid mistakes such as spelling, syntax, punctuation, inappropriate use of terms, etc. You may be penalized up to 15%, to the professor’s discretion.

Late submissions are not tolerated. Exceptions are made only for illness or other serious situations deemed as such by the professor. There will be a penalty for late submissions.

University regulations require all absences from exams and all late submissions due to illness to be supported by a medical certificate.

Students who are excused for missing an exam will be required to write a deferred exam, except where the professor offers a re-weighting scheme which applies to the student’s case.

Professors may decline to offer a deferred exam and instead re-weight the remaining pieces of work only if (i) the re-weighted scheme is indicated on the syllabus and (ii) it respects both the 25 percent rule (Academic Regulation 9.0) and the final exam rule.

DFR forms must be completed for both midterms and final exams. The form can be obtained online by accessing the Faculty of Social Sciences’ undergraduate forms. Once completed, the form with supporting documentation (ex. medical certificate) will automatically be sent to the academic unit which offers the course. The request must be completed within five working days of the exam and must respect all the conditions of Academic Regulation I-9.5.

Absence for any other serious reason must be justified in writing, to the academic assistants of the Faculty, within five business days following the date of the exam or submission of an assignment. The Faculty reserves the right to accept or refuse the reason. Reasons such as travel, jobs, or any misreading of the examination timetable are not acceptable.

For your information: (use as needed)

A penalty of 5% will be given for each subsequent calendar day following the due date. This goes for assignments submitted through e-mail as well, and, in this case, the time that the e-mail was received will be counted as the time of submission of the document.

We suggest that you advise your professor as early as possible if a religious holiday or a religious event will force you to be absent during an evaluation.

**SEXUAL VIOLENCE PREVENTION**

The University of Ottawa does not tolerate any form of sexual violence. Sexual violence refers to any act of a sexual nature committed without consent, such as rape, sexual harassment or online harassment. The University, as well as student and employee associations, offers a full range of resources and services allowing members of our community to receive information and confidential assistance and providing for a procedure to report an incident or make a complaint. For more information, visit Sexual violence: support and prevention.
# Schedule

(Insert text here)

<table>
<thead>
<tr>
<th>DATE</th>
<th>COURSE</th>
<th>WORKSHOPS</th>
<th>ASSIGNMENTS/MEETINGS</th>
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<tbody>
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<td>Week 1</td>
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<td>Exam period</td>
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# Bibliography

(Insert text here)
RESOURCES FOR YOU

Faculty Mentoring Centre
The goal of the Mentoring Centre is to help students with their academic and social well-being during their time at the University of Ottawa. Regardless of where a student stands academically, or how far along they are in completing their degree, the Mentoring Centre is there to help students continue on their path to success.

A student may choose to visit the Mentoring Centre for very different reasons. Younger students may wish to talk to their older peers to gain insight into programs and services offered by the University, while older student may simply want to brush up on study and time management skills or learn about programs and services for students nearing the end of their degree.

In all, the Mentoring Centre offers a place for students to talk about concerns and problems that they might have in any facet of their lives. While students are able to voice their concerns and problems without fear of judgment, mentors can garner further insight in issues unique to students and find a more practical solution to better improve the services that the Faculty of Social Sciences offers, as well as the services offered by the University of Ottawa.

Academic Writing Help Centre
At the AWHC you will learn how to identify, correct and ultimately avoid errors in your writing and become an autonomous writer. In working with our Writing Advisors, you will be able to acquire the abilities, strategies and writing tools that will enable you to:

- Master the written language of your choice
- Expand your critical thinking abilities
- Develop your argumentation skills
- Learn what the expectations are for academic writing

Counselling Services
There are many reasons to take advantage of the Counselling Service. We offer:

- Personal counselling
- Career counselling
- Study skills counselling

Human Rights Office
Mandate:
To provide leadership in the creation, implementation and evaluation of policies, procedures and practices on diversity, inclusion, equity, accessibility and the prevention of harassment and discrimination.

Contact information:
1 Stewart St. (Main Floor – Room 121) - Tel.: 613-562-5222 / Email: respect@uOttawa.ca

Academic Accommodations
The University has always strived to meet the needs of individuals with learning disabilities or with other temporary or permanent functional disabilities (hearing/visual impairments,
sustained health issues, mental health problems), and the campus community works collaboratively so that you can develop and maintain your autonomy, as well as reach your full potential throughout your studies. You can call on a wide range of services and resources, all provided with expertise, professionalism and confidentiality.

If barriers are preventing you from integrating into university life and you need adaptive measures to progress (physical setting, arrangements for exams, learning strategies, etc.), contact the Access Service right away:

- in person in our office
- online
- by phone at 613-562-5976

**Deadlines for submitting requests for adaptive measures during exams:**

- midterms, tests, deferred exams: seven business days before the exam, test or other written evaluation (excluding the day of the exam itself)
- final exams:
  - November 15 for the fall session
  - March 15 for the winter session
  - Seven business days before the date of the exam for the spring/summer session (excluding the day of the exam itself).

**Career Development Centre**

Career Development Centre offers various services and resources in career development to enable you to recognize and enhance the employability skills you need in today's world of work.

**Campus Activities**

Student events aimed at fulfilling all sorts of student needs.

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**uoSatisfACTION**

**SHAKE THINGS UP!**

Do you have any [comments on your university experience or suggestions on how to improve it]? Tell us!
**BEWARE OF ACADEMIC FRAUD!**

Academic fraud is an act committed by a student to distort the marking of assignments, tests, examinations, and other forms of academic evaluation. Academic fraud is neither accepted nor tolerated by the University. Anyone found guilty of academic fraud is liable to severe academic sanctions.

Here are a few examples of academic fraud:

- engaging in any form of plagiarism or cheating;
- presenting falsified research data;
- handing in an assignment that was not authored, in whole or in part, by the student;
- submitting the same assignment in more than one course, without the written consent of the professors concerned.

In recent years, the development of the Internet has made it much easier to identify academic plagiarism. The tools available to your professors allow them to trace the exact origin of a text on the Web, using just a few words.

In cases where students are unsure whether they are at fault, it is their responsibility to consult the *Writing and Style Guide for University Papers and Assignments*.

Persons who have committed or attempted to commit (or have been accomplices to) academic fraud will be penalized. Here are some examples of the academic sanctions, which can be imposed:

- a grade of “F” for the assignment or course in question;
- an additional program requirement of between 3 and 30 credits;
- suspension or expulsion from the Faculty.

For more information, refer to the *Student’s Guide to Academic Integrity* and the *Academic Integrity Website (Office of the Provost and Vice-President, Academic Affairs)*.