**[Course Code & Number (Credits) Full Course Title]**

 [Recommended for inclusion but not required for Senate approval:

 (Lab) Instructor & TA contact information and office hours, class meeting time, and location (if known)]

**Academic Calendar Entry**

**[**copy / paste the Academic Calendar Entry here, *including vectors, pre/co-requisites, equivalencies:*

Course Code & Number (Credits) Full Course Title;

Academic Calendar Description, Vectors; Pre-requisites: Co-requisites:]

**Course Format**

[How is the course structured (e.g., method of presentation of course material - lecture, labs, tutorials, seminars, learning management system)?]

**Course Overview, Content, and Objectives**

[purpose of the course; a lengthier course description to ‘unpack’ the Calendar Entry**]**

* [What general objectives is the course designed to achieve? Teacher perspective on the course.
* What concepts or topics will be covered? The course will examine…..; The course will provide students with…..]

**Learning Outcomes**

[Student-centered view of the course. Outcomes are achieved results of what was learned, which implies they will be evaluated.]

After completing this course, students should be able to:

* Demonstrate….
* [What other skills or knowledge will students acquire?]

**[Additional Course Requirements]**

* [Optional section. Are there any other requirements students should be made aware of at the start of the course (e.g., participation in a field trip)?]

**Evaluation Criteria and Grading**

* [*Provide a grading rubric (i.e. type / name of evaluation, value / percentage, date of assessment).*
* *Link the learning outcomes to the assessments to show demonstrable skills. For further information and support, see the Centre for Teaching and Learning:* <http://ctl.ok.ubc.ca/>
* What assignments, mid-terms, or exams will be required of students? Provide a one-to-two sentence description of each component.
* What will each component of the course evaluation be worth (mark breakdown)?
* Is the course graded on a numeric (percentage) or pass/fail basis?
* If pass is not 50%, then indicate what percentage constitutes a pass.
* Are the exams oral or written?
* Is the final exam cumulative?
* *If participation counts for over 5%, provide an explanation of how grade was arrived at*.]

**Required Readings and Videos**

[Only *required* readings and videos; to correspond with course schedule, readings can be numbered. Ensure the citation style used is consistent throughout the entire course syllabus and consistent with the citation style being requested from the students in their assignments.]

**[Recommended Readings]**

[Recommended readings if any; an exhaustive bibliography not required for Senate approval.]

**Course Schedule**

[A table detailing the week and lecture topic covered, any required readings, textbook chapters, exam dates - for example:]

|  |  |  |
| --- | --- | --- |
|  | **Topics** | **Required Reading(s)** |
| **Week 1** |  | **1 & 2**  |

**Final Examinations**

The examination period for Term X of Winter 201X is XXXX. Except in the case of examination clashes and hardships (three or more formal examinations scheduled within a 24-hour period) or unforeseen events, students will be permitted to apply for out-of-time final examinations only if they are representing the University, the province, or the country in a competition or performance; serving in the Canadian military; observing a religious rite; working to support themselves or their family; or caring for a family member. Unforeseen events include (but may not be limited to) the following: ill health or other personal challenges that arise during a term and changes in the requirements of an ongoing job.

Further information on Academic Concession can be found under Policies and Regulation in the *Okanagan Academic Calendar* <http://www.calendar.ubc.ca/okanagan/index.cfm?tree=3,48,0,0>

**Academic Integrity**

The academic enterprise is founded on honesty, civility, and integrity.  As members of this enterprise, all students are expected to know, understand, and follow the codes of conduct regarding academic integrity.  At the most basic level, this means submitting only original work done by you and acknowledging all sources of information or ideas and attributing them to others as required.  This also means you should not cheat, copy, or mislead others about what is your work.  Violations of academic integrity (i.e., misconduct) lead to the breakdown of the academic enterprise, and therefore serious consequences arise and harsh sanctions are imposed.  For example, incidences of plagiarism or cheating may result in a mark of zero on the assignment or exam and more serious consequences may apply if the matter is referred to the President’s Advisory Committee on Student Discipline.  Careful records are kept in order to monitor and prevent recurrences.

A more detailed description of academic integrity, including the University’s policies and procedures, may be found in the Academic Calendar at

<http://okanagan.students.ubc.ca/calendar/index.cfm?tree=3,54,111,0>.

**Grading Practices**

Faculties, departments, and schools reserve the right to scale grades in order to maintain equity among sections and conformity to University, faculty, department, or school norms. Students should therefore note that an unofficial grade given by an instructor might be changed by the faculty, department, or school. Grades are not official until they appear on a student's academic record.

<http://www.calendar.ubc.ca/okanagan/index.cfm?tree=3,41,90,1014>

**Student Service Resources**

**UBC Okanagan Disability Resource Centre**

The Disability Resource Centre ensures educational equity for students with disabilities and chronic medical conditions. If you are disabled, have an injury or illness and require academic accommodations to meet the course objectives, please contact Earllene Roberts, the Diversity Advisor for the Disability Resource Centre located in the University Centre building (UNC 214).

**UNC 214** 250.807.9263

email: earllene.roberts@ubc.ca

Web: [www.students.ok.ubc.ca/drc](http://www.students.ok.ubc.ca/drc)

**UBC Okanagan Equity and Inclusion Office**

Through leadership, vision, and collaborative action, the Equity & Inclusion Office (EIO) develops action strategies in support of efforts to embed equity and inclusion in the daily operations across the campus. The EIO provides education and training from cultivating respectful, inclusive spaces and communities to understanding unconscious/implicit bias and its operation within in campus environments. UBC Policy 3 prohibits discrimination and harassment on the basis of BC’s Human Rights Code. If you require assistance related to an issue of equity, educational programs, discrimination or harassment please contact the EIO.

**UNC 216**  250.807.9291

email: equity.ubco@ubc.ca

Web: [www.equity.ok.ubc.ca](http://www.equity.ok.ubc.ca)

**Health & Wellness**At UBC Okanagan health services to students are provided by Health and Wellness. Nurses, physicians and counsellors provide health care and counselling related to physical health, emotional/mental health and sexual/reproductive health concerns. As well, health promotion, education and research activities are provided to the campus community. If you require assistance with your health, please contact Health and Wellness for more information or to book an appointment.

**UNC 337** 250.807.9270

email: healthwellness.okanagan@ubc.ca

Web: [www.students.ok.ubc.ca/health-wellness](http://www.students.ok.ubc.ca/health-wellness)

 **Safewalk**

*Don't want to walk alone at night?  Not too sure how to get somewhere on campus?  Call Safewalk at* ***250-807-8076.***

*For more information, see:* [www.security.ok.ubc.ca](http://www.security.ok.ubc.ca)