**Course title**

**Course code**

**Session/term**

**Course instructor(s):** [Insert name(s) of course instructor(s) and if applicable, TAs. Please include contact information, preferably in terms of YorkU email addresses, for all members of the teaching team.]

**Times and locations:** [Please clearly communicate to students that this is an online course. Suggested language is provided in blue font.] Please note that this is an **online course**. The entire course, including the submission of assignments, participation/discussion and test-taking, will take place on the course’s Moodle.

**Course** **webpage**: [Moodle]

**Technical requirements for taking the course:** [Please list what students will need in order to fully participate in your course. If you are expecting that students participate in your course 1) through video conferencing and 2) that they also appear on video (e.g., for tutorial/seminar discussion, remote proctoring, oral exams, etc.), please let them know upfront. In addition to stable, higher-speed Internet connection, these students will need a computer with webcam and microphone, and/or a smart device with these features.

Here are some useful links for student computing information, resources and help:

[Student Guide to Moodle](https://lthelp.yorku.ca/student-guide-to-moodle)

[Zoom@YorkU Best Practices](https://staff.computing.yorku.ca/wp-content/uploads/sites/3/2020/03/Zoom@YorkU-Best-Practicesv2.pdf)

[Zoom@YorkU User Reference Guide](http://staff.computing.yorku.ca/wp-content/uploads/sites/3/2012/02/Zoom@YorkU-User-Reference-Guide.pdf)

[Computing for Students Website](https://student.computing.yorku.ca/)

[Student Guide to eLearning at York University](http://elearning-guide.apps01.yorku.ca/)

To determine Internet connection and speed, there are online tests, such as [Speedtest](https://www.speedtest.net/), that can be run.]

**Virtual office hours:** [Please provide a virtual office hour for student meetings/consultations. If using Zoom for your virtual office hour, please schedule a meeting time as recurring, and designate yourself as host. Disable audio and video for all participants entering the meeting. For further security features, such as setting a meeting password, please see [Going Digital](https://eso.laps.yorku.ca/goingdigital/). For more suggestions on how to hold virtual office hours, please visit the [Going Remote website](https://bold.info.yorku.ca/interact-with-students/).]

**Expanded course description:** [Insert your course description.]

**Course objectives and learning outcomes:** [Insert your course objectives and learning outcomes.]

**Organization of the course**

[Please clearly communicate to students how you will be organizing your online course. **This section will be longer and more elaborate than for in-person courses**, largely because an online course does not have a predetermined schedule, according to the RO’s course description. It is taught asynchronously through modules. An example of a possible course organization is written below in blue font. Please note that it is a step-by-step guide for how students need to approach the assigned readings as well as their coursework.]

This course is divided into X modules. You should begin the course in Module 1, and complete it before moving onto the next module. The modules have been organized in sequential order, so that you build X skills and enhance X knowledges as you move from one module to the next. While you can complete the modules at your own pace, a suggested timeline for completing the course has been provided in the schedule of readings and activities.

For each module, there is a series of assigned readings that must be completed. To help you make sense of the assigned texts, each text is accompanied by [a brief podcast/video lecture/narrated PowerPoint presentation/notes] as well as by a set of guided reading questions.

* I encourage you to begin each module by first attempting to read the assigned text by yourself. Afterwards, please listen/watch/read the accompanying [podcast/video lecture/notes/narrated PowerPoint presentations].
* The next step is to answer the guided research questions. The guided reading questions will orient your focus to the major [themes/arguments/concepts/theoretical frameworks/ideas] in the assigned reading. [Explain how addressing the questions might be tied to assessment, whether as a point of discussion/participation on a message forum, or as a starting point for the course’s written assignments/tests.]

You will have until the end of each module to complete and submit all work [assignments/tests] for that module. You are encouraged to submit your assignments before the final due dates listed in the schedule of readings.\*

\* NB: The assignment of due dates in this example follows Universal Design Principles, in the sense that it offers a ‘time window’ for students to complete and submit their assignments rather than a single, specific due date. As such, it is typically flexible enough to accommodate most students registered with Accessibility Services.

### Course readings

[Copyright Support staff are available for helping instructors link their readings to York University’s e-resources at [copy@yorku.ca](mailto:copy@yorku.ca). Please also visit the [York Bookstore webpage](https://bookstore.yorku.ca/) for ordering e-books and for the free shipping of course books/kits to students with a Canadian address.]

**Evaluation**

[The [Senate Grading Scheme and Feedback Policy](https://secretariat-policies.info.yorku.ca/policies/grading-scheme-and-feedback-policy/) stipulates that (a) the grading scheme (i.e. kinds and weights of assignments, essays, exams, etc.) be announced, and be available in writing, within the first two weeks of class, and that, (b) under normal circumstances, graded feedback worth at least 15% of the final grade for Summer Term be received by students in all courses prior to the final withdrawal date from a course without receiving a grade (see the policy for exceptions to this aspect of the policy).

Please note that an exam or term test worth more than 20% of the final grade may not be given during the final two weeks of classes. It must be scheduled for the formal exam period. For the SU and S2 sessions, the formal exam period will run from August 14 to 21, 2020; for the S1 session, it will run from June 24 to 26.

To help your department/school with the grade reappraisal process, please remember to include specific due dates for all pieces of evaluation.]

**Course policies**

[Insert your course policies on grading, assignment submission, tests and makeup tests, lateness penalties, etc. For language on these policies, please review the [basic course outline](https://secretariat.info.yorku.ca/files/BasicCourseOutlineTemplateNovember2013-.docx?x45720) provided by the Academic Standards, Curriculum & Pedagogy Committee.

For some common language about academic integrity, and the online tools used to promote it, please see the text in blue font below. Please note that students should be able to opt out of Turnitin and remote proctoring, if they so choose. For the few students who opt out, they will need to inform you. For these students, please make alternative arrangements for assignment submission and/or assessment. Students who opt out should not be penalized in any way.]

*Academic honesty and integrity*

In this course, we strive to maintain academic integrity to the highest extent possible. Please familiarize yourself with the meaning of academic integrity by completing SPARK’s [Academic Integrity module](https://spark.library.yorku.ca/academic-integrity-what-is-academic-integrity/) at the beginning of the course. Breaches of academic integrity range from cheating to plagiarism (i.e., the improper crediting of another’s work, the representation of another’s ideas as your own, etc.). All instances of academic dishonesty in this course will be reported to the appropriate university authorities, and can be punishable according to the [Senate Policy on Academic Honesty](https://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on/).

Turnitin

To promote academic integrity in this course, students will be normally required to submit their written assignments to Turnitin (via the course Moodle) for a review of textual similarity and the detection of possible plagiarism. In so doing, students will allow their material to be included as source documents in the Turnitin.com reference database, where they will be used only for the purpose of detecting plagiarism. The terms that apply to the University’s use of the Turnitin service are described on the Turnitin.com website.

[If you are considering remote proctoring, it must be offered by a professional proctoring service. Please do not engage in makeshift (Zoom) proctoring. Please also note that a professional remote proctoring service is to be used as a last resort for maintaining academic integrity. Please exhaust all possible alternative assessment options before requesting the use of such a service. For alternative online assessment ideas, please consult the [Teaching Commons](https://bold.info.yorku.ca/) and [the Taylor Institute website](https://taylorinstitute.ucalgary.ca/teaching-continuity/student-assessment-ideas) as starting points. If you are considering the use of remote proctoring, please consult both the Associate Deans, Programs and Teaching & Learning, to discuss the pros and cons of using this service. York’s licence with the service is limited and you will require Dean’s Office approval to use this service.]

**Course information**

All students are expected to familiarize themselves with the following information:

* [Student Rights & Responsibilities](https://oscr.students.yorku.ca/csrr)
* [Academic Accommodation for Students with Disabilities](https://secretariat-policies.info.yorku.ca/policies/academic-accommodation-for-students-with-disabilities-guidelines-procedures-and-definitions/)
* [For more language on course information, please consult the [Important Course Information document](https://secretariat.info.yorku.ca/files/CourseInformationForStudentsAugust2012-.pdf?x45720).]

**Schedule of readings and activities**

[Please note the following dates for the summer term: For the SU session, classes will start on May 11 and end on August 12. For the S1 session, classes will start on May 11 and end on June 22. For the S2 session, classes will start on June 29 and end on August 12.]

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| --- | --- |
| Module 1: [Title] | |
| Week 1 | Reading(s)  Activities   * Complete the [Academic Integrity Module](https://spark.library.yorku.ca/academic-integrity-what-is-academic-integrity/) |
| Week 2 | Reading(s)  Activities |
| Week 3 | Reading(s)  Activities |
| Week 4  (if this is the end  of the module) | Reading(s)  **Final deadline for submitting assignments in Module 1, or**  **Assessment date** |
| Module 2: [Title] | |
| Week 5 | Reading(s)  Activities |