**Course Outline Template**

*Academic Operations Manual*

*Approving Authority: SJU Senate Council*

*Established: January 24, 2014*

*Date of Last Review/Revision: November 18, 2016, replaces January 22, 2016*

*Office of Accountability: Vice President Academic and Dean*

*Administrative Responsibility: Registrar*

**Statement of Purpose**

The Course Outline Template (below) is a resource for producing a course outline that conforms to the Accessibility for Ontarians with Disabilities Act (AODA) and meets the accessibility standards established by the University of Waterloo for online content.

***To use the template, delete this page and use the following pages as your course outline.***

**St. Jerome’s University in the University of Waterloo**

**Department of XXX**

**Course XXX (e.g., HIST 230) and cross-listed number if applicable (e.g., RS 240)**

**Course title**

**Term 20XX**

**Class Hours, Classroom**

## Instructor and T.A. Information

Instructor: Instructor Name

Office: Office

Office Phone: Instructor Phone Number

Office Hours: Office Hours

Email: Instructor Email

Extra information on contacting the instructor.

| T.A. | T.A. 1 Name | T.A. 2 Name | T.A. 3 Name | T.A. 4 Name |
| --- | --- | --- | --- | --- |
| Email | T.A. 1 Email | T.A. 2 Email | T.A. 3 Email | T.A. 4 Email |
| Office | T.A. 1 Office | T.A. 2 Office | T.A. 3 Office | T.A. 4 Office |
| Office Hours | T.A. 1 Hours | T.A. 2 Hours | T.A. 3 Hours | T.A. 4 Hour |

## Course Description

This is where you will enter the course description.

## Course Goals and Learning Outcomes

Any information related to goals/learning outcomes.

Upon completion of this course, students should be able to:

1. Description of general goal 1.

* Specific abilities to meet goal
* Specific abilities to meet goal

1. Description of general goal 2.

* Specific abilities to meet goal
* Specific abilities to meet goal

1. Description of general goal 3.

* Specific abilities to meet goal
* Specific abilities to meet goal

1. Description of general goal 4.

* Specific abilities to meet goal
* Specific abilities to meet goal

## Required Text

* Required text 1
* Required text 2
* Required text 3
* Required text 4
* Required text 5

Notes on the required text

## Readings Available on LEARN

* Required text 1
* Required text 2
* Required text 3
* Required text 4
* Required text 5

Notes on the required text

## Course Requirements and Assessment

Information on course requirements and assessments.

| Assessment | Date of Evaluation (if known) | Weighting |
| --- | --- | --- |
| Assessment 1 | Date of Evaluation 1 | X% |
| Assessment 2 | Date of Evaluation 2 | X% |
| Assessment 3 | Date of Evaluation 3 | X% |
| Assessment 4 | Date of Evaluation 4 | X% |
| Assessment 5 | Date of Evaluation 5 | X% |
| Assessment 6 | Date of Evaluation 6 | X% |
| Assessment 7 | Date of Evaluation 7 | X% |
| Total |  | 100% |

Notes on the various class assessments

### Assessment 1

Assessment 1 Description

### Assessment 2

Assessment 1 Description

### Assessment 3

Assessment 1 Description

### Assessment 4

Assessment 1 Description

### Assessment 5

Assessment 1 Description

### Assessment 6

Assessment 1 Description

### Assessment 7

Assessment 1 Description

## Course Outline / Class Schedule

Notes on readings.

| **Week** | **Date** | **Topic** | **Readings Due** |
| --- | --- | --- | --- |
| 1 | Date | Week 1 topics | Week 1 readings |
| 2 | Date | Week 2 topics | Week 2 readings |
| 3 | Date | Week 3 topics | Week 3 readings |
| 4 | Date | Week 4 topics | Week 4 readings |
| 5 | Date | Week 5 topics | Week 5 readings |
| 6 | Date | Week 6 topics | Week 6 readings |
| 7 | Date | Week 7 topics | Week 7 readings |
| 8 | Date | Week 8 topics | Week 8 readings |
| 9 | Date | Week 9 topics | Week 9 readings |
| 10 | Date | Week 10 topics | Week 10 readings |
| 11 | Date | Week 11 topics | Week 11 readings |
| 12 | Date | Week 12 topics | Week 12 readings |

## Late Work

Instructor’s policy on late work.

## Information on Plagiarism Detection

Description of software used to detect plagiarism.

## Electronic Device Policy

Instructor’s policy on electronic devices.

## Attendance Policy

Instructor’s policy on attendance.

## Important Information

**Academic Integrity:** To maintain a culture of academic integrity, members of the University of Waterloo and its Affiliated and Federated Institutions of Waterloo (AFIW) are expected to promote honesty, trust, fairness, respect, and responsibility. See the [UWaterloo Academic Integrity](https://uwaterloo.ca/academic-integrity/integrity-students) webpage for more information.

**Discipline:** A student is expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for their actions. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about “rules” for group work/collaboration should seek guidance from the course professor, academic advisor, or the Associate Dean. When misconduct has been found to have occurred, disciplinary penalties will be imposed under the [St. Jerome’s University Policy on Student Discipline](https://www.sju.ca/sites/default/files/PLCY_AOM_Student-Discipline_20131122-SJUSCapproved.pdf). For information on categories of offenses and types of penalties, students should refer to [University of Waterloo Policy 71 - Student Discipline](http://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm). For typical penalties check [Guidelines for the Assessment of Penalties](https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/guidelines/guidelines-assessment-penalties).

**Grievance:** A student who believes that a decision affecting some aspect of their university life has been unfair or unreasonable may have grounds for initiating a grievance. Read the [St. Jerome’s University Policy on Student Petitions and Grievances](http://www.sju.ca/sites/default/files/PLCY_AOM_Student-Petitions-and-Grievances_20151211-SJUSCapproved.pdf).

**Appeals:** A decision made or penalty imposed under the St. Jerome’s University Policy on Student Petitions and Grievances (other than a petition) or the St. Jerome’s University Policy on Student Discipline may be appealed if there is a ground. A student who believes they have a ground for an appeal should refer to the [St. Jerome's University Policy on Student Appeals](https://www.sju.ca/sites/default/files/PLCY_AOM_Student-Appeals_20131122-SJUSCapproved.pdf).

**Note for Students with Disabilities:** The [AccessAbility Services](http://uwaterloo.ca/disability-services/) office, located on the first floor of the Needles Hall extension (1401), collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with the AS office at the beginning of each academic term.

***Instructors are to include the following statement if using Turnitin® in the course (see*** [***guidelines for instructors***](https://uwaterloo.ca/academic-integrity/guidelines-instructors) ***for more information):***

**Turnitin.com:** Text matching software (Turnitin®) will be used to screen assignments in this course. This is being done to verify that use of all material and sources in assignments is documented. Students will be given an option if they do not want to have their assignment screened by Turnitin®. In the first week of the term, details will be provided about arrangements and alternatives for the use of Turnitin® in this course.