



[DEPARTMENT OR FACULTY NAME]

[COURSE CODE AND NAME HERE]

[SEMESTER]

## **CONTACT INFORMATION**

Instructor:

Name

Email

Office Location

Office Hours

Phone Number

Teaching Assistant:

Name

Email

## **DELIVERY MODE/LOCATION**

Course Location:

Campus:

Times:

## **COURSE DESCRIPTION**

[This should be identical to the Lakehead University course calendar]

## **SUPPLEMENTARY COURSE DESCRIPTION (optional)**

[More than a tweet]

## **COURSE OBJECTIVES**

## **REQUIRED MATERIALS**

## **ADDITIONAL MATERIALS**

## EVALUATION

Component (Paper, Participation, Test, Midterm, Exam, etc)	Value	Due Date	Individual/Group

### Participation:

[Specify clearly how participation will be evaluated. This is often a source of difficulty]

### Assignments:

[Describe the nature of the assignments]

### Mid-term:

[Briefly describe the format / nature of the mid-term]

### Final Exam:

[Briefly describe the format / nature of the mid-term]

### GRADING SCHEME [OPTIONAL]:

A+	90 to 100%	Outstanding understanding of the course concepts including integration of materials and ideas, ability to apply knowledge to situations
A	80 to 89%	
B	70 to 79%	Above average to excellent knowledge, ability to apply knowledge to situations
C	60 to 69%	Satisfactory knowledge including ability to recognise and apply major course concepts, and to progress to next level of course
D	50 to 59%	Some grasp of course concepts; will likely encounter difficulty with higher levels
E	40 to 49%	Failed to meet minimum requirements of the course
F	1 to 39%	Failure
F	0	Failure resulting from academic dishonesty

**Students are advised to refer to the University Calendar to ensure that they have adequate grades and/or average to proceed in their program.**

## **COURSE SCHEDULE**

<b>Class</b>	<b>Date</b>	<b>Topic</b>	<b>Material</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

### **IMPORTANT DATES:**

**ITEM:**

**DUE DATE:**

**NOTE:** Any important announcements, including changes in due dates will be announced in-class and posted on Desire2Learn.

## **COURSE POLICIES**

[Attendance, late submissions, etc.]

## **GENERAL REGULATIONS**

Student Accessibility Services (SAS) coordinate services and facilitates reasonable academic accommodations for students with disabilities. Academic accommodations are provided on the basis of documentation of a disability. Additional information is available at the following campus website:

<https://www.lakeheadu.ca/faculty-and-staff/departments/services/sas>

[Add other policies]

## **ACADEMIC MISCONDUCT**

From University Regulations, Regulation IX:

“The University takes a most serious view of offences against academic honesty such as Plagiarism, cheating and impersonation. Penalties for dealing with such offences will be strictly enforced.

The "Code of Student Behaviour and Disciplinary Procedures" including sections on Plagiarism and other forms of misconduct may be found on the Lakehead University Senate website. See the Code under Policies - Student Related in the University Policies at [policies.lakeheadu.ca](http://policies.lakeheadu.ca).

The following rules shall govern the treatment of candidates who have been found guilty of attempting to obtain academic credit dishonestly.

(a) The minimum penalty for a candidate found guilty of Plagiarism, or of cheating on any part of a course will be a zero for the work concerned.

(b) A candidate found guilty of cheating on a formal examination or a test, or of serious or repeated Plagiarism, or of unofficially obtaining a copy of an examination paper before the examination is scheduled to be written, will receive zero for the course and may be expelled from the University.

Students disciplined under the Code of Student Behaviour and Disciplinary Procedures may appeal their case through the Judicial Panel.

Note: "Plagiarism" shall be deemed to include:

1. Plagiarism of ideas as where an idea of an author or speaker is incorporated into the body of an assignment as though it were the writer's idea, i.e. no credit is given the person through referencing or footnoting or endnoting.

2. Plagiarism of words occurs when phrases, sentences, tables or illustrations of an author or speaker are incorporated into the body of a writer's own, i.e. no quotations or indentations (depending on the format followed) are present but referencing or footnoting or endnoting is given.

3. Plagiarism of ideas and words as where words and an idea(s) of an author or speaker are incorporated into the body of a written assignment as though they were the writer's own words and ideas, i.e. no quotations or indentations (depending on format followed) are present and no referencing or footnoting or endnoting is given.”

A listing of University Regulations can be found at:

<http://navigator.lakeheadu.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=21&chapterid=3506&loaduserredits=False>

The code of student behaviour and disciplinary procedures can be found at:

<https://www.lakeheadu.ca/faculty-and-staff/policies/student-related/code-of-student-behaviour-and-disciplinary-procedures>

**MISSED EXAMS** [*See sample statement below*]:

Make-up examinations will only be given with written documentation from a healthcare practitioner using the official Student Health Certificate, available at

<https://www.lakeheadu.ca/current-students/examination/medical-notes/node/10641>

Final examinations run from [see academic calendar dates] to ....., inclusive. There will be no rescheduling of examinations to accommodate holiday travel or extracurricular activities. No one will be allowed to write examinations prior to the scheduled date.