

Syllabus Template Materials

August 7, 2018

The syllabus is an important instrument for communicating essential information to students about the course content and structure, and the methods by which learning outcomes will be assessed. The order in which the various elements appear is at the discretion of the instructor, and some elements may or may not be relevant to the particular course. However, while every course is different, some information should be included in order to comply with University and Faculty policy.

It is recommended that all course syllabi should include (See Appendix A, page 7):

- Intended Student Learning Outcomes
- Grading Scheme and Method (three options are discussed)
- Statement on the Location and Timing of Final Examinations
- Statement on Academic Integrity
- Calculator Policy (if applicable)
- Turnitin Statement
- Statement of Copyright of Course Materials
- Privacy Statement for Instructors Who Use External Software in Their Course
- Accommodations Statement
- Academic Considerations for Students in Extenuating Circumstances

1. Intended Student Learning Outcomes

Learning outcomes are broad yet direct statements that describe the knowledge, skills, and attitudes that students should reliably demonstrate as a result of undertaking an educational experience.

- Course learning outcomes should remain consistent across different offerings and delivery methods. If your department has already identified student learning outcomes for this course, or has included the learning outcomes as part of a curriculum submission, they should correspond.
- If you are identifying the intended student learning outcomes for this course for the first time, we suggest you discuss them with your Undergraduate Chair, colleagues in your subject area or your department.
- Select verbs that accurately describe the complexity of learning intended.
- For further information and examples of student learning outcomes, see the Arts and Science website.

Intended Student Learning Outcomes

To complete this course students will demonstrate their ability to:

- 1.
- 2.
- 3.
- 4.
- 5.

2. Grading Scheme and Grading Method

Academic Regulation 7.2.1 –*Provision of a Written Outline* points out that:

Before the end of the second week of the term in which a class starts, instructors must provide a written outline of the basic features of the class. At a minimum, the class outline should include a description of the class objectives and a clear statement of the basis on which final marks are assigned. Instructors should specify the term work expected and weight, if any, that it will contribute to the final mark (<http://www.queensu.ca/artsci/academic-calendars/regulations/academic-regulations/regulation-7>).

Grading Method

As part of the Grading Scheme, instructors should select *one of the three* Grading Method Statements (as determined by your Department, based on the Arts and Science Policy on Grading, see: http://www.queensu.ca/artsci/sites/default/files/Policy_on_Grading.pdf) to clarify how the final grade in the course is determined: letters in, letters out; numbers in, letters out; mixed marking.

a. Sample syllabus text for the “letters in, letters out” method:

All components of this course will receive letter grades which, for purposes of calculating your course average, will be translated into numerical equivalents using the Faculty of Arts and Science approved scale (see below). Your course average will then be converted to a final letter grade according to Queen’s Official Grade Conversion Scale (see below).

Arts & Science Letter Grade Input Scheme

Assignment mark	Numerical value for calculation of final mark
A+	93
A	87
A-	82
B+	78
B	75
B-	72
C+	68
C	65
C-	62
D+	58
D	55
D-	52
F48 (F+)	48
F24 (F)	24
F0 (O)	0

Queen’s Official Grade Conversion Scale

Grade	Numerical Course Average (Range)
A+	90-100
A	85-89
A-	80-84
B+	77-79
B	73-76
B-	70-72
C+	67-69
C	63-66
C-	60-62
D+	57-59
D	53-56
D-	50-52
F	49 and below

b. Sample syllabus text for the “numbers in, letters out” method:

All components of this course will receive numerical percentage marks. The final grade you receive for the course will be derived by converting your numerical course average to a letter grade according to Queen’s Official Grade Conversion Scale:

Queen’s Official Grade Conversion Scale

Grade	Numerical Course Average (Range)
A+	90-100
A	85-89
A-	80-84
B+	77-79
B	73-76
B-	70-72
C+	67-69
C	63-66
C-	60-62
D+	57-59
D	53-56
D-	50-52
F	49 and below

c. Sample syllabus text for mixed marking:

In this course, some components will be graded using numerical percentage marks. Other components will receive letter grades, which for purposes of calculating your course average will be translated into numerical equivalents using the Faculty of Arts and Science approved scale (see below). Your course average will then be converted to a final letter grade according to Queen’s Official Grade Conversion Scale (see below).

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C-	60-62
D+	57-59
D	53-56
D-	50-52
F	49 and below

3. Location and Timing of Final Examinations

The exam dates for each Term are listed on the Faculty of Arts and Science webpage under “Important Dates.” Student exam schedules for the Fall Term are posted via SOLUS immediately prior to the Thanksgiving holiday; for the Winter Term they are posted on the Friday before Reading Week, and for the Summer Term they are individually noted on the Arts and Science Online syllabi. **Students should delay finalizing any travel plans until after the examination schedule has been posted. Exams will not be moved or deferred to accommodate employment, travel/holiday plans or flight reservations.** Also, as indicated in Academic Regulation 8.3, students must write all final examination in all on-campus courses on the Kingston campus.

4. Statement on Academic Integrity

The following statement on academic integrity builds on a definition approved by Senate and is designed to make students aware of the importance of the concept and the potential consequences of departing from the core values of academic integrity. It is highly recommended that this statement be included on all course syllabi. Instructors may also consider including this statement with each assignment.

Academic Integrity is constituted by the six core fundamental values of honesty, trust, fairness, respect, responsibility and courage (see www.academicintegrity.org). These values are central to the building, nurturing and sustaining of an academic community in which all members of the community will thrive. Adherence to the values expressed through academic integrity forms a foundation for the "freedom of inquiry and exchange of ideas" essential to the intellectual life of the University (see the Senate Report on Principles and Priorities <http://www.queensu.ca/secretariat/policies/senate/report-principles-and-priorities>).

Students are responsible for familiarizing themselves with the regulations concerning academic integrity and for ensuring that their assignments conform to the principles of academic integrity. Information on academic integrity is available in the Arts and Science Calendar (see Academic Regulation 1 <http://www.queensu.ca/artsci/academic-calendars/regulations/academic-regulations/regulation-1>), on the Arts and Science website (see <http://www.queensu.ca/artsci/academics/undergraduate/academic-integrity>), and from the instructor of this course. Departures from academic integrity include plagiarism, use of unauthorized materials, facilitation, forgery and falsification, and are antithetical to the development of an academic community at Queen's. Given the seriousness of these matters, actions which contravene the regulation on academic integrity carry sanctions that can range from a warning or the loss of grades on an assignment to the failure of a course to a requirement to withdraw from the university.

5. Calculator Policy

As noted in Academic Regulation 9.2, “Calculators acceptable for use during quizzes, tests and examinations are intended to support the basic calculating functions required by most Arts and Science courses. For this purpose, the use of the **Casio 991 series calculator** is permitted and is the only approved calculator for Arts and Science students.”

6. Turnitin Statement

The following statement must be included on the syllabus for any course using Turnitin. It has been preloaded on all new onQ courses, but may have to be added by the instructor to courses created before this academic year:

This course makes use of Turnitin, a third-party application that helps maintain standards of excellence in academic integrity. Normally, students will be required to submit their course assignments to through

onQ to Turnitin. In doing so, students' work will be included as source documents in the Turnitin reference database, where they will be used solely for the purpose of detecting plagiarism.

Turnitin is a suite of tools that provide instructors with information about the authenticity of submitted work and facilitates the process of grading. Turnitin compares submitted files against its extensive database of content, and produces a similarity report and a similarity score for each assignment. A similarity score is the percentage of a document that is similar to content held within the database. Turnitin does not determine if an instance of plagiarism has occurred. Instead, it gives instructors the information they need to determine the authenticity of work as a part of a larger process.

Please read [Turnitin's Privacy Pledge, Privacy Policy, and Terms of Service](#), which governs users' relationship with Turnitin. Also, please note that Turnitin uses cookies and other tracking technologies; however, in its service contract with Queen's Turnitin has agreed that neither Turnitin nor its third-party partners will use data collected through cookies or other tracking technologies for marketing or advertising purposes. For further information about how you can exercise control over cookies, see [Turnitin's Privacy Policy](#):

Turnitin may provide other services that are not connected to the purpose for which Queen's University has engaged Turnitin. Your independent use of Turnitin's other services is subject solely to Turnitin's Terms of Service and Privacy Policy, and Queen's University has no liability for any independent interaction you choose to have with Turnitin.

7. Copyright of Course Materials

Please see Appendix B (page 8) for discussion of copyright options.

8. Privacy Statement for Instructors Who Use External Software in Their Course

This course makes use of [name of software or company] for xxxxxxxx. Be aware that by logging into the site, you will be leaving onQ, and accessing [the name of company's] website and [name of software application]. Your independent use of that site, *beyond what is required for the course (for example, purchasing the company's products)*, is subject to [name of company's] terms of use and privacy policy. You are encouraged to review these documents, using the link(s) below, before using the site.

Links to the most common websites used by instructors are listed below:

- Crowdmark - <https://crowdmark.com/privacy/queens/>
- Pearson & Peer Scholar- <http://www.pearsoncanada.ca/pearson-canada-at-a-glance/legal/privacy-statement>
- Wiley - <http://ca.wiley.com/WileyCDA/Section/id-302344.html>
- McGraw Hill - <https://www.mheducation.ca/privacy/>
- Turnitin - http://turnitin.com/en_us/about-us/privacy
- Rosetta Stone (formerly Tell Me More) - http://resources.rosettastone.com/CDN/us/agreements/US_Privacy_Policy-102513.pdf
- Coglab - <https://coglab.cengage.com/info/privacy.shtml>

9. Accommodations for Disabilities

Queen's University is committed to achieving full accessibility for people with disabilities. Part of this commitment includes arranging academic accommodations for students with disabilities to ensure they have an

equitable opportunity to participate in all of their academic activities. The Senate Policy for Accommodations for Students with Disabilities was approved at Senate in November 2016 (see <https://www.queensu.ca/secretariat/sites/webpublish.queensu.ca.uslclwww/files/files/policies/senate-andtrustees/ACADACCOMMPOLICY2016.pdf>). If you are a student with a disability and think you may need academic accommodations, you are strongly encouraged to contact the Queen's Student Accessibility Services (QSAS) and register as early as possible. For more information, including important deadlines, please visit the QSAS website at: <http://www.queensu.ca/studentwellness/accessibility-services/>

10. Academic Consideration for Students with Extenuating Circumstances

Queen's University is committed to providing academic consideration to students experiencing extenuating circumstances that are beyond their control and are interfering with their ability to complete academic requirements related to a course for a short period of time, not to exceed three months. Students receiving academic consideration must meet all essential requirements of a course. The Senate Policy on Academic Consideration for Students in Extenuating Circumstances was approved at Senate in April, 2017

(see <http://www.queensu.ca/secretariat/sites/webpublish.queensu.ca.uslclwww/files/files/policies/senate-andtrustees/Academic%20Considerations%20for%20Extenuating%20Circumstances%20Policy%20Final.pdf>)

Each Faculty has developed a protocol to provide a consistent and equitable approach in dealing with requests for academic consideration for students facing extenuating circumstances. Arts and Science undergraduate students can find the Faculty of Arts and Science protocol and the portal where a request can be submitted at: <http://www.queensu.ca/artsci/accommodations>. Students in other Faculties and Schools who are enrolled in this course should refer to the protocol for their home Faculty.

If you need to request academic consideration for this course, you will be required to provide the name and email address of the instructor/coordinator. Please use the following:

Instructor/Coordinator Name:

Instructor/Coordinator email address:

Appendix A

SYLLABUS TEMPLATE

[Course Name]

[Course Number]

[Course Term, Year]

[Date, Time and Location of Course]

Instructor: [Name]

Instructor Contact Information: [...]

Office Hours: [...]

TA: [Name]

TA Contact Information: [...]

Office Hours: [...]

Email address to be used for Academic Consideration:

Intended Student Learning Outcomes [See Section 1]

Course Outline

Textbooks/Readings

Grading Scheme [See Section 2]

[Component 1	XX%	Due Date 1
Component 2	XX%	Due Date 2
Component 3	XX%	Due Date 3

Grading Method [See section 2]

Late Policy [With reference to section 10 for Academic Consideration]

Location and Timing of Final Examinations [See Section 3]

Academic Integrity [See Section 4]

Calculator Policy [If applicable, see Section 5]

Turnitin Statement [If applicable, see Section 6]

Copyright of Course Materials [See Section 7 and Appendix B]

Privacy Statement for Instructors Who Use External Software in Their Course [See Section 8]

Accommodations for Disabilities [See Section 9]

Academic Considerations for Students in Extenuating Circumstances [See Section 10]

Appendix B

Notes on Copyright in Course Materials by Laura Murray and Mark Swartz, October 2012

Some questions and concerns have arisen about the Faculty's advisory on copyright notices on syllabi and course websites.

Context

The Faculty's initiative arises out of an incident in which a student sold course materials to a commercial study prep service. The professor discovered this and requested that the service remove his material and refund money to students who had used it. He was successful, but sought language that would make such an event less likely.

While commercial appropriation of instructional material is problematic, protective gestures have to be balanced against longstanding traditions of sharing teaching materials more widely, not to mention more recent "Access to Knowledge" and "Open Access" philosophies. Many instructors do not wish to discourage students from sharing course materials widely and even perhaps in ways not anticipated.

The Faculty is not mandating a single approach to this issue. We articulate here options that instructors may wish to consider.

1. Do nothing.

Any written or visual material an instructor produces is automatically copyrighted, and an instructor may pursue any violator of that copyright whether or not a notice is placed on the course material. Copyright does not dampen any ordinary use colleagues or students would make of the material.

2. Put a copyright notice on your materials: © Your Name 2012

A bit more forceful than the former and may discourage some uses but not legally different.

3. Put a Creative Commons licence on your materials:



<Course name> syllabus 2012 by <instructor name> is licensed under a [Creative Commons Attribution-Non-Commercial 3.0 Unported License](https://creativecommons.org/licenses/by-nc/3.0/).

Instructors may include a gloss for those not familiar with Creative Commons, something like: "Materials generated by instructors of this course may not be posted to commercial course material sites without permission. However, they may be used and adapted, with attribution, for noncommercial purposes."

To procure a CC license, go to creativecommons.org. Creative commons licenses are in widespread use in government and educational institutions. They affirm an open approach to knowledge sharing. Instructors should not use a CC license on materials that might be licensed for commercial purposes in the future — for example in the case of lecture posted for a course that might be used in future as part of a textbook. (As copyright only applies to *particular expressions* of ideas, however, materials may be licensed with CC and reworked to get around this issue if need be — different wordings or presentation make it a different work

for copyright purposes.) Avoid the variant licenses: “attribution noncommercial” is the standard one. This approach could be combined with the following option to clarify the status of third-party materials

4. For OnQ or other online platforms where the instructor is incorporating material for which he or she does not own the copyright, consider explaining the status of those materials:

“This material is designed for use as part of <Course Name> at Queen's University and is the property of the instructor unless otherwise stated. Third party copyrighted materials (such as book chapters and articles) have either been licensed for use in this course or fall under an exception or limitation in Canadian Copyright law.

Copying this material for distribution (e.g. uploading material to a commercial third-party website) can lead to a violation of Copyright law. Find out more about copyright here:

<http://library.queensu.ca/copyright.>”

Questions? Contact Mark Swartz, copy.right@queensu.ca.