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The following is an excerpt from TMU University Course Management Policy, which can be found at <https://www.torontomu.ca/senate/policies/pol60.pdf>. RTA adheres to this policy. It is recommended that students read the entire University policy. Some of the policy's highlights are included below.

**Students will be provided with a course outline** by or at the first meeting of every course that includes, as a minimum, information on the items specified below. The information in this outline should be discussed at that first class. Outlines may be supplemented by more detailed topical or project information that is provided periodically throughout a course.

**Timely and constructive feedback** in response to student work is an essential element of the learning process. Constructive feedback refers to any type of instructor response that serves to inform, guide, encourage, and/or instruct the student with respect to relevant course work and/or related aspects of her/his learning endeavour.

**Grades on assignments, tests and exams, including final exams, may be posted** by numerically sorted student identification number, provided the first two digits of the number have been removed. Instructors must inform students in all course management documentation of the method the instructor will use to post grades. Students who do not wish to have their grades posted must inform the instructor in writing. Students will receive their final course grades solely from the Registrar. Final course grades may not be posted or disclosed anywhere by an instructor.

During the semester, **it is sometimes necessary or desirable for a faculty member to revise the plan of student evaluation** contained in the course outline. When this is the case, the faculty member will discuss the changes with the class, make such revisions as early as possible in the course, and confirm the changes both orally and in writing (i.e., handout or posting to course website). When a change only involves the extension of a deadline, a minimum of one week's notice is generally required. In the case of other changes (e.g., in the number, mix, and/or weighting of methods of evaluation) students will be given as much notice as possible, generally at least three weeks, in order to adjust their course work plans.

In the fall and winter semesters, the **last week of classes and subsequent Saturday and Sunday before the examination period are to be free of all tests and examinations.**



## Course Outlines

Course outlines will include the following information:

### Basic Information

- § Name and number of course; semester and year, prerequisites, and exclusions, if any.
- § Faculty member's name; office location and scheduled student consultation hours; office telephone number; e-mail address; faculty/course web site(s) if available. (If any of these factors are unknown when the course outline is prepared, the information will be provided in writing at the beginning of the course. Student consultation hours may be posted or disseminated by other means.)
- § Method of posting grades and, if necessary, a statement of the process by which an individual student may request that his/her grades not be posted.
- § Any instructions or limitations on student use of e-mail for faculty contact.

### Course Description

- § Calendar course description
- § A synopsis that informs students of
  - i. the course's academic focus and scope;
  - ii. course objectives and/or intended learning outcomes; and
  - iii. topics with their tentative sequence and schedule.
- § Texts and reading lists
- § A description of the teaching method(s) that will be used (e.g., lecture, laboratory, studio, cases, problem-based learning, seminar, field work, in-class debates, oral presentations, un-graded journals, or combinations of these)
- § A schedule of any field trips or required activities outside of class time.

### Other Course Issues

In addition to any general statement required by the department/school policy, each outline must include a statement about specific academic issues related to the course. These may include, but are not limited to:

- § An indication of any requirement for the submission of work to an electronic plagiarism detection service. Instructors who choose to use an electronic plagiarism detection service that retains a copy of the submitted work in its database must include either:
  - i. the following statement: "Students who do not want their work submitted to this plagiarism detection service must, by the end of the second week of class, consult with the instructor to make alternate arrangements" or

ii. the details of alternate arrangements including the deadlines for consultation with the instructor concerning the use of these arrangements. When an instructor has reason to suspect that an individual piece of work has been plagiarized, the instructor will be permitted to submit that work to any plagiarism detection service.

§ Specific details on any Information Technology requirements for courses utilizing IT in coursework, assignments or exams.

§ Specific requirements for field placements, if appropriate.

### **Variations within a Course**

In cases in which there are multiple sections of the same course with consequent variations in course delivery methods, grading and/or methods of evaluation, etc., students will be provided with at least a brief section/instructor-specific description in addition to the generic course outline.

### **Departmental/University Policies and Course Practices**

§ Information on all department/ school policies must be provided. When relevant information is available in departmental handbooks and/or websites, course outlines will mention this.

§ Students should be reminded that they are required to adhere to all relevant University policies, such as the Student Code of Academic Conduct.

### **Evaluation**

§ A list, general description, and tentative schedule of all assignments, tests, exams, and other work to be graded will be included. (More specific information on each assessment will be provided by the course instructor as early in the course as possible.)

§ The weighting of each assignment, test, and/or other unit of evaluation

§ The inclusion of 'snap tests' or other unscheduled evaluations as part of the grading scheme, if applicable

§ An indication of approximately when the first test results/term work will be returned to students

# Appeals

RTA adheres to the University policies on appeals, which can be found at the following links:

- § the Student Code of Academic Conduct  
(<https://www.torontomu.ca/senate/policies/pol60.pdf>)
- § the Student Code of Non-Academic Conduct  
(<https://www.torontomu.ca/senate/policies/pol60.pdf>)
- § the policy on Undergraduate Academic Consideration and Appeals  
(<https://www.torontomu.ca/senate/policies/pol60.pdf>).

You will also find appeals forms at <https://www.torontomu.ca/senate/appeals/>.

## Thinking About an Appeal?

It is always recommended that you discuss your situation with your professor to see if an appropriate accommodation can be made before following the formal appeals process.

## Basis for Appeals

You may appeal a grade based upon one of the following grounds:

**Course Management:** You may appeal on this ground if you feel your academic performance was hindered by the professor's failure to adhere to the course outline or to general university course management guidelines. You should bring all course management issues to the attention of the instructor.

**Medical:** If you have a medical condition that has affected your academic performance, you may request an accommodation. A TMU medical certificate should be presented.

**Personal Crisis:** You may appeal on this ground if you experienced uncontrollable and unforeseen personal or family circumstances that affected your performance. Please be prepared to document your claims.

**Prejudice:** If you feel that you have been treated differently from other students, or if you feel that your grade was affected by prejudice (i.e. different treatment on the basis of a prohibited ground of discrimination as outlined in TMU's Discrimination and Harassment Prevention Policy, e.g. sex, race, ethnic origin, disability, sexual orientation, etc.). Please first contact the Office of Discrimination and Harassment Prevention

Services (POD 254A, 416-979-5349). Appeals based on this ground will automatically be referred to that office before proceeding.

Procedural Error: You may appeal on this ground if there has been an error in the application of this policy or of any other University policy.

## **Guidelines for the Submission of Appeals**

- § Consult your instructor before submitting official claims.
- § Attempt to resolve issues directly with the professor.
- § Request to see all of your graded work, including your final exam (under appropriate supervision).
- § Document all of your claims.
- § Do not violate any conditions of your probationary contract, as this may have an adverse effect on your appeal. Remember that you may not change the conditions of a probationary contract without consulting your advisor.
- § File the appropriate forms, letters and documents at each level, and retain copies of all of these. Submit all materials from previous levels as your appeal proceeds.
- § Adhere to all of the deadlines for appeals. Late and incomplete appeals will generally not be accepted.
- § While you are in the process of appealing, you may continue to attend classes. If your appeal is successful, you will not have lost any class time. If you lose an appeal, you may be dropped from classes.

## Religious Observances

It is the policy of RTA to accommodate the religious beliefs of all students. Since religious observance commitments are highly individualized, it is possible that RTA students will have religious observance commitments which preclude them from participating in required course activities. While RTA respects the religious observance obligations of its students, the school might not be able to avoid scheduling activities that conflict with such observances. RTA recognizes that there will be situations in which a student's religious observance commitments may require an absence from the campus or his/her RTA activities.

Students and faculty have the option to address observance issues informally, by speaking to the faculty involved. Students also have the option of invoking the more formal process described below. The "Student Declaration of Religious Observance" form is available at <https://www.torontomu.ca/senate/forms/reobservforminstr.pdf> and students and faculty can be provided with a comprehensive description of some observance obligations at <https://www.torontomu.ca/humanrights/religious-cultural-observances/2022-calendar/>

At the start of each term, students who will miss class and other academic obligations due to religious observance should determine whether to notify the university informally or through the formal process. Faculty must accept at face value the sincerity of a student's religious beliefs.

To follow the formal process, please complete the religious observance form on the website. Present a copy of the form to the RTA Student Affairs Coordinator and to your professors within the first two weeks of classes. If the required observance occurs within the first two weeks of classes or the dates are not known well in advance, please submit the form as far in advance of the required absence as possible. The form will serve as a formal application for accommodation. Consult the professor to reach an agreement on a reasonable means to address the situation. When making alternative arrangements and/or rescheduling an examination or mid-term, the professor must ensure that the academic obligation be met as expeditiously as possible before the end of the term and is conducted in a suitable environment.

Professors have until the end of the fourth week of classes to confirm an arrangement to address the student request. When a mutually agreed upon accommodation cannot be made, or when the student's request has not been addressed by the deadline, the student may bring the matter to the Chair of the School within five working days after consulting with the professor, and/or no later than the fifth week of classes. If the matter remains unresolved, the student should consult the Discrimination and Harassment Prevention Officer.

## **Accommodations for Students with Disabilities**

RTA supports the use of the Access Centre for Students with Disabilities (RyeAccess).

What services are available to students with disabilities? Advice and co-ordination of the provision of services and adaptations - both in academic areas and in the physical environment on campus - are provided. The Centre staff work in co-operation with departments at TMU to ensure that students with disabilities receive the services they need, such as:

- \$ parallel tests and exams
- \$ audio taped books
- \$ testing for learning disabilities
- \$ hardware and software related to disability
- \$ TDD/TTY
- \$ personal attendants
- \$ note taking
- \$ taped lectures
- \$ sign language interpreting
- \$ use of equipped exam/study rooms
- \$ educational assistants

Students in need of assistance are invited to consult the Access Centre's website at <https://www.torontomu.ca/accessibility/> or visit the Access Centre's office, at POD 61B. The Access Centre can be reached at 416-979-5290, TDD/TTY 416-979-5274.

## **Groups and Organizations**

RTA students have established a tradition of extracurricular activities. Below is a sample of extracurricular opportunities.

### **CURTAS**

Wanted: high energy, spirited RTA'ers who want to make the most of their years at TMU. Do you want to make RTA the four most memorable years of your life? Want to be involved with the TMU Students' Union? Want to be part of the best parties on campus? Then CURTAS is for you. The Course Union for RTA Students is comprised of representatives from all four years. Each rep has their own duties that contribute to making CURTAS benefit everyone in RTA. There is responsibility and commitment involved, but that doesn't mean we can't have fun, too!

### **Departmental Council**

Departmental Council is made up of students and faculty. It is often an unseen entity, since it concerns itself with curriculum and not social activities. The Council, in fact, tends to go unnoticed by the student body. Many decisions are made by the Council concerning curriculum changes, evaluations and awards. Elections are held in September and there is one student representative for each year of RTA. Join us and be a part of RTA's program development legacy.

### **RIOT**

RIOT (Ryerson Institute of Technology) is a 65+ year tradition of annual sketch comedy. Riot is performed, produced, written and directed by RTA students. RIOT is viewed as a professional production by all of those involved. Preparations and rehearsals begin in October and the pace picks up near show-time in February or March. Auditions and interviews for cast and crew will take place in the fall. So, look for the posters! Auditions are open to all of you in RTA, so don't hold back. Let's have a RIOT!

### **Ambassadors**

RTA Ambassadors are the face of RTA to TMU and the wider community. Comprised of an expert group of upper-year students, the Ambassadors are an indispensable connection between the school and prospective students, alumni and industry professionals. Ambassadors welcome industry at events, offer tours to alumni, and serve as recruitment specialists to prospective students. Applications are accepted in the spring.

## **TARAs**

For over 35 years, Toronto Met has rewarded the unique and creative talents of RTA students through the TARA Awards. The student-produced Television and Radio Achievement Awards are a year-end celebration that recognizes students for their outstanding productions created during the year. All entries are judged by industry professionals and awards are presented by industry personalities. The TARA Awards give RTA students the opportunity to be a part of a professional show, to put their talent and interest into practice by getting involved technically or creatively with the production of the show. In April, we will celebrate the best TMU has to offer. Further details are listed at <https://www.torontomu.ca/rta/>.



## RTA Survival Tips

1. Save all receipts for fees paid, courses added or dropped, and any other transactions that you may have with the University and its' many departments.
2. Ask for the name of the person responding to your inquiries on the phone. It's professional and it holds those dispensing information accountable.
3. Be mindful of deadlines for dropping courses, submitting applications and so forth. Significant dates are listed in the forward section of the TMU calendar. Deadlines are also available online at <https://www.torontomu.ca/calendar/2022-2023/dates/>
4. When you drop a course, ensure that you follow all the steps to do so. If you are still registered in a course and do not attend, you will receive an FNA (failure for non-attendance) which cannot be removed from your transcript.
5. Ensure that you are registered for the courses you are required to take to complete your degree. Always check your schedule online at RAMSS.
6. Keep an eye on charges to your tuition account - it's possible that anomalies may occur, such as library fines you forgot about, and so on.

### Who Can I Ask?

Start with the staff in the RTA office. The office has experience and contacts in Registration, Records, Academic Advising, Student Fees, Admissions, Financial Aid, Timetabling, Continuing Education, University Services, Housing, Counselling, the TMU Student's Union, the Library, the Bookstore and many other places on campus.

TMU Student Services was originally established because of a concern for student health and well-being. Today this focus on students' well-being has expanded to encompass the entire student experience: successful transitions, mastering new learning strategies, participation in the university community, developing career readiness and maintaining healthy life-styles. TMU Student Services (<https://www.torontomu.ca/contact/student/>) includes information on the following departments, and more:

The Access Centre: provides student-centered services and support to students with disabilities according to the Ontario Human Rights Code to facilitate academic success and access to the University.

- § Centre for Student Development and Counselling: provides a range of individual counselling and group programs in a professional and friendly environment. Counsellors are available to work with students on a one-to-one basis in relation to a variety of personal concerns and crisis situations. As well, the counsellors provide both group sessions and individual counselling for those experiencing confusion about their educational or career goals. All services are free, confidential and delivered by highly qualified staff.
- § Health Services: a medical clinic, which provides patients with a wide range of services that you would normally expect to receive from your family physician. This includes everything from the treatment of illnesses, such as colds or the flu, to routine examinations.
- § Learning Success Centre: helps students make the transition to university learning, develop sound learning strategies, and achieve their academic potential by providing professional services in both traditional and virtual learning environments.
- § Student Financial Assistance: provides financial assistance to enhance the quality of education and lifestyle to successfully complete one's academic career.

# **TMU University Policies**

## **TMU University Student Code of Academic Conduct**

*Excerpt:* Intellectual freedom and honesty are essential to the sharing and development of knowledge. In order to demonstrate TMU's adherence to these fundamental values, all members of the community must exhibit integrity in their teaching, learning, research, evaluation, and personal behaviour.

The TMU University Code of Academic Conduct applies to the academic activities, both on and off campus, of all students enrolled in courses at the University. TMU students are responsible for familiarizing themselves with this policy.

The TMU Student Code of Academic Conduct (the Code) defines academic misconduct, the processes the University will follow when academic misconduct is suspected, and the consequences that can be imposed if students are found to be guilty of misconduct.

The University recognizes the gravity of a charge of academic misconduct and is committed to handling the disposition of such charges in a respectful, timely and thoughtful manner. The University will apply this policy in a manner that is consistent with the principles of natural justice and the rights of students to a timely and fair assessment of their academic performance...

*Full policy can be found at <https://www.torontomu.ca/senate/policies/pol60.pdf>*

## **TMU University Student Code of Non-Academic Conduct**

*Excerpt:* The TMU Student Code of Non-Academic Conduct ("the Code") reflects an expectation that students conduct themselves in a manner consistent with the educational objectives of the University, in accordance with generally accepted standards of behaviour, and in accordance with published University regulations and policies. At the heart of accepted standards is respect for other members of the TMU community. The Code in its entirety is intended to identify behaviour, which the University considers to be inappropriate, to outline the procedures the University will use to respond to such behaviour, and to indicate the possible consequences of such behaviour.

In addition to requiring the highest standards of academic integrity, TMU expects its students to conduct themselves appropriately in other ways (e.g. their interaction with other students, staff and faculty). The University is concerned that inappropriate student behaviour may impair its capacity to carry out effectively its educational responsibilities

and to fairly serve all students. Accordingly, the Code concerns itself with student behaviour both inside and outside of classroom settings. The Code will also be enforced if a breach of the Code has occurred off-campus, which affects the right of the members of the University community to use and enjoy the University's learning and working environments.

*Full policy can be found at <https://www.torontomu.ca/senate/policies/pol60.pdf>*