

## Guide to Course Outlines for Fall 2022

**Ryerson's Course Management Policy ([Senate Policy 166](#))** states that students will be provided with a course outline, either electronically on the University's online learning management system (D2L Brightspace) or in hard copy. The information in the outline should be discussed at the first class and may be supplemented by more detailed information that is provided later in the course.

D2L Brightspace is the university learning management system to support course delivery. [Request a D2L course shell.](#)

Below are some important points to consider when creating your course outline. In addition, you will also find a suggested Course Outline template for Fall 2022 that you are encouraged to use and modify. If you need more support with course design, please visit the website of the [Centre for Excellence in Learning & Teaching](#).

**Please Note: As of Fall 2019, all University Senate policy information was made available to students through the online learning management system (D2L) within each course shell and as well a link to the policy information provided in all course outlines as per the template. All Policy information will be maintained by the Senate Office and is therefore not required to be incorporated into individual course outlines.**

### What is included below?

1. Assessments and Feedback
2. Academic Integrity
3. Exams
4. Experiential Learning Activities
5. Other Important Notes
6. Support for Remote Teaching
7. Suggested Template for Course Outlines

### 1. Assessment and Feedback

- **Number of Assessments:** Each course must have at least two individual assessments per term in the evaluation scheme. Where appropriate these assessments should be of different types. It is strongly recommended that a single assessment not be worth more than **50%** of a student's final grade, but in no case shall it be worth more than **65%**.

In cases where an Undergraduate or Continuing Education course does not lend itself to two individual assessments per term, this must be clearly stipulated in the course outline, and requires approval from the Academic Standards Committee as a “course variation”. For Graduate courses that do not lend itself to two individual assessments per term, this must be clearly stipulated in the course outline, and requires approval from Graduate Program Council as a course variation.

▪ **Return of graded work:**

- Policy 166 states that course outlines should provide information on approximately when the first assessment results will be returned to students.
- The policy also states that to enable students to assess their progress in a course, at least **20%** of a student's grade that is based on individual work must be returned to the student prior to the final deadline for dropping courses without academic penalty – this is typically by Week 10 of the course. **For Fall 2022 courses, the deadline to drop without academic penalty is Friday November 18, 2022. Note: This rule does not apply to Graduate courses.**
- Outlines should provide a statement regarding how late work will be evaluated so it is clear to the student.
- Student work is considered their personal property and is covered by FIPPA requirements. It is the responsibility of the Department, School or Program to develop systems or determine procedures for the confidential return of graded course work.

▪ **Posting of Grades:**

- All grades on assignments or exams must be posted, and/or made available to students through the return of their work. Grades on final exams must be posted. However, as there may be other consideration in the determination of final grades, students will receive their official final grade in the course only from the Registrar. **Final official course grades may not be posted or disclosed anywhere by an instructor.** Please do not email students their final grade.
- Instructors must inform students of the method to be used for posting grades; using D2L is preferred. If grades are posted outside of D2L, they must be posted numerically, and sorted by student ID number after at least the first four digits have been removed. Students who wish not to have their grades posted this way must inform the instructor in writing.

- **Period of Prohibition of Assessments:** For students in undergraduate courses, the last week of classes before the examination period is to be free of all undergraduate tests, examinations, submissions of assignments, or other assessments. Exceptions to the period of prohibition are specified in [Policy 166](#) - Procedures Section 6. In unusual circumstances, there may be a justifiable exception from the period of prohibition on assessments, if approved by the Chair/Director.

- **Access to Final Exams:** Students must be given supervised access to review their final exams. If an instructor is going to be away, the Department/School/Program must be given access to the exams for this purpose. For remote delivery courses, students may view their final exams

through Google Meet or Zoom, either partially or completely. Please note: Although you may inform the student that no photos or Print Screens can be taken, there is no guarantee of this.

## 2. Academic Integrity

- **Information for instructors and students is available on the [Academic Integrity Office Website](#), as well as in [Policy 60 \(Academic Integrity\)](#).** Instructors should make a strong statement on the importance of academic integrity in class (the Policy itself will be covered in the link provided on D2L). There may be specific aspects of academic integrity that instructors wish to highlight either in class or on their outline such as:
  - Guidelines on the proper forms of citation required for the course.
  - Expectations and boundaries around collaboration.
  - Why NOT to use homework “help” sites.
  - How to find academic integrity resources: [Academic Integrity Office Website](#) - noting that the AIO website is educational and provides a wealth of resources to educate students on Policy 60: Academic Integrity and to help students avoid academic misconduct.
  - Bonus marks for students who complete the AIO and DMPs [Academic Integrity in Space](#) game. This game can be incorporated into your D2L course shell by following the instructions available.
  - Clear guidelines around academic integrity expectations for all forms of assessment in the course, including boundaries on open book exams.

### **Copyright/Intellectual Property:**

Below is some text that you can use on your course outline that is specific to Policy 60 Academic Integrity:

The unauthorized use of intellectual property of others, including your Professors', for distribution, sale, or profit, is expressly prohibited in accordance with [Policy 60 Academic Integrity \(pdf\)](#) (Appendix A, Section 3).

Intellectual property includes but not limited to:

- Slides
- Lecture notes
- Presentation materials used in and outside of class
- Lab manuals
- Course packs/E-Reserves
- Exams

For more information on **Course and File Sharing**, please visit the Library's page on [Copyright at TMU](#).

**Turnitin:**

Turnitin is an originality detection service and plagiarism prevention service to which TMU subscribes. It is a tool to assist instructors in determining the similarity between a student's work and the work of other students who have submitted papers to the site (at any university), internet sources, and a wide range of journals and other publications. While it does not contain all possible sources, it gives instructors some assurance that a student's work is their own. No decisions are made by the service; it generates an "originality report," which instructors must evaluate to judge if something is plagiarized. Turnitin can be integrated into D2L using [the following instructions](#).

**If Turnitin.com is to be used in a course, the following wording is required in a course outline:**

"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."

### 3. Exams

**Details available in [Policy 135 \(Examination Policy\)](#)**

- Instructors may choose to include items from this policy in their course outlines, depending on the format of their exams, related to for example:
  - Materials allowed to be used in exams (calculators, "cheat sheets," etc.).
  - Specifics related to online exams (see the policy for details).

**Note:** If the course is conducted online, the final exam will also be online; if the course is conducted in-person, the final exam may also be in person, subject to public health guidelines. Check the final exam schedule one month prior to final exams for details.

### 4. Experiential Learning Activities

In June, 2020, a new Policy on [Experiential Learning](#) was approved (Policy 169). Within it, there are core defining aspects of experiential learning (Section 3) that guide designing EL curriculum. The procedures section further outlines support, resources and processes for all EL opportunities. To ensure a safe learning environment for students, faculty/staff, and EL partners, each EL opportunity has different requirements based on its risk factors. Please review [Appendix A of Senate Policy 169](#) for the most current Experiential Learning Risk Management Chart to determine the category of the activity you are planning and check to ensure that all of the requirements have been met for that activity. These range from the need for a formal placement agreement (e.g., for high risk areas such as nursing and midwifery) to the need for an insurance waiver form. For further specialized support, please contact the [EL Hub](#).

**Please Note:**

For Winter 2022, all domestic EL activities, whether in-person or remote can now be approved at the discretion of the school/program, in line with public health guidelines, as opposed to previously needing approval from your Dean or AD. However, schools/programs should still inform

their Deans of their EL offerings for the semester and be sure they are following TMU's vaccination policy and procedures.

While the university continues to plan for a broader return to campus for Winter 2022, schools or programs may still decide to continue to offer EL through a remote or hybrid model, if it is determined to be in the best interest of student learning and their experience.

International EL Activity:

The university is resuming travel support for university-sanctioned international activity for fully vaccinated individuals, effective immediately. Students participating in university-sanctioned international activity must complete the university's [International Risk Management Requirements noted on the TMU International website](#). All university-sanctioned international group activity must have a faculty and/or staff member responsible for all international risk management requirements of the group. Full details can be found on TMU's International's [Group Travel Abroad](#) site.

- **Out-of-Pocket Expenses:** Inform students of any personal expenses they will incur in the course.
- **Insurance Coverage:** For unpaid EL opportunities within Ontario, with an employer that is registered under WSIB, coverage for COVID-19 claims will be determined on a case by case basis. Paid EL opportunities should recognize students as an employed worker must be provided with workplace insurance coverage paid for by the employer. For more additional insurance information, contact Risk and Insurance at [insurance@ryerson.ca](mailto:insurance@ryerson.ca).
- **Probable or Positive COVID-19 Cases:** For students completing in-person EL activities who have COVID-19 symptoms, have been exposed to COVID-19 or have tested positive for COVID-19, should inform their coordinator or professor/instructor right away and follow any directions given to them by the EL opportunity site and/or medical professionals. [Visit TMU's reporting website for full details and procedures](#).

## 5. Research Assignments in Courses

Starting Fall 2021, all course assignments that allow students to use information or biological materials collected from human participants require a review by the Research Ethics Board (REB) or one of the faculty-based committees that have delegated authority from the REB. This process is now mandated under the Tri-Council Policy Statement on Research Ethics (TCPS2).

Submissions can be made by course instructors on behalf of all students enrolled in the course, by demonstrating how the assignment design meets the standards of the TCPS2.

Applications should be submitted on the online application portal and they will be directed to the appropriate committee for review (NOTE: Please scroll to the bottom of the screen to see the course-based application form).

Once a course assignment has received ethics approval, it can be renewed from year to year or amended through an expedited process.

### What requires review?

Not all assignments involving data collection from humans will require review. The requirement applies to course assignments that are designed primarily to help students develop their academic research skills. These might include:

- Designing and implementing surveys
- Conducting interviews and/or focus groups
- Observational activities where individuals observed have an expectation of privacy
- Secondary analyses of non-public datasets or biological materials

Independent student research projects, such as theses or individualized capstone projects will continue to be reviewed by the REB through individual student submissions.

### What does not require review?

All activities involving human participants that are exempt from review under the TCPS2, or that do not meet the definition of research in the TCPS1, will not require review. For example:

- Obtaining information from participants who are acting in their expert professional or official capacity (e.g., as employees of an agency or company) regarding their institutional knowledge of organizational practices
- Observational activities that do NOT involve direct interaction with individuals and where individuals do not have an expectation of privacy
- Professional / vocational practice training (including placements and/or practicums)
- Creative practice activities
- Making secondary use of datasets for analysis when they are publicly available or protected by law (e.g., Statistics Canada)
- When the course assignment instructs students to only collect information from other students enrolled in the same course (i.e. data are collected from classmates only).

Course instructors who are not sure whether their assignment requires review, or have questions about the review process, are encouraged to contact the REB or one of its delegated committees by email:

- Faculty of Community Services: [fcs.ethics@ryerson.ca](mailto:fcs.ethics@ryerson.ca)
- Faculty of Arts: [arts.ethics@ryerson.ca](mailto:arts.ethics@ryerson.ca)
- The Creative School: [ethics.creative@ryerson.ca](mailto:ethics.creative@ryerson.ca)
- For instructors in all other faculties, contact the REB subcommittee: [cbrec@ryerson.ca](mailto:cbrec@ryerson.ca) or [rebchair@ryerson.ca](mailto:rebchair@ryerson.ca)

## 6. Other Important Notes

- **Departmental/University Policies and Course Practices:** Departments/Schools/Programs may decide that certain policies should be included on all outlines, including but not limited to:
  - **University policy:** Students should be reminded that they are required to adhere to all relevant University policies and a reference provided on the course outline to the link with available policy information (as indicated in the course outline template). This will also be automatically found on all courses with a D2L course shell.

- **Attendance:** It must be decided if points are to be given for attending classes. Normally, marks are not given for non-academic components however marks can be given for participation in course activities such as discussions.
  - **Non-academic marks:** Bonus points are not to be given for such things as completing the Faculty Course Survey, and points should not be given or deducted for such things as student conduct. Grades are earned for the demonstration of knowledge.
  - **Digital course readings:** Faculty can now submit course reading lists to the [Library's eReserve Service](#) in preparation for the fall term. The service makes course readings electronically available within D2L courses at no extra cost to students. To ensure readings are ready for fall, please submit as soon as possible. Note: due to higher than normal demand, processing times may take longer than usual. For more information, email [reserve@ryerson.ca](mailto:reserve@ryerson.ca).
- **Group work:** Policy 166 states that, "Group work for which a student does not receive an individual assessment should not constitute more than 30% of a course grade." You should carefully consider why you are giving a group assignment, how you will individually assess each member of the group and whether the group work is part of the objective of the assignment. It may well be that it would be better for students to work independently.
  - **Use of D2L as a communication tool:** It is highly recommended that a D2L shell be created for all courses, even if it is just used for University policy information and communication with students when classes are cancelled or there are other matters that need urgent communication.
- **Academic Accommodation Support:** Academic Accommodation Support (AAS) is the university's disability services office. AAS works directly with incoming and returning students looking for help with their academic accommodations
    - For students who require accommodation, as an instructor, you will receive an electronic accommodation plan via your Ryerson email address. If you believe that the accommodations impact the core academic requirements of your course, you should consult with the Academic Accommodation Support Facilitator listed on the accommodation plan, and the student. You must not accept or review medical documentation for academic accommodation directly from a student.
    - For more information, see [Policy 159: Academic Accommodation of Students with Disabilities](#) and the Academic Accommodation Support [Faculty page](#).
    - There is often confusion between Academic Accommodation (Policy 159) and Academic Consideration Requests (Policy 167). To help distinguish between the two, [AAS has put together a flowchart](#) to help students determine which policy applies to them.
  - **Webcam Use in Live Lectures and Tutorials:** It is strongly encouraged that student privacy and access to technology be considered before students are asked to turn on their webcam video if a course is offered remotely.

## 7. Support for Teaching

**No matter the format of your course**, the Centre for Excellence in Learning and Teaching has resources available to you to help with every aspect of teaching:

- [Resources for Faculty and Instructors](#)
  - [Register for a virtual consultation](#) to get personalized guidance and support from Educational Developers and Digital Media Project experts on your course design.
  - [Tech for Teaching](#)
  - [Large Class Survival Guide](#)
  - [Remote Teaching Hub](#)
  - [Excellence in Teaching Program \(ETP\)](#)
  - [Upcoming workshops and Events](#) ([Recordings of past workshops and events](#))
  - [TA/GA Programs](#)

## 8. Suggested Course Outline Template

- Available on the Senate website under the “Guides, Templates, and Statements” tab on the [Resources page](#) is a Course Outline Template for Fall 2022 that describes what you should provide in your course outline along with suggested wording. If you include everything provided, along with extra information specific to your course, you will be covered in terms of what the University is expecting faculty to convey to students.
- An [interactive version of this Course Outline Template](#) is also available with tips and strategies for making your course as accessible as possible.

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