# Professor(s)

[Insert Name]

# Contact Information

[Insert email]

# Program Coordinator

[Insert Name]

# Textbook Requirements

[If needed, insert title and any information regarding the text here] [Insert cost of resource]

# Welcome

[Customize your message here to introduce yourself and anything that you think should be noted for your students. Below is an **example**.]

Hello everyone. I am so happy to be welcoming you back to another term in the \*\*\* program. Looking forward to another great term as we work through this course on \*\*\*.

For those of you who I have I have not yet met, let me introduce myself. [Insert information about your profession, your hobbies, and why you got into teaching].

Below you will find all the information that you will need to keep on track for success this term. Please keep in mind that in the event that changes to our schedule need to be made due to unforeseen circumstances, the due dates below may need to change, and it is **crucial** that you always check our Brightspace class site and the Brightspace calendar.

In addition to our schedules, we have included some of our policy information as well as student support information on this document for you to reference if needed. Please let me know if you have any questions about any of the services available to you on campus, and I will do my best to connect you with the resources you need.

I am here to support you throughout the term and strive to make my teaching and learning space as inclusive and equitable as I possibly can. If you are struggling with anything, or if you have any questions or concerns, I ask that you please email me so that we can set up a time to chat. I realize that formal academic accommodations may not cover everyone’s needs, so if anything comes up, I want to ensure that we can work together to come up with the best solution for both of us together.

In addition, I will be posting an optional getting to know you survey on our online course. I ask that you please complete this to give me the opportunity to get to know you a bit more. I will be completing the same survey and posting my answers, but your answers will remain confidential with me.

Good luck this term and stay in touch,

[Insert Name]

# My Expectations

[Insert any information your students should know about what you expect of them, such as equipment they need to bring to class/lab, that you want readings done before class, etc.]

# Course Learning Objectives & Vocational Learning Outcomes

Connection between course learning outcomes and program learning outcomes (vocational learning outcomes) is common. The program outcomes (vocational learning outcomes) can be found on [insert program website courses tab page].

By the end of the term, you will be able to do the following:

[Please list each of the learning outcomes for the course and indicate which vocational learning outcome number it is connected to.

Example:

1. Develop a professional employment package identifying skills and/or assets you possess (VLO #8).]

(\* NOTE TO FACULTY: if your course is for students from multiple different programs, you could state the following: This course is delivered through multiple program areas, and therefore the vocational outcomes may differ depending on which program you come from. If you are interested in seeing your program outcomes, please visit your program website under the courses tab.)

# Course Evaluations Format

[Insert the breakdown of the course marks here, with a brief description of what this will entail. Below is an **example**]

## Discussion Board Posts – 15%

### 14 Online Posts – 1% each (+1% for completing all)

### **]Insert what course learning objectives you will be assessing in this portion For example: Assessment of Learning Outcome # \_\_ from above.]**

Every week (14 in total) we will have a question that has been posted online for discussion. Participation each week will include at least one response per week will ensure success for this portion of the grade.

## Critical Reflection Papers – 30%

### Three Reports – 10% each

### **[Insert what course learning objectives you will be assessing in this portion]**

These papers are meant to demonstrate how you are applying the knowledge to your life inside and outside of the course. The rubrics for these reports can be found in the assignment section of our online class, and due dates can be seen below as well as online on our course calendar. These will be submitted through our online classroom.

## Quizzes – 20%

### Four Online Quizzes – 5% each

### **[Insert what course learning objectives you will be assessing in this portion]**

There will be a quiz available ONLINE every other week of the course which will cover material from both the textbook readings from that week as well as classroom lectures. Marks are based on 4 out of 8 of your best quizzes, therefore you have the option to take as many quizzes as you would like and mark will be pulled from the best, or if time does not allow, you can complete 4 out of the 8 available.

## Final Assignment – 20%

### One Paper – 20%

### **[Insert what course learning objectives you will be assessing in this portion]**

This paper will be a cumulation of what we have learned throughout the term, combining the questions that have come up on the discussion posts and building from your critical reflection papers. The rubric for this, along with more instructions can be found in the assignment section on our online course. Due date can be seen below, as well as online on our course calendar. This is to be submitted through our online classroom.

## Final Exam – 20%

### One In-Person Test – 20%

### **[Insert what course learning objectives you will be assessing in this portion]**

This test will cover the entire course and will consist of multiple choice and short answer questions. We will discuss this throughout the term and will be similar to many of the online quizzes. This test will be written in the classroom. Date can be found below and on our online course.

# Term Schedule and Expectations

## Week 1 [Insert Topic Title] [Insert Dates ex: Monday May 8 to Sunday May 14)]

Feel free to insert a short description of the topics and goals of the week.

**Read:** [Insert reading requirements that align with that week’s lecture]

**Watch/Listen:** [Insert if you have any videos that need watching or anything they should listen to]

**Do:** [Insert anything that needs to be submitted this week and the due date. Often nice to highlight or draw attention to something that is not a weekly occurrence. Example below that aligns with example breakdown]

* Discussion Post: Online – to be completed by Sunday at 11:59pm
* Quiz #1: Online – to be completed by Sunday at 11:59pm
* **Critical Reflection Paper #1 – due online by Friday September 13 at 11:59pm**

## REPEAT ABOVE FOR ALL WEEKS, INCLUDING WEEK 7, TITLE BREAK WEEK, AND THEN CONTINUE WITH WEEK 8 BEING THE WEEK WE RETURN FROM BREAK

# Additional Resources

## Academic Advisor

For domestic students, your academic advisor is [INSERT NAME] [INSERT EMAIL]and for international students your academic advisor is [INSERT NAME] [INSERT EMAIL]. If you are experiencing any academic difficulties or want to discuss how to manage your timetable going forward in this program, please reach out to these individuals.

## Peer Tutoring and Academic Drop-In Services

These services are run by the NC Library Services and all information on how to access tutoring, academic drop-in, or to book study rooms, can be found on the [NC Libraries & Learning Commons webpage.](https://nclibraries.niagaracollege.ca/library)

## Health, Wellness & Accessibility Services

Niagara College offers health services, counselling services, and accessibility services for all students. The counselling service fees are included in your tuition fees, and if you are struggling with anything mental health related please reach out to them to book a confidential appointment. To learn more about their services check out the [Health, Wellness and Accessibility Services website](https://www.niagaracollege.ca/hwas/).

# Policies

## Email Communication

As per Niagara College regulations, all students are required to check their <@niagaracollege.ca> student e-mail account regularly. E-mail is the official route of communication between the College and its students.

## Missed or Late Assignments

When you find yourself unable to meet an in-course requirement because of illness or compassionate reasons, please advise the course instructor in writing, with your name, id#, and e-mail contact. See additional information in the [Missed Evaluations Policy](https://www.niagaracollege.ca/policies/view/forms-and-documents/missed-evaluations/).

**[INSERT YOUR POLICY HERE FOR LATE ASSIGNMENTS]**

## Academic Integrity

Niagara College students are subject to the College’s [Academic Honesty Policy](https://www.niagaracollege.ca/policies/view/forms-and-documents/academic-honesty/) and therefore be aware of what constitutes academic misconduct and its consequences. Student academic misconduct is a serious offence and will not be tolerated. It may take many forms, including plagiarism, the use of unauthorized aids in assignments or examinations, and the willful distortion or fabrication of experimental results or data.

## Class Cancellation or Rescheduling

On occasion, it may be necessary to cancel or reschedule a class. Niagara College's [Class Cancellations Policy and Procedure](https://www.niagaracollege.ca/policies/view/student-records/class-cancellations/) provides details on what students can expect in the event of a change to a regularly scheduled class meeting.

## Student Class Attendance and Lateness

Students are responsible for understanding the College's [Academic Rights and Responsibilities Policy](https://www.niagaracollege.ca/policies/view/student-records/academic-code-of-behaviour/) as it relates to class attendance and lateness. While class resources will be posted on Blackboard, key discussions, group work, and opportunities for questions are best accessed during scheduled class hours. Regular attendance is highly recommended.

## Course Drop Date

The last date to drop one-term courses, without academic penalty, can be found on the [Important Dates](https://www.niagaracollege.ca/enrolmentservices/dates/) web page. For additional information on how to drop a course, contact the [Enrolment Services](https://www.niagaracollege.ca/enrolmentservices/).

## Accessibility

Niagara College adheres in spirit and practice to the *Ontario Human Rights Code*. Niagara College is committed to providing access to an educational environment that fosters a climate of mutual respect, fairness, dignity and equitable treatment, and to extend to students opportunities to exercise their worth and potential. **Students are not required to disclose their disability diagnosis to register and access accommodations, services and supports**. **Students must self-identify with the Niagara College Accessibility Services office** in order to access and receive disability related academic and service accommodations. Learn more at the [Niagara College Accessibility Services website](https://www.niagaracollege.ca/hwas/services/accessibility/).

## Use of Personal Recording Devices

Niagara College is committed to providing a safe teaching and learning environment that respects the rights and freedoms of every individual under the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code, the right to individual privacy legislated by applicable federal and provincial directives and the Freedom of Information and Protection of Privacy Act, and the property rights which exist in information conveyed within the learning environment and which arise under the Canada Copyright Act. Please refer to the [Student Code of Conduct](https://www.niagaracollege.ca/policies/view/forms-and-documents/student-code-of-conduct/) to understand the use of personal recording devices on campus.