**Online Course Syllabus Template - DRAFT**

**COURSE NAME and NUMBER**

**I CONTACTS**



**INSTRUCTOR**

Name:

Email:
Office/Office hours:

Instructor Bio:

**TA(s)**

Name:
Email:

Office/office hours:

**ACADEMIC DEPARTMENT CONTACT**

Name:
Email:
Office and hours:

**II COURSE OVERVIEW**

**COURSE DESCRIPTION**

In this course we are going to…

**PREREQUISITES**

This course assumes you have a basic understanding of…

**READINGS**

Required:

Supplemental:

**III HOW THE COURSE IS ORGANIZED**

This online is organized by… units/weeks….

*In a fully online course there is no scheduled lecture time.  Over the course of each week, you are expected to… watch/read/participate/submit … according to the due dates/deadlines.*[Example only - edit according to course format]

**COURSE SCHEDULE:**

|  |  |  |
| --- | --- | --- |
| DATES | UNIT/WEEK | TOPICS |
| Sept. 03 – Sept. 09 | 1 | Introduction to X |
| Sept. 10 – Sept. 16 | 2 | X in the context of Y**QUIZ 1 due on Sept. 16 at 11:59 pm** |

**IV EVALUATION/GRADING SCHEME**

QUIZZES (six in total: one every other week) worth 10% each\*

PEER ASSESSMENT ASSIGNMENT (mid way through course) worth 10%

FINAL EXAM (end of course) worth 30%

\*Quizzes are all open book

**MARK BREAKDOWN**

Quizzes 6 x 10% = 60% total grade
Peer Assignment = 10% total grade

Final Exam = 30% total grade

**Note:** if an unexpected technical issue occurs with a university system (e.g., Portal services, network outage) that affects availability or functionality, it may be necessary to revise the timing or weighting of the assessments.

**FINAL EXAM**

Note: The final exam must be written in person during the regular exam period and will require attendance on the St. George campus for University of Toronto and other students in the Greater Toronto Area (GTA).

If you are eligible and require off-site proctoring, please notify your College/Faculty and submit your request no later than twelve (12) business days after the start of class.

If requested on time, the Faculty will endeavour to provide arrangements for proctored exam writing for students located outside of Southern Ontario at a proposed outside examination centre. You must provide the contact information of an institution in your area offering proctoring services, however, please note that requested accommodations are not guaranteed and alternative arrangements may be needed.

Please contact the Faculty Registrar’s Office for further details.

**V COURSE POLICIES**

Communication with instructor (e.g. I will respond to email within 24 hrs on weekdays).

Online etiquette/participation (e.g. Review discussion postings before posting your own to avoid redundancy).

Deadlines for assignment submissions and late policy (e.g. x% will be deducted daily).

Submission methods (e.g. use Blackboard only).

Extensions or penalties for late work (e.g. In case of emergency…).

**VI TECHNOLOGY REQUIREMENTS AND TECHNOLOGY PROBLEMS**

You must have access to a computer or a tablet with a Wi‐Fi internet connection (or faster) to be able to watch the videos. A headset and mic are required for webinar activities.

*[Edit for needs as required for your particular course.]*

This course requires the use of computers, and of course sometimes things can go wrong when using them.  You are responsible for ensuring that you maintain regular backup copies of your files, use antivirus software (if using your own computer), and schedule enough time when completing an assignment to allow for delays due to technical difficulties.  Computer viruses, crashed hard drives, broken printers, lost or corrupted files, incompatible file formats, and similar mishaps are common issues when using technology, and are not acceptable grounds for a deadline extension.

**VII INSTITUTIONAL POLICIES AND SUPPORT**

**ACADEMIC INTEGRITY**

**On Academic Integrity:**
Academic integrity is essential to the pursuit of learning and scholarship in a university, and to ensuring that a degree from the University of Toronto is a strong signal of each student’s individual academic achievement. As a result, the University treats cases of cheating and plagiarism very seriously.  The University of Toronto’s Code of Behaviour on Academic Matters ([www.governingcouncil.utoronto.ca/policies/behaveac.htm](http://www.governingcouncil.utoronto.ca/policies/behaveac.htm)) outlines the behaviours that constitute academic dishonesty and the processes for addressing academic offences.  Potential offences include, but are not limited to:

In papers and assignments:

1. Using someone else’s ideas or words without appropriate acknowledgement.
2. Submitting your own work in more than one course without the permission of the instructor.
3. Making up sources or facts.
4. Obtaining or providing unauthorized assistance on any assignment.

On tests and exams:

1. Using or possessing unauthorized aids.
2. Looking at someone else’s answers during an exam or test.
3. Misrepresenting your identity.

In academic work:

1. Falsifying institutional documents or grades.
2. Falsifying or altering any documentation required by the University.

All suspected cases of academic dishonesty will be investigated following procedures outlined in the Code of Behaviour on Academic Matters. If you have questions or concerns about what constitutes appropriate academic behaviour or appropriate research and citation methods, you are expected to seek out additional information on academic integrity from your instructor or from other institutional resources (see [**www.utoronto.ca/academicintegrity/resourcesforstudents.html**](http://www.utoronto.ca/academicintegrity/resourcesforstudents.html)).

**Turnitin.com:**

*[Turnitin.com is a tool that will assist in detecting textual similarities between compared works. Students must be informed at the start of the course that the instructor will be using Turnitin.com. If you plant to use this tool, the course syllabus must include the following statement (as is).]*

"Normally, students will be required to submit their course essays to Turnitin.com for a review of textual similarity and detection of possible plagiarism. In doing so, students will allow their essays to be included as source documents in the Turnitin.com reference database, where they will be used solely for the purpose of detecting plagiarism. The terms that apply to the University's use of the Turnitin.com service are described on the Turnitin.com web site”.

**COPYRIGHT**

If a student wishes to copy or reproduce lecture presentations, course notes or other similar materials provided by instructors, he or she must obtain the instructor's written consent beforehand. Otherwise all such reproduction is an infringement of copyright and is absolutely prohibited.

**ACCESSIBILITY NEEDS**

The University of Toronto is committed to accessibility. If you require accommodations for a disability, or have any accessibility concerns about the course, the classroom or course materials, please contact [Accessibility Services](http://accessibility.utoronto.ca/) as soon as possible.

**SERVICES and SUPPORT**

The following are some important links to help you with academic and/or technical service and support

* General student services and resources at [Student Life](https://www.studentlife.utoronto.ca/)
* Full library service through [University of Toronto Libraries](http://onesearch.library.utoronto.ca/)
* Resources on conducting online research through [University Libraries Research](http://onesearch.library.utoronto.ca/research)
* Resources on academic support from the [Academic Success Centre](http://www.asc.utoronto.ca/)
* Learner support at the [Writing Centre](http://www.writing.utoronto.ca/)
* Information about [Accessibility Services](http://accessibility.utoronto.ca/)
* Information for [Technical Support/Blackboard Support](http://www.portalinfo.utoronto.ca/) (Portal Info)