Revised Course Syllabus Guide
Updated October 2019

Dalhousie Syllabi are an extension of the University's contract with the student. As such, all Dalhousie Syllabi should contain specific information necessary for Students to participate successfully in the Course, while other information may pertain only to specific disciplines or be included at the preference of the Instructor. These requirements and options pertain equally to undergraduate and graduate courses and to online, blended and face-to-face courses.

- Reflects information that **must** be included, <u>if applicable to the course</u>
o Reflects information that is *optional* to include

SECTION A: COURSE INFORMATION

Administrative

- Course name, number, type (e.g. lecture, online) and credit hours (note when course is cross-listed)
- Course lecture, lab and/or tutorial meeting times and locations (as available)
- Instructor name(s), building/room number, office phone, email address, and preferred method of contact and availability
- Learning Management System site information, if applicable
- Identity and contact information for Teaching Assistants (when known at the time of Syllabus release and if directly involved in student support)

o Instructor profile(s) (e.g. website)
o Photos of instructor(s)
o Instructor pronouns (e.g. he/him, she/her, they/them, ze/hir, etc. - When an instructor specifies their pronouns in the syllabus, it models this best practice and helps to create a more welcoming, inclusive environment, especially for our gender-diverse students.)
o Brief Teaching Philosophy Statement

Academic

- How the course is offered (face-to-face, online, blended)
- Student Learning Outcomes for the course
- Rationale for course
- Course Description and prerequisites (from the university calendar)
- Tentative list and schedule of topics to be covered, if possible (remember to note university holidays)
- Required (and suggested) textbooks, readings, and other materials including electronic resources (e.g. Web, Library, LibGuide), software, equipment

- Description of class format (e.g. use of student response systems in large lectures, problem-based learning, discussion-focused)
- Any language requirements (if other than English)
- Any additional costs to be incurred by students taking the course
- Where to seek support for tutoring and academic support

- Key foundational knowledge and skills expected prior to the course
- Relationship between course learning outcomes and program goals
- Weekly optional reading assignments
- Concept map or graphic of course themes
- Overview of the history of and key approaches to the discipline
- FAQ section
- Study guides

Assessment Components

- Short description of work to be submitted which will count towards the final grade
- Schedule, duration and format of term assignments, tests, and final exams
- Weight of components contributing to final grade
- Other work not assessable but required (e.g. attendance at an event, class attendance, online academic integrity modules, online safety modules/quizzes)
- Any compulsory attendance/participation requirements
- Assessment scale and level that indicates a pass (including any components that must be individually passed); include rubrics where possible
- Performance requirements including clearly delineated differences for undergraduate and graduate students in the same course
- Description of (or link to) conversion of numeric to letter grades and university scale descriptors
- Any experiential learning components, how they will be graded and by whom
- Where collaboration is required (e.g. group assignments or projects), a clear statement of the degree of collaboration permitted in the preparation and submission of assignments

- Guiding questions for reading
- Detailed description of work to be submitted and guidance for completion
- Grading rubrics with detailed criteria for each type of assessment and grade level
- Guidelines/requirements for citing sources (acceptable procedures, styles etc.)
- Guidelines/requirements for formatting assignments
- Guidelines/requirements for where and how to submit assignments
- Guidelines/requirements for ethical considerations in student learning activities and assessments (i.e. clinical work, undergraduate research projects)
- Link to GPA calculator

Course-specific policies (established by Instructor or by class consensus)

- Course policies on missed or late assignments, labs, tests, mid-term and final exams (wording may be informed by Student Declaration of Absence policy if that policy is being followed in the course - https://www.dal.ca/dept/university_secretariat/policies/academic/missed-or-late-academic-requirements-due-to-student-absence.html)
- Notification to students if and how plagiarism detection software is being used by the instructor in the course
- Notification of whether lectures are being recorded and whether or not students may record lectures

  - Processes for submission and return of student work
  - Netiquette guidelines (highly recommended for online courses)
  - Professionalism
  - Time frame for responding to student emails
  - Ground rules for interactions between students and with instructor(s)
  - Technology use in the classroom
  - Student Information Requested (information to be completed by student and submitted to instructor), and how confidentiality will be protected
  - Trigger warnings/Content warnings
  - How previous feedback from students has been used to improve the course

SECTION B: UNIVERSITY POLICIES, STATEMENTS, GUIDELINES and RESOURCES for SUPPORT

- This section of all syllabi should begin with the statement: "This course is governed by the academic rules and regulations set forth in the University Calendar and the Senate." (this statement should provide the link to the current University Regulations in the Academic Calendar)

University Statements

Provide links and/or brief statements:

- Territorial Acknowledgement:

Dalhousie University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq. We are all Treaty people.[1]

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[1] For more information about the purpose of territorial acknowledgements, or information about alternative territorial acknowledgements if your class is offered outside of Nova Scotia, please visit https://native-land.ca/.

- Academic Integrity

At Dalhousie University, we are guided in all of our work by the values of academic integrity: honesty, trust, fairness, responsibility and respect. As a student, you are required to demonstrate these values in all of the work you do. The University provides policies and procedures that every member of the university community is required to follow to ensure academic integrity. (read more: http://www.dal.ca/dept/university_secretariat/academic-integrity.html)

- Accessibility

The Student Accessibility Centre is Dalhousie's centre of expertise for student accessibility and accommodation. The advising team works with students on the Halifax campus who request accommodation as a result of: a disability, religious obligation, or any barrier related to any other characteristic protected under Human Rights legislation (NS, NB, PEI, NFLD).

If there are aspects of the design, instruction, and/or experiences within this course that result in barriers to your inclusion please contact:
- the Student Accessibility Centre (https://www.dal.ca/campus_life/academic-support/accessibility.html) for all courses offered by Dalhousie with the exception of Truro.
- the Student Success Centre in Truro for courses offered by the Faculty of Agriculture (https://www.dal.ca/about-dal/agricultural-campus/student-success-centre.html)

Please note that your classroom may contain accessible furniture and equipment. It is important that these items remain in the classroom, undisturbed, so that students who require their use will be able to fully participate.

- Student Code of Conduct

Everyone at Dalhousie is expected to treat others with dignity and respect. The Code of Student Conduct allows Dalhousie to take disciplinary action if students don't follow this community expectation. When appropriate, violations of the code can be resolved in a reasonable and informal manner—perhaps through a restorative justice process. If an informal resolution can't be reached, or would be inappropriate, procedures exist for formal dispute resolution. (read more: https://www.dal.ca/campus_life/safety-respect/student-rights-and-responsibilities/student-life-policies/code-of-student-conduct.html)

- Diversity and Inclusion – Culture of Respect

Every person at Dalhousie has a right to be respected and safe. We believe inclusiveness is fundamental to education. Dalhousie is strengthened in our diversity and dedicated to achieving equity. We are committed to being a respectful and inclusive community where

everyone feels welcome and supported, which is why our university prioritizes fostering a culture of diversity and inclusiveness.
(read more: https://www.dal.ca/cultureofrespect.html)

- Fair Dealing policy

The Dalhousie University Fair Dealing Policy provides guidance for the limited use of copyright protected material without the risk of infringement and without having to seek the permission of copyright owners. It is intended to provide a balance between the rights of creators and the rights of users at Dalhousie.

(read more: https://www.dal.ca/dept/university_secretariat/policies/academic/fair-dealing-policy-.html)

University Policies and Programs

Provide links to:
- Important Dates in the Academic Year (including add/drop dates) http://www.dal.ca/academics/important_dates.html
- Dalhousie Grading Practices Policy https://www.dal.ca/dept/university_secretariat/policies/academic/grading-practices-policy.html
- Grade Appeal Process https://www.dal.ca/campus_life/academic-support/grades-and-student-records/appealing-a-grade.html
- Sexualized Violence Policy https://www.dal.ca/dept/university_secretariat/policies/health-and-safety/sexualized-violence-policy.html
- Scent-Free Program http://www.dal.ca/dept/safety/programs-services/occupationalsafety/scent-free.html

Learning and Support Resources

Provide links to:
- General Academic Support – Advising https://www.dal.ca/campus_life/academic-support/advising.html (Halifax) https://www.dal.ca/about-dal/agricultural-campus/student-success-centre/academic-support/advisingdalac.html (Truro)

  o Student Health & Wellness Centre https://www.dal.ca/campus_life/health-and-wellness.html

- On Track (helps you transition into university, and supports you through your first year at Dalhousie and beyond) https://www.dal.ca/campus_life/academic-support/On-track.html
- Indigenous Student Centre https://www.dal.ca/campus_life/communities/indigenous.html
- Elders-in-Residence (The Elders in Residence program provides students with access to First Nations elders for guidance, counsel and support. Visit the office in the Indigenous Student Centre or contact the program at elders@dal.ca or 902-494-6803.) https://www.dal.ca/academics/programs/undergraduate/indigenous-studies/a-day-in-the-life/elders-in-residence.html
- Black Student Advising Centre https://www.dal.ca/campus_life/communities/black-student-advising.html
- International Centre http://www.dal.ca/campus_life/student_services/international-centre.html
- South House Sexual and Gender Resource Centre https://southhousehalifax.ca/about/
- LGBTQ2SIA+ Collaborative - https://www.dal.ca/dept/hres/education-campaigns/LGBTQ2SIA-collaborative.html
- Dalhousie Libraries http://libraries.dal.ca
- Copyright Office https://libraries.dal.ca/services/copyright-office.html
- Dalhousie Student Advocacy Services http://dsu.ca/dsas
- Dalhousie Ombudsperson https://www.dal.ca/campus_life/safety-respect/student-rights-and-responsibilities/where-to-get-help/ombudsperson.html
- Human Rights and Equity Services https://www.dal.ca/dept/hres.html
- Writing Centre https://www.dal.ca/campus_life/academic-support/writing-and-study-skills.html
- Study Skills/Tutoring http://www.dal.ca/campus_life/academic-support/study-skills-and-tutoring.html
- Faculty or Departmental Advising Support (Note: there is a different link for each faculty, and possibly for different departments or programs)

Safety (excerpts emphasized as appropriate to discipline/course)

- Biosafety http://www.dal.ca/dept/safety/programs-services/biosafety.html
- Chemical Safety http://www.dal.ca/dept/safety/programs-services/chemicalsafety.html
- Radiation Safety http://www.dal.ca/dept/safety/programs-services/radiation-safety.html
- Laser Safety https://www.dal.ca/dept/safety/programs-services/laser-safety.html