

Faculty of Science Course Syllabus Winter 2021 (revised October 2020)**Department of XXXX***Course name & number (online)**Course title**Term and year***Instructor(s):** *Name* *e-mail* *Instructions for office hours (how to reach you and when)***Lectures:** *Indicate if lecture components are synchronous/asynchronous (or a mix)***Laboratories:** *Number and length (synchronous or asynchronous)***Tutorials:** *Number and length (synchronous/asynchronous)*

Submit course syllabus to the Dean's Office (danielle.wood@dal.ca) and to your Department office for posting on the Dept website by January 4, 2021. If ready, earlier submissions would be greatly appreciated.

*Submit requests for final exam exemptions by December 21, 2020. An exemption is required for 1000 to 3000 level courses if you are not planning to hold an exam in the scheduled final exam period. Submit your syllabus along with the **reason for the request** to the Assistant Dean (scieasst@dal.ca).*

The following information should be included, as a minimum, in every course syllabus.

Course Description*(from calendar)***Course Prerequisites***List courses, minimum grades or other prerequisites***Course Exclusion***List any course exclusions (as per the calendar)***Learning Objectives***List of knowledge/skills student are expected to have after completing course***Course Materials**

- *Required textbook(s)*
 - *indicate where textbooks can be purchased or accessed*
 - *Indicate if students must purchase new textbooks or online access codes*
- *Other required materials (e.g., lab manual, software, kits)*

Course Delivery (online)

- *Course Brightspace page*
- *For synchronous sessions: indicate session time(s), whether attendance is required, and whether sessions will be recorded*
- *Any online platforms outside Brightspace*

Course Assessment

Component	Weight (% of final grade)	Date ¹
<i>Assignments² (list)</i>		
<i>Tests/quizzes³ (list)</i>		
<i>Final exam ^{3,4}</i>		<i>(Scheduled exam period)</i>

Other course requirements

List any non-graded components that are required to pass the course (e.g., participation, attendance at synchronous sessions, completion of all labs, out of class field trip, non-graded presentation).

Notes

- For tests, quizzes, exams, lab exams: include date, time, length exam will be open.*
- Assignments: provide due dates.*
- Exams worth 25% or more may not be held in the final 2 weeks of classes (Dalhousie policy). It is strongly recommended that any tests, quizzes or exams held in the last 2 weeks of term be worth less than 15% and that end of term assessments be held during the scheduled exam period where possible.*
- Course instructors not planning to hold an exam in the final exam period must apply to the Assistant Dean (Student Affairs) for an exemption (1000-3000 level courses only).*

Conversion of numerical grades to Final Letter Grades follows the Dalhousie Common Grade Scale

A+ (90-100)	B+ (77-79)	C+ (65-69)	D	(50-54)
A (85-89)	B (73-76)	C (60-64)	F	(<50)
A- (80-84)	B- (70-72)	C- (55-59)		

Course Policies on Missed or Late Academic Requirement

Describe your policies on missed or late academic requirements, including late or missed assignments, labs, tests or exams. See accompanying document for COVID-related changes to Dalhousie's sick note policy.

- Indicate if students are expected to use the Student Declaration of Absence form for late or missed requirements, and how many times they may use the form*
- Outline how students may fulfill course requirements if they must miss a requirement (e.g., best 8 out of 10 assignments are counted, make-up exam or alternate assignment offered, alternate evaluation schemes)*
- Note that medical notes should not be requested, including for the final exam (Fall/Winter 2020/21 only), as many doctors, including those at Dalhousie Health and Wellness, are no longer issuing notes for short-term illnesses.*

Explain your policy on collaboration (for individual and group assignments or projects) – state explicitly whether students are allowed to work together on assignments

Notification if plagiarism software will be used in course

Course Content

List, or approximate schedule, of lecture topics