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| **COURSE # and TITLE:** | | | |
| **Term** |  | | |
| **Pre/Co-Requisites** |  | | |
| **Faculty** | VETERINARY MEDICINE, OFFICE OF EMERGING SCHOLARS | | |
| **Instructor Name (s)** |  | **Email** |  |
| **Instructor Email Policy** |  | | |
| **Office Location** |  | **Office Hours** |  |
| **Telephone No.** |  | | |
| **TA Name** |  | **Email** |  |
| **Class Term/ Days** |  | | |
| **Class Times** |  | | |
| **Class Location** |  | | |

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| **COURSE INFORMATION/ DESCRIPTION OF THE COURSE** |
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| **LEARNING RESOURCES/REQUIRED READING** |
| **Required Readings, Textbooks, and Learning Materials (available at the UCalgary Bookstore)**  **Technology Requirements** |

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| **COURSE LEARNING OUTCOMES** |
| At the end of this course, students will be able to: |

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| **ASSESSMENT COMPONENTS** (examples are below to be modified for each course) | | | |
| Assessment Method | Description | Weight | Aligned Course  Learning Outcome |
| Group Presentations |  |  | 2, 3, 4, 5 |
| Paper/ project |  |  | 1, 2, 4,5 |
| Assignments |  |  | 1,2,3,4,5 |
| Exam |  |  | 1, 2 |

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| **ASSESSMENT AND EVALUATION INFORMATION** | | | |
| **Assessment**  **Methods** | **Description** | **Weight**  **%** | **Due Date and**  **Time** |
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Please provide clear instructions to the students on what is required to pass the course. Do they need to pass all assessment components, or is an overall passing grade OK.

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| **ASSESSMENT AND EVALUATION INFORMATION** |
| **ATTENDANCE AND PARTICIPATION EXPECTATIONS**  **GUIDELINES FOR SUBMITTING ASSIGNMENTS**  **FINAL EXAMINATIONS**  **EXPECTATIONS FOR WRITING**  **LATE ASSIGNMENTS:** What happens if students fail to submit their assignments? What happens if they are late – do they fail? Do they lose a percentage of their mark per 24 hour period, etc. |

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| **UNIVERSITY OF CALGARY GRADUATE GRADING SYSTEM** |

Cut Points for Grades:

This course adheres to the grading system outlined in the University of Calgary, Faculty of Graduate Studies Calendar. Grades of A+ and A are not distinguished in the calculation of GPAs.

As a guide, the proposed Veterinary Medical Sciences percentile grades are included:

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| Grade | Grade Point Value | Percentage Conversion | Graduate Description |
| A+ | 4.00 | 97-100 | Outstanding |
| A | 4.00 | 90-96 | Excellent – superior performance showing  comprehensive understanding of the subject matter |
| A- | 3.70 | 85-89 | Very Good Performance |
| B+ | 3.30 | 80-84 | Good Performance |
| B | 3.00 | 75-79 | Satisfactory Performance |
| B- | 2.70 | 70-74 | Minimum Pass for Students in the Faculty of  Graduate Studies |
| C+ | 2.30 | 67-69 | All grades below ‘B-“ are indicative of failure at the graduate level and cannot be counted toward Faculty of Graduate Studies course requirements. A student who receives a grade of “F” will normally be required to withdraw unless the program recommends otherwise. |

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| **COURSE SCHEDULE DETAILS** |

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| **Course Schedule Date** | **Topic & Reading** | **Assignments/Due Dates** |
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|  | No Classes – Reading Week |  |
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| **INTERNET AND ELECTRONIC COMMUNICATION DEVICE INFORMATION** |
| The use of laptop and mobile devices is acceptable when used in a manner appropriate to the course and classroom activities. Students are to refrain from accessing websites that may be distracting for fellow learners (e.g. personal emails, Facebook, YouTube).  Students are responsible for being aware of the University’s Internet and email use policy, which can be found at https:/[/www.ucalgary.ca/policies/files/policies/electronic-communications-](http://www.ucalgary.ca/policies/files/policies/electronic-communications-) policy.pdf |
| **MEDIA AND RECORDING IN LEARNING ENVIRONMENTS** |
| **Media recording for lesson capture**  The instructor may use media recordings to capture the delivery of a lecture. These recordings are intended to be used for lecture capture only and will not be used for any other purpose. Although the recording device will be fixed on the Instructor, in the event that incidental student participation is recorded, the instructor will ensure that any identifiable content (video or audio) is masked, or will seek consent to include the identifiable student content to making the content available on University approved platforms.  **Media recording for assessment of student learning**  The instructor may use media recordings as part of the assessment of students. This may include but is not limited to classroom discussions, presentations, clinical practice, or skills testing that occur during the course. These recordings will be used for student assessment purposes only and will not be shared or used for any other purpose.  **Media recording for self-assessment of teaching practices**  The instructor may use media recordings as a tool for self-assessment of their teaching practices. Although the recording device will be fixed on the instructor, it is possible that student participation  in the course may be inadvertently captured. These recordings will be used for instructor self- assessment only and will not be used for any other purpose.   |  | | --- | | **UNIVERSITY OF CALGARY POLICIES AND SUPPORTS** |   **ACADEMIC ACCOMMODATION**  Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services; SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit [www.ucalgary.ca/access/](http://www.ucalgary.ca/access/) . Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor. The full policy on Student Accommodations is available at <http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf> .  **IMPORTANT INFORMATION**  Any research in which students are invited to participate will be explained in class and approved by the appropriate University Research Ethics Board  **COPYRIGHT**  It is the responsibility of students and professors to ensure that materials they post or distribute to others comply with the Copyright Act and the University’s Fair Dealing Guidance for Students (<https://libanswers.ucalgary.ca/loader.php?fid=8678&type=1&key=4477530344f51b38ba5c07a13e494128>). Further information for students is available on the Copyright Office web page ( <https://library.ucalgary.ca/copyright> )  **A NOTE REGARDING INSTRUCTOR INTELLECTUAL PROPERTY**  Generally speaking, course materials created by professor(s) (including course outlines, presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the professor (s). These materials may NOT be reproduced, redistributed or copied without the explicit consent of the professor. The posting of course materials to third party websites such as note sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing  **ACADEMIC INTEGRITY**  The Faculty of Veterinary Medicine expects intellectual honesty from its students. Course participants should be aware of University policies relating to Principles of Conduct, Plagiarism and Academic Integrity. These are found in the printed Faculty of Graduate Studies Calendar, or online under Academic Regulations in the Faculty of Graduate Studies Calendar, available at Faculty of Graduate Studies Academic Regulations  **ACADEMIC MISCONDUCT**  For information on academic misconduct and its consequences, please see the University of Calgary Calendar at http://www.ucalgary.ca/pubs/calendar/current/k.html  **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**  Student information will be collected in accordance with typical (or usual) classroom practice.  Students’ assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary |