



Policy Number	4.4.2
Approval Body	Executive Committee
Policy Officer	Vice President Academic + Provost
Approval Date	June 2000, December 2018
Review Date	

4.4.2 COURSE OUTLINE FORM

SYLLABUS/COURSE OUTLINE

Course title			
Course mnemonic		Day + time	
Section number		Start date	
Credits		Term end date	
Hours per week		Location	
Prerequisites			
Instructor		Fax	604-844-3801
Office number	TBA	Email	
Office telephone	604-844-3800 local TBA	Office hours	

Website catalogue description | www.ecuad.ca

Course Content (for this specific offering of the course)

ADD YOUR OWN DESCRIPTION HERE OF YOUR SPECIFIC OFFERING OF THE COURSE

Course learning outcomes

Resource materials

Evaluation criteria

Attendance	___%
Participation	___%
Projects	___%
Exams + tests	___%
Presentations	___%
Total	___%

Evaluation criteria definitions

Grade Scale

Grading Scale				
Letter Grade	Grade Points	Percentage	Equivalent Descriptions of Achievement	Expanded Definitions of Achievement
A+	4.33	95-100	Distinguished Outstanding Excellent	For coursework of distinction, demonstrating a Distinguished, Outstanding or an Excellent level of understanding of the subject matter, concepts, and techniques achieved in satisfying the learning objectives of a course.
A	4.00	90-94		
A-	3.67	85-89		
B+	3.33	80-84	Commendable Very Good Good	For coursework demonstrating a Commendable, Very Good, or Good level of understanding of the subject matter, concepts, and techniques achieved in satisfying the learning objectives of a course.
B	3.00	75-79		
B-	2.67	70-74		
C+	2.33	65-69	Competent Satisfactory Pass	Coursework demonstrates a competent, satisfactory or passing level of understanding of the subject matter, concepts, and techniques achieved in satisfying the learning objectives of a course.
C	2.00	60-64		
C-	1.67	55-59		
D	1.00	50-54	Marginal Pass	Coursework demonstrates a marginal or barely adequate level of understanding and ability for satisfying the learning objectives of a course.
F	0.00	0-49	Fail	
Grade notations				
AEG			Aegrotat Standing	See below for grading definitions.
P/F			Pass/Fail	
CR			Credit granted	
I			Incomplete Grade	
W			Withdrawal from a course	

Definitions - Grading

Grade Point Average: A Grade Point Average (GPA) is an average of the grade point values earned for credit courses.

Semester Grade Point Average

The average of the grade point values that you have earned for all courses attempted in a semester.

Cumulative Grade Point Average

The average of the grade point values for all of the credit courses attempted while at ECU, including repeated courses.

Grade Point Average Calculation: Grade point values range from 0.00 (F grade) to 4.33 (A+ grade). Each lettergrade has a corresponding value. GPA is calculated by taking the total amount of the grade point values assigned for grades and dividing that total by the number of credits earned.

Aegrotat grade (AEG): Aegrotat (AEG) standing may be used where a student is unable to complete their course work due to significant medical or other extenuating circumstances beyond their control. AEG may be used where a student has successfully completed a minimum of 60 percent of a course. A grade assignment of AEG will carry credit, and satisfy pre-requisite and degree requirements, but will be GPA neutral.

Incomplete grade: Incomplete grades may be granted by the instructor, for cases where the student has been unable to complete the course work because of extenuating circumstances beyond their own control. Such circumstances may be medical or of a personal nature and the student may be required to provide documentary evidence.

Pass/Fail/Credit Grades - Grades of 'Pass' (P), 'Fail' (F) or 'Credit' (CR) may be assigned to select courses that identify P/F/CR as the grading method approved at Senate. Grades of P/F/CR are GPA neutral and will not impact grade point average positively or negatively.

Withdrawal from a course - Grades of 'W' will be assigned where a student officially de-registers from a course in advance of the withdrawal deadline each semester. Grades of W bear no academic penalty and will not be calculated as part of a student's GPA, but will appear on a student's academic transcript.

Additional Policies and Information

University Grading Policy

Attendance:

- Attendance is mandatory. Absenteeism, chronic lateness and non-participation will affect the final grade.
- Every unexcused absence will result in a 5% penalty from the final course grade. More than three unexcused absences in a class will result in failure of the course.
- To formally excuse an absence due to illness or emergency, students must phone or send an email to the instructor by the end of the day. You may be required to give proof of a legitimate excuse, such as a doctor's note.
- If students miss a class it is their responsibility to determine what was missed and to complete the work, both in-class projects and homework. Students cannot expect instructors to repeat lectures, workshops, and demonstrations which occurred during their absence.

Punctuality:

- There is a 5% penalty from the final course grade for every two late arrivals or occasions when a student leaves early.
- Students will be considered late if they arrive after roll-call, when the session has formally begun. Furthermore, students will be penalized if they leave class before it has properly ended.
- Students will be considered absent if they arrive more than one hour after the session has started.
- If students are late for class, they must make sure to speak with the instructor, to explain the reason for being late.

Late Assignments:

- Late projects will be penalized by one grade level unless arrangements have been made with the instructor.
- It is absolutely imperative that students manage their time wisely. They should not let themselves fall behind schedule; they may otherwise find it extremely difficult to catch up by the time a deadline arrives.
- If students find that they cannot finish an assignment or keep up with the workload, they must speak to the instructor immediately to discuss practical ways to make the course manageable.

University Participation

Thoughtful and serious engagement, critical thinking and sensitivity regarding other students and their work are crucial. You are expected to be present and engaged in every class, and well prepared for every meeting and critique.

Academic Accommodations

Accessibility Services provides accommodations to the learning environment for students with speech, hearing, visual, physical, mental health and neurological disabilities (learning, attention deficit hyperactivity disorder, autism spectrum disorders), as well as chronic health conditions and acquired brain injury. To receive an accommodation, students need to establish their eligibility through supporting documentation and become registered with the Accessibility Services Coordinator. An Accommodation Notice will be prepared for the student to submit to their Faculty. Faculty can then facilitate the accommodation. If you have a disability and have not yet registered with Accessibility Services, please visit <http://www.ecuad.ca/student-services/accessibility>.

University General Policies

- Students must maintain an appropriate standard of conduct. They must demonstrate respect for all persons on the campus, and display mature conduct. All students must abide by the University's student conduct policies and the University's harassment policies. These include policies 3.6, 4.6, 4.17 and 8.6. See the University's online policy library for further information. Failure by students to maintain appropriate standards of conduct may result in the initiation of disciplinary action by the University. Instructors are responsible for managing the classroom. Students whose behaviour is disruptive, challenging or intimidating will be addressed and may be excused from class. If the behaviour continues, disciplinary measures (see Emily's A to Z) will be employed.
- The instructor may modify the material or schedule specified in this outline. Any changes will be announced in class.
- Late assignments or projects may be penalized as specified in the course outline.
- It is an offense of plagiarism to intentionally misrepresent someone else's work or ideas as one's own. In some creative practices, the inclusion of designs, images, sound or text created by others may be an intentional strategy; however, these should be properly acknowledged when included in one's work. Failure to do so is regarded as academic misconduct and may result in penalties ranging from a reduced grade for an assignment to expulsion from the University. Please consult University policies *4.17 Academic Integrity* and *4.17.1 Procedures for Cases of Academic Misconduct* for further information on definitions, educational resources, and sanctions for plagiarism. Assistance with the ethical practices of attribution and documentation is available from the Writing Centre or online at <http://www.ecuad.ca/wc>.
- A student may be required to provide proof of a legitimate excuse, such as a doctor's note, for illness or absence which causes any missed assignments, tests, projects, exams, etcetera, or for absences of more than two classes. At the discretion of the instructor, the student may complete the work for a prorated grade.
- Students must demonstrate that they understand and practice the safe use of tools and other equipment, materials, and processes used in their course projects. They must conduct themselves in a responsible manner that does not endanger themselves or others, and must adhere to area procedures regarding authorized operation of equipment, handling of materials, and use of space. For more information about the Technical Services department including the shops, studios and tool crib go to <http://www.ecuad.ca/resources/techservices>. The grey drop-down box on the right shows links within Technical Services.
- Professional counselling and therapy is available at no charge to students who have concerns of a personal nature. Information shared is held in strict confidence. For appointments, please contact us by phone at 604.630.4555, email at counselling@ecuad.ca, or use our online scheduler at <https://ecuaccess.mywconline.com/> (for intakes). Counselling, Wellness + Accessibility Services is located in D2380 on Level 2.
- The Writing Centre is a service that Emily Carr provides to all students, staff, and faculty from every program area who would like to improve their reading, writing, critical thinking, and research skills. This is a free, voluntary, and confidential service. Writing Centre instructors can help you at every stage of your writing, from developing ideas to final revision. This applies to any kind of writing, from a three-line artist's statement to a twenty-page academic paper. Please check out the Writing Centre blog site for more information and to sign up for an appointment <http://blogs.eciad.ca/wc/> Coordinator: Heather Fitzgerald.
- Library resource online can be found at <http://www.ecuad.ca/library>.
- Email is an official means of communication with Emily Carr students by faculty, administration and other service providers on campus. Email routing will be confined to the University's internal communication network, and delivered to an officially assigned and verifiable University Email Address. All users are bound by the provisions of Emily Carr Policy 9.3 Code of Conduct for Appropriate Use of Information Technology Facilities and Services (outlined on the Emily Carr policies website). Instructors will outline and detail the expected extent and parameters of email use in the course in the first class, and clarify the timeframe for checking and responding to emails.
- Emails will be answered in a timely manner, usually within 48 hours after receiving the email. Emails will not, however, be answered on weekends or the day before an assignment is due if the email relates to the assignment.

Course schedule

Important Dates:

Class	Date	Topic	Resources	Assignment
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				