EXPANDED COURSE DESCRIPTION

FILM AND VIDEO

School of the Arts, Media, Performance and Design
Department of Cinema and Media Arts

FA / FILM 1900 3.0 SECTION A
ANATOMY OF THE FEATURE FILM
FALL 2018 / WINTER 2019

COURSE CALENDAR DESCRIPTION

Investigates the creative, technical and financial aspects of feature filmmaking, and the specific roles of the personnel involved, from the screenplay development through all the stages of production and release, with particular attention to cinema as a multidisciplinary art form. Not open to film majors.

INSTRUCTOR(S)

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<tr>
<th>Name</th>
<th>Section / Format / Term</th>
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<tbody>
<tr>
<td>Helfield, Gillian</td>
<td>Sec. A / ONLN / F</td>
<td><a href="mailto:ghelfie@yorku.ca">ghelfie@yorku.ca</a></td>
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SPECIAL FEATURES

**Course Description:**

Film 1900 is a foundational course with no pre-requisites and is open to non Film Majors.

It is also a fully online course, that operates entirely through a Moodle website which becomes live on the 1st day of fall term classes (September 11, 2017).

The course investigates cinema’s development as a primarily urban phenomenon. Special attention will be paid to the ways in which since the late 19th Century, Cinema and ‘The City’ have been linked together as benchmarks of modernity and mobility, encapsulating through technology, art, culture, media and politics, the intensive sensations, changes and movements that continue to shape our social environment and national identity.

**Course Objectives**

The primary objective of the course is to provide students with an understanding of the Cinema’s foundations and continued development as a primarily urban phenomenon, as well as to instill a deeper appreciation of the important links between various forms of urban art and culture that give meaning and shape to our social environment and identity.

The course also will provide students with a foundational introduction to key theories and practices in representation in relation to the City: for example, the ways in which ‘the City’ is represented in the Cinema,
and conversely, how city space is utilized and occupied by Cinema through production, promotion and exhibition.

These course objectives will be fulfilled in a practical sense through the structure and design of the course and its website, which will be fully online. The course will provide students with opportunities to engage in cross-disciplinary study and to work and exchange ideas with their fellow students and guest lecturers from other departments and faculties.

TOPICS AND CONCEPTS

**Learner Outcomes**

Upon completion of this course, students will be able to perform film analysis, and to apply in their course work the theoretical and aesthetic constructs, and film techniques explained and demonstrated in the course materials (lectures, screenings and readings.)

Students also will have learned to correlate course films with their appropriate historical time periods, movements, genres and socio-cultural contexts.

As well, students can participate in online lectures, or, through the Media Kiosks and links provided in each section, may access online films and film extracts, readings, websites, events and exhibits related to the course material. In this way they will learn to identify and correlate simultaneous and lateral developments in other forms of urban art, culture and social space.

Finally, through frequent access of the course website, students will have become proficient in Moodle and online learning.

Specific outcomes for each individual Learning Module are posted in that section of the website under the Lecture banner.

**COURSE SCHEDULE**

*PLEASE NOTE THAT ONLINE SCREENINGS AND READINGS MAY CHANGE DEPENDING UPON THEIR AVAILABILITY AT THAT TIME. IN SUCH CASES WHERE FILMS OR ARTICLES HAVE BEEN REMOVED FROM DATABASE CIRCULATION, APPROPRIATE AND RELATED SUBSTITUTES WILL BE PROVIDED.*

Each of the modules below constitutes a ‘stop’ on our tour of Cinema and the City, located at various spots in and around downtown Toronto.

**WEEK 1:**

**STOP 1: Monday – September 10 - CINEMA AND THE CITY: INTRODUCTION**
In this module students will be introduced to the course, and learn how to navigate the website, access course content, materials and submit assignments. As well, this module contains the first lecture, in which students also will earn about the connection between the Cinema and the City - that is the development of cinema as a primarily urban phenomenon.

**WEEK 2:**
**STOP 2: MONDAY - SEPTEMBER 17 - INVENTION OF THE CINEMA: THE NICKELODEONS**

This stop, at the southeast corner of Yonge and Adelaide, marks the location of the first Nickelodeon parlour in Toronto. Here we will discuss the growth of this earliest form of cinema and film exhibition.

**WEEK 3:**
**STOP 3: MONDAY – SEPTEMBER 24 - THE CITY SYMPHONY FILMS: NEW CITY HALL**

At this stop we will explore the City Symphony films of the 1920s, an outgrowth of early actualite and avant garde films, which focused mainly on views of various cities and their inhabitants. These films frequently featured outdoor squares and plazas just like this!

**WEEK 4:**
**STOP 4: MONDAY – OCTOBER 1 - UTOPIA/DYSTOPIA: THE MODERN CITY**

At this stop in the financial district at Bay and Adelaide, we will examine representations of the Utopian and Dystopian City.

**FALL READING WEEK – OCTOBER 6-12 (INCLUDES THANKSGIVING MONDAY, OCTOBER 8)**

**WEEK 5:**
**STOP 5: MONDAY - OCTOBER 15 - FROM VAUDEVILLE TO HOLLYWOOD: THE MUSICAL**

At this stop in the entertainment district at King and University, we will investigate connections between the city, vaudeville and the film musical.

**WEEK 6:**
**STOP 6: MONDAY – OCTOBER 22- THE JAZZ AGE: MUSICALS, CRIME FILMS AND FILM NOIR**

At this stop, in the club district at Adelaide and John, we will learn about the connections between the city, jazz, blues and the mob, integrated in the dark settings and characters of gangster movies and Film Noir.

**WEEK 7**
**STOP 7: MONDAY – OCTOBER 29 - NEW WAVES AND URBAN SOCIAL REALISM**
At this stop, outside of the National Film Board of Canada at the corner of Richmond and John, we will track the development of Cinema verite, as well as other New Wave and Social Realist movements which simultaneously depicted and drew their energy and inspiration from the surrounding urban environment.

WEEK 8:

**STOP 8: NOVEMBER 5 - SPORTS FILMS AND THE CITY**

At this stop at Maple Leaf Gardens, at the corner of Carleton and Church St, we will discuss the reciprocal influence between sports and the city, as reflected in films which focus on the athletes, teams, and spectators, in relation to prevailing social values, cultural discourses, and notions of urban progress and development.

WEEK 9

**STOP 9: MONDAY –NOVEMBER 12 - URBAN ETHNIC IDENTITY IN THE CINEMA**

At this stop in Toronto’s main Chinatown near Spadina and Dundas, we will discuss the importance of ethnic identity and communities, in relation to cultural diversity and socio-economic growth, but also the experiences of displacement and racial intolerance.

WEEK 10

**STOP 10: MONDAY – NOVEMBER 19 - URBAN SOCIAL PROTEST FILMS**

At this stop at Queen’s Park, at College and Wellesley, we will explore the use of the city and cinema as sites of social and political activism in the context of the emergent counter-culture in the 60s, and the rise of identity politics.

WEEK 11

**STOP 11: MONDAY – NOVEMBER 26 - THE POST-MODERN CITY AND CINEMA**

At this stop in between Jamestown and Rosedale, we will discuss the impact of the counter-counter culture of the 1980s, which, in the cinema manifested itself in a wave of films exploring the post-modern condition, through the simultaneous rise of white yuppie consumer culture, and black hip hop gangsta culture.

WEEK 12:

**STOP 12: MONDAY –DECEMBER 3- THE APOCALYPTIC CITY**

This the final stop on our tour. Here at the base of the city, near the CN Tower and Rogers Centre, we explore images of the post-apocalyptic City in contemporary cinema, with a view toward understanding the powerful triangulated relationship between the City, The Cinema and the Future. Whereas at the beginning of the course we explored representations of the growth and expansion of urban space and the imagined city of the future, as represented in film, here we explore the opposite, engaging with films which imagines the fallen city of the future.

**End of course**

LIST OF LEARNING OUTCOMES AND EXAMPLES OF
**Course Checklist**

Before beginning the course, students must fill out and submit a ‘Student Checklist’, confirming their understanding of the course set-up and requirements, as well as their responsibilities throughout the term. The checklist may be found on the course website at the top of the page, under the syllabus – once you have filled it out you may submit it by clicking on the ‘submit’ tab at the bottom of the page.

**Course Materials**

All course materials, including lectures, readings, and exhibits will be posted on the website through hyperlinks or URLs directing students to the websites, journals or online libraries where these articles can be found.

Students are responsible for making sure their browsers can accept online readings.

All screenings and media kiosk items are available online, through links to the YorkU libraries, or websites.

In the case of e-resources available through YorkU libraries, these can only be accessed with a valid YorkU library card and/or Passport U account.

If for some reason, YorkU libraries no longer carries certain films in their e-resources catalogue (which can sometimes happen mid-term without warning), an alternate film and/or URL will be provided and posted on the course website, by means of which students can access the materials.

Again – ‘not knowing’, or being ‘unable to access the material’ is not a valid excuse, particularly if alternate methods or instructions are provided.

**Learner Support**

Students will have the following instructional supports throughout the course:

- **Tutorial Groups and Leaders**

  Students will be assigned to tutorial groups led by Tutorial Leaders who will be available to provide additional instructions and support for students with course materials, the website and assignments. Tutorial Leaders will facilitate Forum Discussions, mark assignments, and provide feedback on all assessments. Students will be placed automatically in Tutorial Groups when they enroll in the course, and sign into Moodle. Tutorial Leaders’ names and Group numbers will be posted on the Website in the upper right-hand corner.

  There will also be tutorial meeting places set up on the website – it is the students’ responsibility to locate the meeting place, and check regularly for announcements from their Tutorial Leaders. Students also must check to see that they are receiving feedback and comments as well as grades on their assignments – if not, they must contact their Tutorial Leaders in a timely fashion, through Moodle Messages.

- **Technical Forum:** This forum is available on the main course website for students experiencing technical difficulties related to Moodle or the operations of the course website. Students can post their problems on the
website, and assist each other with issues (offering help or suggestions). The Forum will also be regularly manned by course personnel (Tutorial Leaders, Course Instructor, Computing Services Assistance) who can offer solutions to these problems.

GRADED ASSESSMENT

How the Course Works:

The course explores different facets of the relationship between Cinema and the City, including various forms of urban art and culture. Thus we will explore not only the ways in which the ‘City’ and its art forms are represented in the Cinema, but also how Cinema’s development, correlates to urban development, particularly with respect to the use of city space for cultural production and exhibition.

The course is conceived as a ‘Hop-On, Hop-Off’ Tour. The website is designed to resemble a subway map, in which each station, or stop on the tour, marks a specific downtown Toronto site or city intersection corresponding with that week’s lecture material.

Each ‘class’ students will ‘travel’ to each point on the tour, by clicking on that stop number on the website.

Evaluation is divided between assignments (50%) and participation (50%).

Grade Evaluation:

As noted above, evaluation for this course is divided into two categories, assignment and participation, each worth 50% of the total grade, and combining written and creative components, exercises and activities.

Dates for all assignments and participation activities will be posted on the website in the first week of classes.

Assignments: 50%

Word Cloud Assignment – 15%
   (Guidelines, instructions and due-date provided on the website)

Cinema and the City Tour: 35% - Two Parts*
   (Guideline, instructions and due-date provided on the website)
   -Part 1: Written Component: Description of ‘Film Tour’ (20%)
   -Part 2: Visual Component: Accompanying Illustration (Map, Brochure or Photo/Social Media Essay (15%)

*Students may combine Parts 1 and 2 as long as they meet the required criteria in Guidelines

Participation: 50%

7 Discussion Forums 26%
-6 Discussion Forums worth 4% each (24%)
- Due-dates posted on website
- 1 Final ‘Bonus’ Forum at the end of the course (2%)
- Due-date posted on website

- PLEASE NOTE: these discussions take place LIVE: the Forum window remains open for 4 days, and then closes. Once the window closes there is no further opportunity to participate in this activity, or to make up for missed posts/replies. **No exceptions.**

**3 Media Reviews – 12%**
- 3 Reviews on selected items from Media Kiosks
- Each review worth 4% each (12%)
- Due every 4 weeks, due-date posted on website

**12 Test Your Learning On-Line Mini Quizzes – 12%**
- 12% (each on-line mini-quiz, worth 1% each)
- Quizzes take place weekly, online, after each lecture

**Brief Description of Assignments:**

There are two main assignments, both of which will be submitted through the Course Website: the ‘Cinema and the City’ Word Cloud, and the ‘Cinema and the City Tour’.

**Word Cloud**

For the ‘Cinema and the City’ Word Cloud, which is worth 15% of the total grade, students must create a word cloud, (using the apps provided in the assignment instructions) with any words they feel are related to the concepts ‘Cinema and The City’. The point of this assignment is to get students thinking about the connection between cinema and the city, before we begin studying the topic in greater depth.

**Film Tour**

For the ‘Cinema and the City’ Tour, which is worth 35% of the total grade, students are asked to design their own ‘film tour’ of the city. This tour must include, a written component – based on their description of the tour and their explanation for why they chose this type of tour (20%) as well as some form of accompanying illustration for their tour: a map, brochure, or ad, for example, (15%).

The point of this assignment is to get students thinking in practical terms about their knowledge and experience of ‘cinema and the city’: that is, cinema as a component of urban art and culture in Toronto, and conversely, the city as a component of film culture in Toronto – both of which give meaning and shape to our social environment and identity.

**PARTICIPATION GRADES**
Participation grades are based mainly on smaller, repeated tasks assigned throughout the term, which are also in Assignment Guidelines posted on the website. These are: Discussion Forums, Media Reviews, and Test-Your Learning Quizzes.

Discussion Forums:

There are a total of 6 Discussion Forums in this course, which take place every 2nd week throughout the term. Each forum is worth a potential 4% for a total of 24% of the course grade.

These Discussion Forums are accessible through a tab display posted in that week’s Lecture/Tour section. In each of the Forums, students are expected to post responses to a topic provided by the Course Director (or about a topic of their own choosing), and are also expected to reply more than once to fellow Tutorial members’ posts. The topics will be based on course materials covered over the 2 week period between Discussion Forums.

- The Forums will open on Mondays and close the following Sunday at 11:55PM. Students must submit their posts and replies before the deadline.

**WARNING:**

There are NO extensions, and NO makeup opportunities for missed Discussion Forums, as these are meant to be a live activity which counts towards students’ participation marks. If students are not participating in the discussion while it is ‘live’, then they cannot earn participation marks for that forum.

As this is an online course, which can be accessed anywhere with Wifi and internet, students are able to take part even if they are not at home, or do not have their own laptops or computers.

As well, as the discussion forums are open 24/7 for the 6 day-window, there is plenty of time and opportunity to post.

Additionally, students who wait until Sunday to post are not really part of the discussion, and not giving other students enough opportunity to reply. Even if you haven’t seen the film yet you can still be part of the discussion based on the lecture.

Therefore, ‘last-minute’ posters will not earn the same participation marks as students who are part of the discussion all the way along. Students who wait until the last minute – i.e. under an hour before the window closes – also run the risk of the window closing or timing out before they can submit their post or before the post is registered by Moodle, which can sometimes be slow. In such cases, where students post at the last minute and are timed-out, unsubmitted posts will not count.

- **NO EXCEPTIONS!!**

The Media Kiosks and Reviews
Students will be expected to complete 3 Media Reviews as part of their participation mark in this class. These Media Reviews will be submitted through the course website every 4 weeks, by the deadline designated on the website and posted in Course Announcements.

The Media Kiosks are marked by a Kiosk Icon, located on the website, at the bottom of the Lecture units. The Kiosks contain a variety of extracts, trailers, films, readings, exhibits, websites and attractions, which relate to that lecture/tour stop’s subject matter.

Students are required to choose four items from each of the Media Kiosks within a four week period. After having read/watched/or accessed these media items, students must write and submit a brief review of those items, which will be shared with other students in their tutorial group. A rubric for the Media Review will be posted at the top of the website along with the other Assignment Guidelines and Instructions.

These are not formal essays, but rather informal mini-reviews of the items(s) selected from the Kiosks. Students will not be marked on grammar or spelling, but will be expected to adhere to the basic rules, and mostly, to write as clearly as coherently as possible.

Each of these Media Reviews will be worth 4% (each item reviewed worth 1%) and represent 12% of your total grade.

- 4 items per review
- 3 reviews in total
- 12 marks in total

The Test-Your-Learning Mini-Quizzes.

At the start of each week and new tour stop, a mini-quiz will be posted on the website. These mini-quizzes will appear on Mondays, at the end of the day. The quiz material is based mainly on the lectures.

These are not formal tests or exams: they are intended to test students’ learning and to in that lecture section, through a combination of Multiple choice, True/False and ‘Matching’ questions, and at the same time to facilitate students’ absorption of the material.

There are 12 quizzes (1 for each of the lectures), which together are worth 12% of the total grade.

REMEMBERING ASSIGNMENTS & TASKS

There is a Course Navigation Bar posted on the course website, which works like a mind-map, indicating the students’ weekly tasks in this course. For example:
Each week, students must

- Listen To/View the lecture which becomes visible on Monday mornings, and which is broken down into different sections to make it more manageable. There are 12 lectures in total, one for each of the 12 weeks of term.

- Watch any assigned film(s)

- Access 1 media kiosk item in preparation for the review.

- Complete 1 mini-quiz to test their learning (posted Monday after the lecture and available for 48 hours). There are 12 mini-quizzes in total, one for each of the 12 weeks of term.

Every other week, students must:

- Access the Discussion Forum, which contains a topic relevant to two weeks’ lectures and materials, about which students will post by the designated deadline (usually the following Sunday at 11:55PM). There are 6 Discussion Forums in all, for the 12 weeks of term.

Every four weeks, students must have

Accessed a total of 4 items from the Media Kiosks available during that time period

Written & submitted a review of these 4 items by the designated deadline.

How to get set up for this course

This course is conducted completely online, using Moodle, which is a web-based course management program that provides communication and course management tools for online teaching and learning.

Everything in this course – all course content, communication, assignments and grading – takes place on line, through the course website. Without access to the course website, students cannot and may not participate in the course.

All the materials are contained on the website, through links or tabs, which can be easily accessed by clicking on them.

Each ‘module’ – or stop on the tour - containing required course materials will become on the Monday of each week (with the exception of Thanksgiving Monday).
Even though the materials for each week become visible on the Monday, it is recommended that students listen to the 1st lecture for each week on the Monday, so that they are prepared for contingent materials (e.g. discussion forums, mini-quizzes, etc.)

Once opened, each module our tour/lecture will remain open for the duration of the term, along with all the other required and optional course materials. Students will be able to revisit particular modules to re-read, re-screen or review at any time.

The only components that will not be open at all times are assignments with designated due-dates or windows for submission (e.g. quizzes, Discussion Forums). These dates and windows will be posted on the website.

Students must be registered in the course in order to take part, and to access all materials. Students also must be in good standing with the Registrar’s Office (i.e. tuition fees up-to-date) in order to have access to the course and the website.

To access the course website, registered students must have a Moodle account. In order to obtain a Moodle accounts, students must contact Computing Services at York (either in person or online, through the York University website) and set up a Passport York account as well as a Yorku email account (if they do not already already have one).

Students also must have a YorkU library card or Passport U account in order to access online readings (e-resources). Students who have successfully registered for this course, and who have a Moodle account, will be able to access the course website on May 1 2017- by logging on to http://moodle.yorku.ca. (Please note there is no ‘www’ in this URL).

**Technology**

This course requires online skills and some familiarity with Moodle. If necessary, students may take ‘Moodle Training Sessions’ through the Teaching Commons, located in TEL 1014 (and accessible through the YorkU website).

This course also requires access to a computer with up-to-date software. This can be a desktop, laptop or iPod with internet. It is not advisable to try to access or operate the website with a smartphone, as you may have difficulty with some of the features.

**Trouble-Shooting**

If you are unable to access the course website, it is possible that you are not properly registered in the course, and should contact the Registrar’s Office immediately for clarification.

If you are unable to access Moodle, you should contact Computing Services immediately at helpdesk@yorku.ca

If you are on the course website, but having difficulty with some of the features, or cannot see/access some of the course materials, you should notify your tutorial leader as well as the Course Instructor (through Moodle Messages) and post a notice in the Technical Forum as soon as possible. **We will not be able to assist**
students who wait more than two days after encountering a problem, before reporting their issues.

Students also responsible for resolving any issues arising from their own individual equipment (issues with your laptop, insufficient software, problems with home internet, power outages, etc.). Course personnel are available to offer suggestions, but will not be able to resolve issues unrelated to Moodle or the Course website.

Problems with individual equipment are not valid excuses for late submission or non-submission of assignments.

**Communication and ‘Keeping up’**

Students are responsible for keeping up to date, and maintaining communication with their tutorial leaders, and if necessary, the course instructor. Students are expected to regularly check the main website homepage for important updates. Students are also expected to check their Yorku e-mails, as messages from course personnel, or posted on the website, will be automatically sent there. Students should not rely on the Yorku message relay however, but should get in the habit of checking the Website Course Announcements on a daily basis.

‘Not knowing’ and ‘not seeing the announcement’ are not valid excuses for missing deadlines.

Students are expected to ‘attend’ lectures through the website, and to access all required course materials within the designated time frame. Each student is also expected to participate in Tutorial Discussion Forums. Please note that non-participation in these Forums and other course components, can have a huge impact on the student’s participation grade, and final grade for the course.

As all materials are available online, the course has been designed to accommodate distance learning.

If students are out of town or away from their computer, they must find internet access to be able to check the website and emails, keep up with course materials, and submit assignments by the designated due-dates.

If students are joining the course late, it is their responsibility to let their tutorial leaders know immediately that they have just enrolled, and it is their responsibility to get caught up on course materials so that they don’t fall further behind.

If students experience conflicts, or problems or personal challenges that prevent them from participating in the course or completing their assignments properly or on time, they must inform their tutorial leader and the course director immediately to discuss the possibility of available remedies. They must also, in a timely fashion, provide proper documentation confirming their difficulty.

**ADDITIONAL INFORMATION**

**Grading, Assignment Submission, Lateness Penalties and Missed Tests**

Grading: The grading scheme for the course conforms to the 9-point grading system used in undergraduate programs at York (e.g., A+ = 9, A = 8, B+ = 7, C+ = 5, etc.). Assignments and tests* will bear either a letter grade designation or a corresponding number grade (e.g. A+ = 90 to 100, A = 80 to 90, B+ = 75 to 79, etc.)
Assignment Submission: Proper academic performance depends on students doing their work not only well, but on time. Accordingly, assignments for this course must be received on the due date specified for the assignment. Assignments are to be handed in (specify how, where and when if this information was not provided in the Description of Assignments above). Assignments for past-due dates will not be accepted beyond the last day of classes, unless the student has been granted permission by the.

Lateness Penalty: Written Assignments received later than the due date will be penalized 5% per day (1 half-letter grade) per day that assignment is late, including weekends. Exceptions to the lateness penalty ONLY for valid reasons such as illness, compassionate grounds, etc., may be entertained by the, but will require supporting documentation. The assignment will not be graded until supporting documentation is submitted. Documentation must be submitted no later than one week after the missed assignment deadline.

Missed Assignments: Students should not have to miss assignments as they will be given sufficient time to access and complete them. However, students with a compelling and documented reason (e.g.: illness, emergency, technical issues related to Moodle or the website) for being unable to complete assignments on time, may request accommodation from the Course Instructor. This is no guarantee that accommodation will be granted: each case will be reviewed individually by the tutorial leaders and Course director. Please note that there is no accommodation possible for Discussion Forums, which take place ‘live’ while the forum is open.

Deferrals: As this course is totally online, some of the work (e.g. Discussion Forums, which are live) may not be deferred. If you are unable to submit work during the term, or participate in live discussions or events during the allotted times, you must speak to the Course Instructor as soon as possible to explain the issue. If a Deferral is possible, and granted by the Course Instructor, forms first must be obtained through the Registrar’s Office or website). Please note that you must provide a justifiable reason for your request, as well as supporting documentation (doctor’s notes, etc.).

Reappraisals and Re-evaluations of All Submitted Work: Please note the following procedures for grade reappraisals and re-evaluations or re-readings of submitted work:

All requests for reappraisals or re-evaluations must be requested from your tutorial leader, and then, if necessary from the. The request must be submitted in writing (letter or e-mail), and include the reasons for the request. Students also must allow sufficient time for the request to be received and for the Tutorial Leader or to reply (48 hours).

Please also note that the will not re-evaluate or re-read work that has received a grade of C+ or higher. If you wish to have your paper formally appraised by someone other than the, you must submit a request to the Film Department.

Also please note that we will not ‘bump’ your grade to the next half or full-grade level to raise your GPA, so please do not request it.

ADDITIONAL INFORMATION

There are no field trips, special lab sessions, special tutorials for this course.
There are no associated fees.

(For a full description of York’s grade system, please see the York University Undergraduate Calendar – http://www.registrar.yorku.ca/calendars/2011-2012/academic/grades/)
IMPORTANT COURSE INFORMATION FOR STUDENTS

For course outlines posted on-line, simply include the following statement and weblink:

All students are expected to familiarize themselves with the following information, available on the York University Secretariat Academic Standards, Curriculum and Pedagogy (ASCP) webpage (see Student Information Sheet under Reports, Initiatives, and Documents)

http://www.registrar.yorku.ca/enrol/dates/fw14.htm

Check this webpage for important dates regarding start and end of term, start and end of exam period, last day to enrol with or without permission of instructor, and add/drop date

http://www.yorku.ca/univsec senate cte main pages/ASCP.htm

Check this website for information on the following:

- Academic Honesty Policy and Procedures/Academic Integrity Website
- Access/Disability: course requirement accommodation for students with disabilities, including physical, medical, learning and psychiatric disabilities
- Ethics Review Process for research involving human participants
- Religious Observance Accommodation
- Student Conduct Standards

Academic Honesty and Integrity

York students are required to maintain high standards of academic integrity and are subject to the Senate Policy on Academic Honesty (http://www.yorku.ca/univsec/policies/document.php?document=69).

There is also an academic integrity website with complete information about academic honesty. Students are expected to review the materials on the Academic Integrity website (http://www.yorku.ca/academicintegrity).

Access/Disability

York provides services for students with disabilities (including physical, medical, learning and psychiatric disabilities) needing accommodation related to teaching and evaluation methods/materials. These services are made available to students in all Faculties and programs at York University.

Students in need of these services are asked to register with disability services as early as possible, to ensure that appropriate academic accommodation can be provided with advance notice. You are encouraged to contact your professor at the start of the term to discuss your accommodation needs. This may be done either in person or by e-mail.
Registering with disabilities services and discussing your needs with your professors is necessary to avoid any impediment to receiving the necessary academic accommodations to meet your needs.

Students who require accommodation must advise their and/or tutorial leaders at the start of the course (not partway through), or before an assignment is due, not afterward.

Additional information is available through Counselling & Disability Services at www.yorku.ca/cds or from disability service providers:
- Personal Counselling and Learning Skills Services: N110 BCSS, 416-736-5297
- Mental Health Disability Services: N110 BCSS, 416-736-5297
- Learning Disability Services: W128 BCSS, 416-736-5383
- Physical, Sensory and Medical Disability Services: N108 Ross, 416-736-5140, TTY: 416-736-5263
- Deaf, deafened and hard-of-hearing students may also contact dhh@yorku.ca

Glendon students - Counselling & Disability Services, Glendon Site: Glendon Hall E103, 416-487-6709

Note for faculty: there is a Faculty Resource Guide for Teaching Students with Disabilities, designed to assist faculty and TAs in supporting students with disabilities in their courses. The Guide is available online at: http://www.yorku.ca/facultyawareness

Ethics Review Process

York students are subject to the York University Policy for the Ethics Review Process for Research Involving Human Participants. In particular, students proposing to undertake research involving human participants (e.g., interviewing the director of a company or government agency, having students complete a questionnaire, etc.) are required to submit an Application for Ethical Approval of Research Involving Human Participants at least one month before you plan to begin the research. If you are in doubt as to whether this requirement applies to you, contact your immediately.

Religious Observance Accommodation

York University is committed to respecting the religious beliefs and practices of all members of the community, and making accommodations for observances of special significance to adherents. Should any of the dates specified in this syllabus for an in-class test or examination pose such a conflict for you, contact the within the first three weeks of class. Similarly, should an assignment to be completed in a lab, practicum placement, workshop, etc., scheduled later in the term pose such a conflict, contact the immediately. Please note that to arrange an alternative date or time for an examination scheduled in the formal examination periods (December and April/May), students must complete an Examination Accommodation Form, which can be obtained from Student Client Services, Student Services Centre or online at http://www.registrar.yorku.ca/pdf/exam_accommodation.pdf (PDF)

Netiquette

Students are expected to observe proper ‘Netiquette’ at all times, the two most important rules of which are: ‘Remember the Human’ and ‘Adhere to the same standards of behaviour online as you would in Real Life’. Students are strongly required to read further on Core Rules or Etiquette at
The Netiquette Quiz

Test your network, internet and email etiquette knowledge with the Netiquette Quiz http://www.nku.edu/~rkdrury/experiment/netiquette_quiz. A link to the quiz will also be posted on the Course Website at the top of the page, in the same section as the Syllabus and Student Course Checklist.

Code of Conduct

At all times students, and instructors are expected to maintain a professional relationship characterized by courtesy and mutual respect and to refrain from actions disruptive to such a relationship. Moreover, it is the responsibility of the instructor to maintain an appropriate academic atmosphere in the classroom, and the responsibility of the student to cooperate in that endeavour. Further, the instructor is the best person to decide, in the first instance, whether such an atmosphere is present in the class.

These expectations extend equally to students’ relationships with their tutorial leaders and teaching assistants. Rude, disrespectful or bullying behaviour will not be tolerated.

A statement of the policy and procedures involving disruptive and/or harassing behaviour by students in academic situations is available on the York website http://www.yorku.ca/univsec/policies/document.php?document=82

Please note that this information is subject to periodic update. For the most current information, please go to the ASCP webpage (see Student Information Sheet under Reports, Initiatives, and Documents) http://www.yorku.ca/univsec/senate_cte_main_pages/ASCP.htm

Many courses utilize Moodle, York University’s course website system. If your course is using Moodle, click here to access it.

Moodle @ York University