

TEMPLATE FOR FOUNDATIONS COURSE OUTLINES (Updated)
Prepared by Linda Briskin, Foundations Co-ordinator,
May 2005

Several years ago I put a 'Course Outline Template' on the Foundations Website to facilitate providing students with information not only about your course but also about the Foundations program, and support services available to students. Faculty chose items relevant to them from the Template and adapted them as they wished.

This is substantially revised and includes updated information, including an extensive new section on course policy to help support tutorial leaders in their negotiation with students.

Just a reminder that all Foundation course outlines should have attached to them the Academic Honesty handout from the Faculty of Arts. Your course secretary can arrange to have these attached at the time of duplication.

I hope you find this useful.

Linda Briskin
Foundations Co-ordinator, Social Science

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COURSE OUTLINE CHECKLIST

- * text course description (probably would be the calendar copy)
 - Include reference to Foundations program

- * course director contact info
 - website, email, office, telephone, office hours

- * list of tutorial leaders
 - email addresses
 - info about where to leave a message for tutorial leaders

- * time and place of lectures
- * course website
- * required texts
- * information about course kits
- * information about books and kits on reserve in library
- * information about videos and films which will be shown
- *course withdrawal date
- * information about email requirements for course/course listservs
- * breakdown for evaluation/lists of assignments
 - assignment due dates indicated
 - information about on-line tutorials
- *Grading scale (also about 150 grade point base)
- *course policies
 - for example. discussion of working independently at university; tutorial attendance; grading scales;; penalties for late assignments; rewrite policy; accessing grades; academic honesty information; guidelines for illness on day of exam etc.
- * week by week topic information
 - readings listed week by week
 - assignment due dates included in week-by-week information
 - critical skill information listed in week by week information
- * Information on campus services:
 - Foundations Computer Assistance Program (FCAP)
 - Centre for Academic Writing
 - E-TUTOR
 - English as a Second Language Centre
 - Counselling and Development Centre
 - Office for Persons with Disabilities
- *Academic Honesty handout from Faculty of Arts

TITLE OF COURSE
Social Science [COURSE NUMBER]
2005-2006 [YEAR]

COURSE DESCRIPTION

[This course description could be the same as the calendar copy and would include direct reference to the Foundations Program.]

Note: This is a nine credit course, that is, a full course and a half course combined. The workload is commensurate. In addition to the four hours of class time, expect to do at least an additional eight hours of reading and writing outside of class each week.

COURSE DIRECTOR:

[Contact information: email address; office location; telephone; office hours; course website address]

TUTORIAL LEADERS:

[names and email addresses]

Messages can be left for tutorial leaders at (416) 736-5054.

LECTURES: [Time and Place]

REQUIRED TEXTS:

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*
*

These required texts are 'on reserve' in the Scott Library.

COURSE READING KITS: Two reading kits -- one for the fall term and one for the winter term -- are available for purchase at the York University Bookstore.

These course kits are also 'on reserve' in the Scott Library.

VIDEOS:

[For example, "Over the year, we will view a number of videos which are an important part of the course material and may be referenced on tests and exams. If you miss the videos in class, you should watch them in The Sound and Moving Images Library (in Scott Library)."]

COURSE WITHDRAWAL DATE: FEB 3, 2006 (date to drop the course without receiving a final grade).

EMAIL: For this course, you will need an email address and access to the internet. If you do not currently have internet access at home but have a computer and modem, you can activate a Dial-In Modem Account and access the internet through York's dial-in server. You can also activate an email address through York, which is accessible at home through a website. You may already have a Hotmail address but Hotmail is unreliable and so cannot be used for York. For class work, you must sign up for a

yorku address.

COURSE LISTSERVS:

For example: "Each tutorial group will have its own listserv. When you send a message to the tutorial listserv, all students in your tutorial including your tutorial leader and Professor X will receive it. You will only be able to post to your own tutorial group. Use the listserv for asking questions about course material, engaging in discussion about issues raised in the course, continuing discussions started in tutorial and providing additional information of interest to your classmates.

List serv addresses:

EVALUATION:

ASSIGNMENTS

EXAMS

ATTENDANCE

ON LINE LIBRARY TUTORIALS

[FYI, handouts for faculty and students about the on-line tutorials about the on-line tutorials are available on the Foundations website <http://www.arts.yorku.ca/sosc/Foundations.>]

For example: "To support the Foundations goals of this course, you are required to complete two on-line tutorials: on library research and 'academic integrity' (plagiarism). The tutorials will give you a basic grounding in skills which will help you in your assignments not only for this course but for all your courses. These tutorials can be found at <<http://www.yorku.ca/fcap/onlinetutorials.html>>. The tutorials will give you a basic grounding in skills which will help with assignments for all your courses. It is recommended that you keep re-doing the tutorial until you have reached 100%.

You need to complete these on-line tutorials by xx for x% of your final grade. At the end of each on-line tutorial, you will be asked to enter your library card number and your tutorial number. This will register your completion of the on-line tutorial.

OR

You will complete the tutorial on Academic Integrity as part of your assignment on X. You will complete the tutorial on "Research Roadmap" as part of your assignment on X.

Library Research Roadmap and Quiz

Library Research Roadmap is a self-paced tutorial designed to lead you through the basic steps of the research process in preparation for writing essays. Learning how to ferret out the most useful information, and to think critically about it, are essential skills which will serve you well during your time at university. The tutorial is interactive and takes about 20 minutes to complete. A 10 minute quiz at the end will check to see if you assimilated the information.

Academic Integrity Tutorial and Quiz

The Academic Integrity Tutorial is designed to help you learn about issues of academic integrity. It explores plagiarism and related matters with case examples and positive strategies you can use to improve your academic efforts and avoid committing an academic offense as outlined in the Senate Policy on Academic Honesty. York's Policy and procedures on academic honesty are featured, and the tutorial includes a self-test allowing you to gauge how well you understand issues covered. The tutorial and quiz

can be completed in approximately 30-40 minutes.

GRADING SCALE :

FOR INDIVIDUAL ASSIGNMENTS: A+ 90-100; A 80-89; B+ 75-79; B 70-74; C+ 65-69; C 60-64; D+ 55-59; D 50-54; E 40-49; F 0-39. The university does not use minus grades for undergraduates.

For more information, see "Grades Definitions" from the Faculty of Arts.

<http://www.arts.yorku.ca/advising/handbook98/grading.htm>.

FOR FINAL GRADES: Total evaluation is marked out of 150 since this is a nine credit course, that is 1.5 courses: A+ 135-150; A 120-134; B+ 112-119; B 105-111; C+ 97-104; C 90-96; D+ 83-89; D 75-82; E 60-74; F 0-59.

Final grades are not raised except those that come out to .9 or .8 or .7 (for example, a 119.9). We grade carefully throughout the year. If you do the calculations, for your grade to be .1 or .2 higher, you would need a slightly higher grade on every assignment, or a much higher grade on one. So to raise .7, .8 and .9 grades is already generous. Please keep a record of your grade on each assignment. You can insert your grade for each assignment directly on the course outline section on evaluation.

Sometimes students need a certain grade point average to remain in a program or maintain a scholarship. If you have a grade goal in mind, for example, to complete the course with a B+, then it is critical that you maintain a B+ average on all your assignments. Students sometimes incorrectly assume that if they improve over the year, their earlier grades will not matter. This is not the case. Each individual grade needs to be considered in light of the grade goal.

COURSE POLICIES

1. WORKING INDEPENDENTLY

A key difference between high school and university is the greater expectation that you will be able to work independently, that is, with less teacher support and direction than you might be used to. Learning in the university is largely student-directed. Many students find this a difficult transition. As part of the Foundations program, this course offers you a number of supports.

a) Tutorials

You will meet in groups of 25 with your tutorial leader once a week. In your tutorials you can ask questions about the lectures, discuss the course readings, seek clarification about the assignments, receive feedback on your assignments, and develop the critical skills necessary to succeed in the university. To do well in this course, you need to learn to take full advantage of your tutorials which means coming to class well-prepared. **It is your responsibility to do the readings ahead of time and bring questions; read over your lecture notes and identify issues you would like to clarify and explore; and to identify questions about the assignments.**

b) Time Management

To work independently depends upon managing your time. Take advantage of the various handouts, workshops and exercises on time management. This course outline indicates the due dates for all assignments which allows you to plan your time well ahead and supports the development of effective time management. Make an overall plan for each semester. The academic year is very short (only 12 weeks in each semester) and you need to develop effective time management skills to keep on top of the workload. For this course, you should allocate 8-10 hours a week in addition to lecture and tutorial time.

For more guidance, see "Time Management at University: Tips to help you make the grade!" and "Time Management for University Students" at <http://www.yorku.ca/cdc/lsp/tmonline/time.htm>.

c) Written Instructions and Guidelines for your Assignments

Your assignments offer detailed directions for all your assignments. Be sure to read these instructions carefully and take advantage of those tutorial times when you are encouraged to bring your questions about the assignments and directions.

d) Study Groups

Your TA will help set up study groups which should meet once a week. These groups support self-directed and collaborative learning strategies. They are also an invaluable vehicle for going over your assignments, preparing for exams, sharing lecture notes if absent, etc.

[For more information about setting up study groups, see "Information Sheet For Faculty" and Handout for students at <http://www.arts.yorku.ca/sosc/Foundations>>.]

2. TUTORIAL ATTENDANCE

Tutorial attendance is mandatory. The portion of the grade assigned for attendance will be calculated using a scale. If you miss 1 class = A+(5); 2 = A(4.5); 3 = A(4); 4 = B+(3.8); 5 = B(3.5); 6 = C+(3.3); 7 = C (3); 8 = D+(2.8); 9 = D(2.5); 10= E(2); 11= F(1); 12=F (0).

Since TA time is extremely limited, there can be no 're-teaching' of material. It is the responsibility of students who miss classes to seek help from fellow students. We have set up the study groups and the listservs to facilitate this process.

Students who miss tutorials will be marked absent. Many, if not most, absences are for legitimate reasons; however, it is the policy of this course not to negotiate about absences. If you are away, you have missed the work and are marked absent. Although your TA will appreciate knowing that you will be absent, please do not ask for special treatment about such absences. Arriving late or leaving early will be marked as .5 of an absence.

Tutorial attendance is important for your individual learning. Continuity in attendance is also a responsibility to the tutorial group. Students who miss tutorials frequently are not only out of the conversation loop but also have a negative impact on the learning of others. Make a commitment to attending tutorials not only for yourself but also for the whole group.

3. LECTURES

Note Taking

The large lecture format is not ideal for learning; nonetheless you can expect to take many university courses which include large lectures. Note taking skills are critical. Equally important is reading over your notes soon after the lecture. You will be surprised how much you can fill in and clarify. If you wait until you need to study from the notes, you will likely find them difficult to use. For some guidance, see "Making Lecture Notes at University: Tips to help you make the grade!" and "Note Taking at University" at <http://www.yorku.ca/cdc/lsp/notesonline/note1.htm>.

Attendance

Although we do not take attendance in the large lecture, the lectures are critical to your success in this course. If you have to miss a lecture, be sure to arrange with your study group to share their lecture notes. Exam questions will be based on lecture material.

4. READING

You may find it difficult to keep up with the amount of reading in this course. All university courses require a lot of reading, and this too is difficult for students used to high school expectations. The fact that this is a 9 rather than a 6 credit course means the reading load is even heavier (although the reading requirements for this course are about average for a 9 credit course). For your information, you will be asked questions about the readings on both the mid term and final exam. It is best to keep up with your readings, and take advantage of your tutorial time to ask questions and discuss the readings in detail. For help on how to read effectively, see <http://www.yorku.ca/cdc/lsp/readingonline/read1.htm>. Effective reading also depends on good time management skills.

5. FEEDBACK ON DRAFTS

Unfortunately TAs do not have the time to read over drafts. However, there are some options available to you: i) Visit your TA in her office hour with your draft. She will be able to spend some time looking it over with you.; ii) Sign up for a tutor in the Centre for Academic Writing [CAW]. If you plan ahead, you will be able to take your draft to your tutor. For more information on the CAW, see the course outline; iii) Plan ahead and use the e-tutor service. Send your draft to etutor@yorku.ca and you will receive comments within one week; iv) Exchange papers in your study groups. Given the shared knowledge of the material, such feedback will likely be very helpful; and v) Use the Checklists included in the assignment instructions as a basis to assess your paper (and those of other students if you are working in your study groups).

The fact that your TA or a tutor has gone over your assignment with you does not guarantee that you will receive an A grade.

6. HANDING IN ASSIGNMENTS

Assignments will not be accepted by email. Also do not slip assignments under the office door of the professor or tutorial leader. Hand your assignments directly to your tutorial leader in the tutorial unless you have made other arrangements with her. Assignments will not be accepted in lectures. It is always your responsibility to ensure that the TA received your assignment.

ALWAYS KEEP A COPY OF YOUR ASSIGNMENT

All of your assignments include this instruction: "Hand in the original and keep a copy for yourself. This is for your protection." Should your assignment go astray, you will always have a back up copy.

7. PENALTIES FOR LATE ASSIGNMENTS:

You will lose 5% for assignments up to one-week late, and 10% for assignments up to two-weeks late. This means that if an assignment is late from one to seven days, it will lose 5%. So if you received a 65% on the assignment (6.5/10), you would lose 5% and receive 60% or 6/10. No assignment will be accepted more than two weeks late. Assignments are due in the tutorial on the date specified in the course outline. An assignment handed in any time after this tutorial is considered late.

Do not ask for special extensions for late assignments. Over the years we have established that the fairest

approach is to maintain a consistent rule for all situations. This ensures that all students in all tutorials are treated in the same way.

Effective time management is a critical skill for university students. Adhering to the schedule for assignments supports the development of this skill. Note that late penalties on many assignments can have a very negative impact on your final grade. It is recommended that you have each assignment done one week before it is due. This will help you deal with any unexpected emergencies

8. FEEDBACK ON YOUR ASSIGNMENTS

One way to improve your written work is through feedback on your assignments. Although your TA will write some comments on your assignments, the most important way you will get feedback is in your tutorial when the assignments are returned. Your TA will detail the kinds of problems with the assignments and what you need to do to improve. Listen carefully to these comments and then re-read your own assignment. Can you identify the main revisions you would need to make in order to improve the paper and your grade? In a study group meeting, read each other's assignments. This will also help you to see the strengths and weaknesses of your own.

9. MEETING WITH YOUR TA ABOUT A GRADE

If you still have questions about why you were assigned a particular grade, make an appointment to see your TA. Prior to that meeting (which should occur at least one week after you received back the assignment), you need to read over the instructions, your assignment, and the comments from your TA. Write one paragraph identifying the weaknesses in your paper based on your careful re-reading, TA comments on your paper, and TA comments to the whole class. Try to explain what prevented you from getting a better grade. Also write one paragraph on what you see to be the strengths of your assignment. Doing this self-assessment is a very important step in learning how to edit and revise. Take this material to your meeting with the TA.

10. REWRITE POLICY

Students do not have the option of re-writing assignments to improve their grades. Focus your attention on improving in the rest of your assignments.

11. ACADEMIC HONESTY:

Read carefully the attached handout on Academic Honesty. Plagiarism and cheating which includes lifting material from the internet, using text from books without giving credit, or purchasing or borrowing essays are very serious offenses at the university. If you are caught, which is very likely, the penalties are very severe.

To help you understand issues of academic honesty, you will complete an on-line tutorial on "Academic Integrity". For more information, go to <<http://www.arts.yorku.ca/honesty/students.html>>. For the full university policy, see the Senate Policy on Academic Honesty at: <<http://www.yorku.ca/secretariat/legislation/senate/acadhone.htm>>.

12. TUTORIAL LISTSERVS AND EMAIL

The primary purpose of the tutorial listservs is to provide a vehicle for conversation among students as a complement to the tutorials and the study groups. Your tutorial leader has only very limited time to read the email on the tutorial listserv, and may not read all postings. Do not expect a reply from your tutorial leader to questions posted to her over email. You should talk to your TA in person during the tutorial, during her office hours, and at the lectures.

13. ACCESSING YOUR GRADES

To receive your grades on assignments, you will need to attend your tutorial or see your tutorial leader in her office hours. No grades will be available on email or posted on office doors.

Students can access final grades on line by going to the registrar's site <<http://www.registrar.yorku.ca>> and clicking on "Report of Final Grades". You will need a password to login, available from "Manage My Services" at <<http://apps.yorku.ca>>.

14. GUIDELINES FOR ILLNESS ON DAY OF EXAMS

Sometimes students assume that if they are sick, they can miss the exam and a make-up exam will be scheduled for them. However, this is not the case. Students have no automatic rights to make-up exams. A make-up exam may be scheduled but only in exceptional circumstances; otherwise students can appeal through the university appeals procedures.

IF YOU ARE TOO SICK TO MAKE THE EXAM, YOU WILL NEED A DETAILED DOCTOR'S NOTE. This note must state why you were unable to write the exam **on that day**. A headache, stomach ache or cold will not be sufficient excuse, nor the fact that you have been sick prior to the exam and so haven't had sufficient time to study. Time management is critical: always assume there will be a crisis and don't leave your studying to the last few days.

If you miss the exam, please call my office (736-2100 xXX) and leave a voice message for me (with the name of your tutorial leader) and also call and leave a message for your tutorial leader. Include a number where we can reach you. **YOU SHOULD DO THIS ON THE DAY OF THE EXAM.** If you are too sick to phone, have a friend or family member phone.

FOR EXAMPLE:

COURSE OUTLINE: FALL SEMESTER

Note: The fall term begins on Sept 10 and ends on Nov 26. The first tutorials are on Sept 11/12. This Outline provides a week-by-week description of topics. Do the readings for the lecture.

For your tutorial, bring questions on the reading material and the lectures, and read additional material as noted below. Your tutorial leader will also give you additional instructions.

WEEK-BY-WEEK OUTLINE

[For example,

Sept 24 **SEXISM, RACISM, ANTI-SEMITISM AND HETEROSEXISM**

READINGS: *Stevenson, "Colonialism and First Nations Women in Canada" in Scratching the Surface

*McIntosh, "White Privilege and Male Privilege" (kit)

*Pharr, "Homophobia: A Weapon of Sexism" (kit)

FOR TUTORIAL:

*Read over and bring questions on assignment on "Reading in Different Voices" (skill kit)

*Read: "What is an Argument? (And What is Not?)" and "Fallacies in Informal Arguments.." (kit).

Oct 1 **MEDIA IMAGES, FAIRY TALES AND POPULAR CULTURE**

READINGS: *Wood, "Gendered Media" (kit)

*Working, "The Fairy Tales" (kit)

*Munsch, The Paper Bag Princess

FILM: Killing Us Softly 3 (34 mins)

FOR TUTORIAL:

*Read: "Making Lecture Notes..." and "Note Taking at University" (skill kit). Bring your notes from the Sept 24 and Oct 1 lectures]

CAMPUS SERVICES:

Foundations Computer Assistance Program (FCAP) Bootstrap Computer Lab in Calumet College (Room 108), fcap@yorku.ca

FCAP, a computer assistance program, is available to all those taking a Foundations course (a nine-credit course in Social Science or Humanities). FCAP offers access to computers and multi-media stations, printing and scanning facilities, individual computer tutoring, and workshops to improve computer literacy and computer-based critical skills. The lab is open 24/7 and staff are available to answer your questions from 10-2 Monday to Friday. You can also write to **fcap@yorku.ca** with any computer-related issues. FCAP also maintains a website with information about pre-writing strategies, grammar questions, style guides and dictionaries, and links for ESL students and to useful on-line materials for critical skills development. Visit the FCAP website at <http://www.yorku.ca/fcap/writinglinks.html> for more information and current schedules.

To use FCAP, students will need to activate their Foundations account through Manage My Services on York's Computing and Network Services website <http://apps.yorku.ca>. Click on "Manage My Services".

You will be required to log in through Passport York which is your 'passport' to various computing services and websites at York. If you don't know or have forgotten your user name and password, there is a link on the login screen: "Forgot your password or username?" Click to reset your password online. To activate an account (also called a service), click on the ACTIVATE NEW SERVICE link and then click on the appropriate service to activate. NOTE: Accounts or services that you have already activated will appear on the left hand column of the page with a green check mark beside them. The steps have to be done in the order above. It can take 15 minutes to 24 hours to become fully activated. If you have questions about how to set up your accounts, visit the FCAP lab.

In addition to FCAP, York has several computer labs around campus or in the Scott Library which can be used with an Acadians-PC/MAC Labs account. To activate this account, go to Manage My Services and follow instructions as above.

Centre for Academic Writing [CAW], S329 Ross (416 736-5134).

CAW offers one-on-one tutoring. To be assigned a tutor, you must sign up well in advance. CAW also offers mini-workshops on topics such as "How to Develop a Thesis" and "Effective last Minute Revisions". These workshops happen regularly over the year and fill up quickly. Stop by the CAW to sign up. Link available on the course website: click on "Learning Skills" or check out their website at <http://www.arts.yorku.ca/caw>

E-TUTOR (etutor@yorku.ca)

E-tutor will comment on essay drafts. E-tutor tries to respond within one week but in periods of high demand it may take longer. Plan ahead so that you can take advantage of this excellent service. For complete directions on how to use etutor, go to www.arts.yorku.ca/caw/etutor.html.

English as a Second Language Open Learning Centre (ESL-LOC)

Vanier College 037 (416-736-2100 x 22940)

The Centre is open twelve months a year to all York students, registered in degree programs, and is free of charge. Students may request help in any aspect of English: listening, reading, writing, and speaking.

ESL-LOC offers individual tutoring by appointment and weekly workshops on topics related to the language needs of ESL students: Conversing in English, Understanding Lectures and Note Taking, the Internet for Language Learning, Reading Academic Texts, Correcting Common Grammar Errors, Presenting in Front of a Group, Research Skills for Essays, and Organizing and Writing Essays.

Register at ESL_OLC or on the website <http://www.yorku.ca/elsolc> (click the First Time Sign Up link on the left). Once registered, you can use the online form or visit the Centre to book space in tutorials and workshops.

Counselling and Development Centre [CDC], 145 BSB (416-736-5297)

CDC offers a range of services to students including personal counselling, skill development workshops (on time management, stress management and test preparation) and support for those with psychiatric disabilities and learning disabilities (112 BSB x33409). Link available on the course website: click on "Learning Skills" or check out their website at <http://www.yorku.ca/cdc/>. Or check out their advertisements in [Excalibur](#).

Office for Persons with Disabilities (Ross N108, 416-736-5140).