

Standardized course components for the Biology Department

| Administrative Details | | | | |
|---|------------------------|------------------|--|--|
| Name of the course: | | | | |
| Course Code: | | | | |
| Session and Term: | | | | |
| Professor: | | Office location: | | |
| | | Email: | | |
| | | Office hours: | | |
| Course Coordinator: (if applicable) | | Office location: | | |
| | | Email: | | |
| | | Office hours: | | |
| Course Overview and Assessment | | | | |
| Breakdown of assessment including weight given and due date (if possible) | | | | |
| | All Assignments | | % | |
| | All Midterm exam/tests | | % | |
| | All quizzes | | % | |
| | All presentations | | % | |
| | All essays | | % | |
| | Final exam | | % | Cumulative: Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | All labs/tutorials | | % | |
| | Other: | | % | |
| Total marks | | % | | |
| Feedback regarding progress returned to student by Enter appropriate date (last day to cancel without penalty) | | | | |
| Level 1 or 2 course: | (minimum 20%) | % | Level 3 or 4 course: (minimum 10%) % | |
| <i>Note: This minimum will not apply if students use MSAF or petition accommodations.</i> | | | | |
| Due date restrictions | | | | |
| Course with final exam: Due dates for all term work are on or before the final day of classes | | | Yes: <input type="checkbox"/> No: <input type="checkbox"/> | |
| <i>Note: For course without final exam, work can be due on or before the final date of exams.</i> | | | | |
| Tests, quizzes, exams and take-home exams worth more than 10% will not take place during the last 5 days of the term or day(s) between end of classes and beginning of exams | | | Yes: <input type="checkbox"/> No: <input type="checkbox"/> | |
| If yes: Assignments/work worth more than 10% has been assigned at the beginning of the course and noted on the course outline so that students can complete the work in advance of the due date | | | Yes: <input type="checkbox"/> No: <input type="checkbox"/> | |
| Academic assessments will not be due during the December holiday break or the fall and winter mid-term recesses, except for deferred exams. | | | Yes: <input type="checkbox"/> No: <input type="checkbox"/> | |
| No single assessment (e.g. essay, test, exam) is worth more than 75% of final grade without approval from Department Chair or Associate Dean's office | | | Yes: <input type="checkbox"/> No: <input type="checkbox"/> | |
| Students with MSAF may be offered choice of another assessment or option of writing final exam which may be worth more than 75% of the course grade. | | | Yes: <input type="checkbox"/> No: <input type="checkbox"/> | |
| The Academic Obligations (assessments) have been designed in a manner that anticipates the need for modification for some students and that protects the academic integrity of the course. | | | Yes: <input type="checkbox"/> No: <input type="checkbox"/> | |
| Authenticity/Plagiarism Detection | | | | |
| In this course, a web-based service (Turnitin.com) will be used to reveal authenticity and ownership of student submitted work. | | | Yes: <input type="checkbox"/> No: <input type="checkbox"/> | |
| Detailed course outline (appended at the end of this document) | | | | |
| The outline indicates expectations for students, experience, course format and delivery, knowledge and skills to be gained, level of participation and how it will be assessed. | | | Yes: <input type="checkbox"/> No: <input type="checkbox"/> | |
| Required textbooks, materials and fees, software, etc. are clearly indicated | | | Yes: <input type="checkbox"/> No: <input type="checkbox"/> | |
| Where applicable, the course outline includes breakdown of class topics, readings, attendance requirements, class participation expectations, group work expectations and how they are to be evaluated, grade adjustment techniques | | | Yes: <input type="checkbox"/> No: <input type="checkbox"/> | |

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Academic integrity:

Students are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials students earn are rooted in principles of honesty and academic integrity.

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: "Grade of F assigned for academic dishonesty"), and/or suspension or expulsion from the university.

The students are responsible to understand what constitutes academic dishonesty. For information on the various types of academic dishonesty, please refer to the *Academic Integrity Policy*, located at www.mcmaster.ca/academicintegrity.

The following illustrates only three forms of academic dishonesty:

- Plagiarism, e.g. the submission of work that is not one's own or for which other credit has been obtained
- Improper collaboration in group work
- Copying or using unauthorized aids in tests and examinations

Authenticity/Plagiarism detection:

Students who do not wish to submit their work through A2L and/or Turnitin.com must still submit an electronic and/or hardcopy to the instructor. No penalty will be assigned to a student who does not submit work to Turnitin.com or A2L. All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g. on-line search, other software, etc.). To see the Turnitin.com Policy, please go to www.mcmaster.ca/academicintegrity.

Avenue to Learn:

Students should be aware that, when they access electronic components of this course, private information such as first and last names, user names for the McMaster email accounts, and program affiliation may become apparent to all other students in the same course. The available information is dependent on the technology used. Continuation in this course will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure, please discuss this with the course instructor.

Academic accommodation of students with disabilities:

Students with disabilities who require academic accommodation must contact Student Accessibility Services (SAS) to make arrangements with a Program Coordinator. SAS can be contacted by phone 905-525-9140 ext 28652 or email sas@mcmaster.ca. For further information, consult McMaster University's Academic Accommodation of Students with Disabilities policy.

Requests for relief of missed academic term work:

In the event of an absence for medical or other reasons, students should review and follow the Academic Regulation in the Undergraduate Calendar "Requests for Relief for Missed Academic Term Work".

Instructors cannot ask or require medical notes from students. A student may be allowed modifications to academic obligations, including deadlines under the following circumstances:

Academic accommodation for religious, indigenous or spiritual observances (RISO):

- a) Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the RISO policy. Students requiring a RISO accommodation should submit their request to their Faculty Office normally within 10 working days of the beginning of term in which they anticipate a need for accommodation or to the Registrar's Office prior to their examinations. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments and tests.

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Relief from the consequences of missed term work or examinations based on compelling personal, family or medical circumstances:

- b) A student may self-declare an illness or other personal situation granting themselves relief from academic work under certain circumstances using the McMaster Student Absence Form (MSAF) process.
- c) For all other compelling circumstances, the student is required to request relief from their Faculty Office. If the petition is granted, the faculty office will notify the instructor of the time period for which the student has been granted an approved absence.
- d) It is at the discretion of the instructor to determine the nature of the relief, bearing in mind re-weighting one component of the grade to 75% of the final grade or more is discouraged without approval from Department Chair or Associate Dean's office.

Extreme circumstances:

The University reserves the right to change the dates and deadlines for any or all courses in extreme circumstances (e.g. severe weather, labour disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, A2L and/or McMaster email.

Course modifications:

At certain points in the course, it may make sense to modify the schedule. The instructor may modify elements of the course and will notify students accordingly in class or on Avenue to Learn or course website. Any changes related to evaluations will be made in consultation with the Department Chair.

McMaster University Grading scale:

| Grade | Equivalent Grade Point | Equivalent Percentages |
|-------|------------------------|------------------------|
| A+ | 12 | 90-100 |
| A | 11 | 85-89 |
| A- | 10 | 80-84 |
| B+ | 9 | 77-79 |
| B | 8 | 73-76 |
| B- | 7 | 70-72 |
| C+ | 6 | 67-69 |
| C | 5 | 63-66 |
| C- | 4 | 60-62 |
| D+ | 3 | 57-59 |
| D | 2 | 53-56 |
| D- | 1 | 50-52 |
| F | 0 | 0-49 |

Detailed outline for this course is appended.