**Department of Biology Course Outline**

COURSE # AND SECTION

FULL COURSE TITLE (CREDIT)

YEAR AND TERM

Classroom and meeting times

**Instructor:**

(Name)

(Office)

Phone:

(email and other info regarding contact through ***Canvas***)

**Office Hours:** (Days, Time, by appointment?)

**Course Description:**

**(Course number) (Credit) (Course Title)**

(Academic Calendar description)

*Prerequisite:* (from Calendar)

*Corequisite:* (from Calendar)

(Additional description of course to give students a general idea of the course)

**Course Objectives:**

**Course Format:**

((i.e. How is the course structured - e.g., method of presentation of course material, and quizzes, assignments, labs, use of ***Canvas***, etc.)

**Copyright Disclaimer:**

Diagrams and figures included in lecture presentations adhere to Copyright Guidelines for UBC Faculty, Staff and Students <http://copyright.ubc.ca/requirements/copyright-guidelines/> and UBC Fair Dealing Requirements for Faculty and Staff <http://copyright.ubc.ca/requirements/fair-dealing/>.  Some of these figures and images are subject to copyright and will not be posted to ***Canvas***. All material uploaded to ***Canvas*** that contain diagrams and figures are used with permission of the publisher; are in the public domain; are licensed by Creative Commons; meet the permitted terms of use of UBC’s library license agreements for electronic items; and/or adhere to the UBC Fair Dealing Requirements for Faculty and Staff. Access to the ***Canvas*** course site is limited to students currently registered in this course. Under no circumstance are students permitted to provide any other person with means to access this material. Anyone violating these restrictions may be subject to legal action. Permission to electronically record any course materials must be granted by the instructor. Distribution of this material to a third party is forbidden.

**Required Materials:**

(Full Bibliography of text books, suggested readings etc…)

**Course Evaluation:**

|  |  |  |
| --- | --- | --- |
| Midterm #1 | 15% | Date |
| Midterm #2 | 15% | Date |
| Paper/Assignment/Quizzes | 30% |  |
| Final | 40% | TBA |
| Total | 100% |  |

(Format for evaluation should be a table with name of evaluation, value and date. Remember, course outlines are essentially legal documents i.e. contracts between you and the students. If it is not on the course outline you cannot add an extra exam or assignment without agreement of 100% of the students in the course.)

Final grades will be based on the evaluations listed above and the final grade will be assigned according to the standardized grading system outlined in the UBC Okanagan Calendar.

Note: Any requests for changes to final exams must be sent to the office of the Associate Dean of Students ([bsasdeansoffice.ubco@ubc.ca](mailto:bsasdeansoffice.ubco@ubc.ca)).

**Missed Assignments and Exams:**

From UBC Okanagan Academic Calendar/Policies and Regulations/Academic Concession

“Students who, because of unforeseen events, are absent during the term and are unable to complete tests or other graded work, should normally discuss with their instructors how they can make up for missed work, according to **written guidelines given to them at the start of the course**. Instructors are not required to make allowance for any missed test or incomplete work that is not satisfactorily accounted for. If ill health is an issue, students are encouraged to seek attention from a health professional. Campus Health and Counselling will normally provide documentation only to students who have been seen previously at these offices for treatment or counselling specific to conditions associated with their academic difficulties. Students who feel that requests for consideration have not been dealt with fairly by their instructors may take their concerns to [Dr. Michael Deyholos, Department of Biology Head]."

(Please detail the procedure for missing and/or late assignment here)

(***Example*** *of written Guidelines for exams and assignments: Students may be excused from laboratories only with a physician’s certificate verifying illness or other supporting documents for a compassionate leave. If a student is unable to complete a laboratory or a laboratory exam for a good and verifiable reason, the marks may be redistributed. Please talk to your TA or the lab coordinator as soon as possible if ill or if you will be missing a laboratory or a lab exam. (Holidays are not acceptable reasons for missing labs*).

**Lecture Outline:**

(Usually a table detailing the week and lecture topic covered, any required readings, textbook chapters, exam dates etc…)

**Final Exam (During Exam period, TBA)**

**\*\*Following three sections must appear as written in every Lecture Course Outline\*\***

**Academic Integrity:**

The academic enterprise is founded on honesty, civility, and integrity. As members of this enterprise, all students are expected to know, understand, and follow the codes of conduct regarding academic integrity. At the most basic level, this means submitting only original work done by you and acknowledging all sources of information or ideas and attributing them to others as required. This also means you should not cheat, copy, or mislead others about what is your work. Violations of academic integrity (i.e., misconduct) lead to the break down of the academic enterprise, and therefore serious consequences arise and harsh sanctions are imposed. For example, incidences of plagiarism or cheating may result in a mark of zero on the assignment or exam and more serious consequences may apply if the matter is referred to the President’s Advisory Committee on Student Discipline. Careful records are kept in order to monitor and prevent recurrences.

A more detailed description of academic integrity, including the policies and procedures, may be found at: <http://okanagan.students.ubc.ca/calendar/index.cfm?tree=3,54,111,0>

If you have any questions about how academic integrity applies to this course, please consult with your professor.

**Disability Assistance:**

If you require disability-related accommodations to meet the course objectives, please contact the Coordinator of Disability Resources located in the Student Development and Advising area in the University Centre building. For more information about Disability Resources or academic accommodations, please visit the website at: <https://students.ok.ubc.ca/academic-success/disability-resources/>

**Equity, Human Rights, Discrimination and Harassment:**

UBC Okanagan is a place where every student, staff and faculty member should be able to study and work in an environment that is free from human rights-based discrimination and harassment. Under UBC’s Policy 3 on Discrimination and Harassment, UBC prohibits discrimination and harassment on the basis of the following grounds: age, ancestry, colour, family status, marital status, physical or mental disability, place of origin, political belief, race, religion, sex, sexual orientation or unrelated criminal conviction. If you require assistance related to an issue of equity, discrimination or harassment, please contact:

UBC Equity Office & Inclusion Office, UNC 216, 3272 University Way, Kelowna, BC V1V 1V7

Tel 250 807 9291, Website <https://equity.ok.ubc.ca/>, Email [equity.ubco@ubc.ca](mailto:equity.ubco@ubc.ca)