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**Click here to enter course name and code**

Faculty of Choose a faculty.

Department of Click here to enter department.

Instructor – Click here to enter name of faculty member.

Course Outline Effective for Choose a semester. Choose a year.

## **Our Course**

### **Course Description**

Click here to describe your course in a few sentences. Engage your students by telling a framing story, by posing central questions, and/or by communicating the use and value of the course.

### **Learning Outcomes**

Click here to include 5-8 learning outcomes that identify the knowledge, skills and attributes that students will develop and/or acquire in your course. These learning outcomes should align with the learning assessment strategies you will employ in the course.

### **Learning Environment**

Click here to describe the course learning environment and the reasons for its adoption. Present learning routines you hope to establish in-class, out of class, and online.

### **Learning Technologies**

Click here to describe the teaching and learning technologies that you will use and the value they have for your teaching and for your students’ learning. Consider technologies such as Moodle, Blackboard Collaborate, Nearpod, OneNote, Yammer, video platforms etc.

If you need assistance with Moodle, Collaborate, or any other online learning technology, please email [online@msvu.ca](file:///Users/distance/Desktop/online@msvu.ca). General support requests will be responded to by the next business day. Urgent requests, those affecting your ability to participate in a class, will be responded to as soon as possible.

### **Learning Supports**

Your learning is at the centre of this course. The Mount is committed to supporting you as a unique learner. The university offers a variety of resources, services, strategies and practices to support equal opportunities for learning. If you require academic accommodation, please contact me and [Accessibility Services](http://www.msvu.ca/en/home/studentservices/officeofstudentexperience/accessibilityservices/default.aspx) as early in the term as possible. I encourage you to utilize the variety of learning supports provided by the Mount to assist you in time of need and to help you continue to develop as a learner. Please see Appendix A for additional information on the list of free and confidential services available at our university.

### **Communication Plan**

Click here to describe your communication plan. Consider adding communications method and response times for the items such as student questions (personal and course related), instructor announcements, assignment feedback, grades, and course feedback.

## **Your Instructor**

### **Name**

Click here to enter your name and credentials.

### **Teaching Approach**

Click here to describe your personal teaching beliefs and values. Describe how these beliefs and values impact your teaching practices.

### **Contact**

Click here to enter your MSVU email address.

Click here to enter your office location and phone number.

### **Availability**

Click here to enter your email availability and your office hours.

### **One-on-One Support**

Click here to describe the one-on-one support you can provide to students via email and during office hours.

## **Our Journey**

### **Learning Activities**

I have designed the learning activities to help you build your knowledge, skills and attributes. These activities will help you make progress towards achieving the learning outcomes of the course. They will prepare you for the summative assessment of your learning in the course.

|  |  |  |
| --- | --- | --- |
| Learning Outcomes | Outcome Supporting Activities | Value and Purpose of Activities |
| Click here to enter course learning outcomes identified above. | Click here to enter the various activities offered that will provide students with opportunities to make progress towards achieving the learning outcome. | Click here to describe the value of the activities to student learning and indicate the value relating to future learning, academic program, work and/or personal life. |
|  |  |  |

### **Course Map**

Click here to add a text, table, SmartArt, diagram, or other graphic representation of your course schedule or calendar. Use this space to present tentative topics, readings and/or course material.

### **Expectations**

You can expect the following from me as your instructor in this class:

* Arrive to class in advance of the scheduled start time
* Provide weekly unassessed practice opportunities
* Provide grades and feedback within a week of submission.

I expect the following from you as a student in this class:

* Arrive to class in advance of the scheduled start time
* Attend and engage in all of our scheduled class activities
* Spend 4 hours a week outside of class time engaging in the course

### **Engagement**

Click here to describe any specific ways you expect students to participate in the course. Clarify your expectations for attendance and participation in group or online activities. Share a statement about your commitment to supporting the benefits of active student engagement in learning.

### **Online Etiquette**

You are encouraged to interact frequently with your peers and with me in the course. All interactions, online and in-person, should have a positive, respectful, and inclusive tone. Actively listen to others without interrupting. Ask questions to create a two-way conversation rather than one that is single-sided. Be critical of ideas, not people. Be mindful of the use of capitals (can indicate yelling), punctuation, and correct language.

### **Tips for Learning Success**

The following tips can help you work towards learning outcomes of this course:

* Write your notes in your own words. This will help prepare you for short answer questions on your quizzes and exams. Consider these [note taking strategies](http://www.msvu.ca/site/media/msvu/Preparing%20for%20Effective%20Note%20Taking_Jan%202017(1).pdf).
* Try to create a study question for each PowerPoint slide or topic. Consider how this material might be presented on a quiz or exam.
* Click here to enter your learning tip.
* Click here to enter your learning tip.

If you wish to enhance your learning strategies, explore the [Learning Strategist Services](http://www.msvu.ca/en/home/studentservices/officeofstudentexperience/learningstrategistservices/default.aspx) online resources, workshops and/or one-on-one support sessions.

## **Tracking Our Progress**

### **Feedback for Learning**

To learn best, it is important to receive feedback on our performances. In this class, I will strive to provide you with ample opportunities to practice and demonstrate your learning and to receive feedback on your learning successes and learning gaps. Feedback on your on your learning may come from several sources: practice opportunities, yourself, peers or from me as your instructor.

The purpose of the feedback I provide will be to identify your major learning strengths and current learning needs (learning gaps). My aim will be to focus on efforts you might make to take the next steps towards advancing your learning and to provide you with a manageable path forward. Additionally, I will identify resources and strategies to help you in your learning efforts.

As per university policy, to provide you with adequate information about your learning in advance of the deadline for withdrawing from this course without academic penalty, I will provide you with your first written feedback in the form of email, learning assessment to date and/or Moodle comments by Click here to enter a date.

### **Assessment Activities**

This course will offer you a variety of activities to assess your learning at multiple points throughout the course. These assessment activities will provide opportunity for you to demonstrate your learning relative to the course learning outcomes and receive feedback to guide future learning. Please refer to the university’s [undergraduate grading scheme](http://www.msvu.ca/en/home/programsdepartments/academiccalendars/undergradprograms/regulations/gradingexaminations.aspx) or [graduate grading scheme](https://www.msvu.ca/en/home/programsdepartments/academiccalendars/graduatecalendar/regulations/graduatelevelgradingscheme.aspx) to determine the passing grade in this course.

|  |  |  |
| --- | --- | --- |
| Assessment Activities | Description | Contribution to Final Grade (%) |
| Click here to enter an assessment activity. You may identify activities such as participation/engagement, quick writes, quizzes, assignments, presentations, term papers, projects, laboratory components and/or exams. | Click here to enter a description of the assessment activity. You may link or reference another resource such as an assignment guideline. If there is a due date for the assessment it should be included here. Consider bolding the date to emphasize it. | Click here to enter the value that this assessment activity contributes to the final course grade. |
| Click here to enter an assessment activity. You may identify activities such as participation/engagement, quick writes, quizzes, assignments, presentations, term papers, projects, laboratory components and/or exams. | Click here to enter a description of the assessment activity. You may link or reference another resource such as an assignment guideline. If there is a due date for the assessment it should be included here. Consider bolding the date to emphasize it. | Click here to enter the value that this assessment activity contributes to the final course grade. |

## **University Advisories**

### **Scheduling Conflicts**

If a student has a scheduling conflict with any aspect of the course, notably an assignment deadline or an examination, please contact your instructor in advance (1 week ahead) of the relevant deadline to request consideration for accommodation.

If a student has overlapping final exam times, a work commitment that cannot be changed, or is scheduled to write three exams in three consecutive writing times, an [Exam Conflict](https://www.msvu.ca/en/home/studentservices/registrarsoffice/exams/default.aspx) form should be submitted to the Registrar’s Office. Documentation may be required.

### **Accommodations**

Students who have disability and who require academic accommodations must register with [Accessibility Services](https://www.msvu.ca/en/home/studentservices/officeofstudentexperience/accessibilityservices/default.aspx) as early as possible in order to receive accommodations.

### **Religious Observances**

Requests for accommodation of specific religious or spiritual observance must be presented in writing to the instructor within the first two weeks of class.

### **Course Material**

This course may contain material that some may find disturbing and/or challenging to read, view or discuss. At any time in the course if you feel uncomfortable with the course material or discussions please contact your instructor.

### **Use of Course Material**

As a student in this course you should observe the following:

* Course material to which you are granted access in this course is only to be used for this course.
* Material that you submit as part of the requirements of this course cannot be used to complete the requirements of another course, without the expressed permission of the instructor of the second course. This constitutes cheating as stated in the Academic Calendar.
* Students do not have permission to upload course material to any external websites or share with others, unless expressly permitted to do so by the instructor. If you require further clarification about using materials from this course in other contexts, please contact the instructor.
* Under no circumstances are students permitted to provide anyone not registered in this course with access to the Mount Online course site established for the course.

Only students registered in this Mount Online course site are permitted to view, download, upload, comment or otherwise participate in this course site.

### **Use of Language**

Correct use of language is one of the criteria included in the evaluation of all written assignments.

### **Academic Integrity**

You play a vital role in contribution to and maintaining the culture of academic integrity expected of everyone at MSVU. University regulations on Plagiarism and Cheating and academic offenses will be strictly enforced. These regulations including applicable procedures and penalties are detailed in the University Calendar and are posted on Department notice boards and on the Mount website at [www.msvu.ca](http://www.msvu.ca) on the Current Students page under [Academic Offenses](http://www.msvu.ca/en/home/programsdepartments/undergradprograms/regulations/academicoffenses.aspx). It is your responsibility to make yourself familiar with these regulations and consequences.

### **Missed or Late Work**

Click here to enter details of your policy on accepting missed and/or late pieces of student work and missed quizzes or exams. If there are penalties associated with accepting missed or late work they should be stated here.

### **Research**

Students who conduct research involving human participants must have their research reviewed in accordance with the [MSVU Policies and Guidelines for Conducting Research with Human Participants](https://www.msvu.ca/en/home/research/researchethics/policies.aspx) before starting the research. Check with your course professor or Chair of the Department about proper procedure.

### **Class Attendance**

Regular attendance is expected of students at all classes; the Mount recognizes the significance of attendance by stating it in the [Academic Calendar](https://www.msvu.ca/en/home/programsdepartments/academiccalendars/undergradprograms/regulations/classattendance.aspx).

### **Class Cancellations**

Cancelled classes will be indicated on the class cancelation line at (902) 457-6566 and on the [website](http://www2.msvu.ca/classcancellation/Pages/index.aspx).

### **Online Class Recordings**

Online classes held in Collaborate may be recorded and your image, voice, and name may be included in the recording. By remaining in the recorded session you are consenting to the creation of the recording and its use for educational purposes in the course it was created. Recorded classes will not be used outside the class context or for other purposes without consent.

### **Distance Student Examination**

When an on-campus examination is scheduled in an online course, only students who reside 100km away or more from the Mount may write at an approved proctor site.  Students must submit the [Proctor](https://www.msvu.ca/en/home/studentservices/registrarsoffice/exams/proctor-sites.aspx) Site Request form within two weeks from the first day of the fall and winter terms and one week for summer session 1 and 2.  For additional important information on finding and requesting an approved proctor, please see the Registrar’s Office page on [Examinations](https://www.msvu.ca/en/home/studentservices/registrarsoffice/exams/default.aspx).

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The Mount Teaching and Learning Centre and Online Learning (2018). *Mount Saint Vincent University Course Outline Template*. Mount Saint Vincent University: Halifax, Nova Scotia. Template last revised on July 2020.

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## **Appendix A – Student Services**

**Aboriginal Student Centre**  
45 Melody Drive    
(902) 457-6228   
[aboriginalcentre@msvu.ca](mailto:aboriginalcentre@msvu.ca)

The ASC strives to provide an opportunity to empower, encourage, and educate students of all nations in an environment rooted in Indigenous cultures and values. The ASC offers the opportunity to learn more about Aboriginal culture, while providing a place to study and hang out.

**Academic Advising**  
Dean’s Office - Seton 302   
(902) 457-6400   
[advising@msvu.ca](mailto:advising@msvu.ca)

Our academic advisors are here to help you plan for success. Whether mapping out your degree or helping you choose a major, minor, or concentration, your academic advisors are available to help at any point along your journey.

**Accessibility Services**  
EMF 127-G   
(902) 457-6567   
[accessibilityservices@msvu.ca](mailto:accessibilityservices@msvu.ca)

The Mount’s Accessibility Services team is dedicated to adapting the academic environment for students who require accommodations to assist them in reaching their full academic potential.

**Africentric Support Group**  
Evaristus C405   
(902) 457-5547   
[africentricsupport@msvu.ca](mailto:africentricsupport@msvu.ca)

The ASG works to infuse Africentricity into the educational experience of our Black student population. It offers students a safe space to meet new people, participate on campus, and learn more about themselves and others.

**Career Services**  
McCain 306   
(902) 457-6139   
[careerplanning@msvu.ca](mailto:careerplanning@msvu.ca)

We offer a variety of career-related services for students, employers and faculty. Whether you need help making a career decision, job searching, or are wondering what you can do with your degree, we can help you plan a realistic career path.

**Counselling Services**  
EMF 127-G   
(902) 457-6567   
[counselling@msvu.ca](mailto:counselling@msvu.ca)

Our Counselling Services team provides free personal and academic counselling to any registered Mount student in a relaxed and confidential environment. Visit Oscar, the Mount’s therapy dog, every Thursday from 2-3 in the Library.

**Financial Aid**  
Evaristus 207-E   
(902) 457-6351   
[financial.aid@msvu.ca](mailto:financial.aid@msvu.ca)

Our goal in the Financial Aid office is to make your educational journey a little easier to understand by directing you to the information you need. We can provide assistance with everything, from budgeting to bursaries!

**Financial Services**   
Evaristus 206 & 211   
(902) 457-6277   
[financial.services@msvu.ca](mailto:financial.services@msvu.ca)

At the Mount, we recognize the challenges that students face when funding their education. That is why our tuition fees are among the lowest in NS. Don’t let a lack of financial resources stop you! There are many ways to help pay for your education, including scholarships, bursaries, and government loans.

**Health Office**   
(902) 457-6354

The Health Office and its physicians are committed to treating all visitors with the respect and confidentiality expected from any health care professional.

**International Education Centre**   
Seton Annex   
(902) 457-6488   
[international@msvu.ca](mailto:international@msvu.ca)

The Mount’s International Education Centre offers personal, academic, cultural, and immigration advising to international students and any student or faculty wishing to study, research or conduct projects abroad. The IEC is also home to the university’s English as an Additional Language Programs.

**IT&S Help Desk**  
EMF, 1st Floor   
(902) 457-6538   
[helpdesk@msvu.ca](mailto:helpdesk@msvu.ca)

There are many technology services available for students including Wi-Fi, student webmail with calendar, access to over 200 computers, as well as classrooms equipped with networked computers, video players, LCD projectors, and sound.

**Learning Strategist**  
EMF 127-F   
(902) 457-6567   
[learning.strategist@msvu.ca](mailto:learning.strategist@msvu.ca)

It is common for students to be surprised about academic expectations and the level of independent learning required in university. The Learning Strategist can help with managing time, getting organized, setting goals, study skills, and more!

**Library**  
EMF   
(902 ) 457-6250   
[library@msvu.ca](mailto:library@msvu.ca)

The Library’s team of dedicated staff are here to offer you quality public services and academic information resources designed to meet the teaching, learning, and research needs of the Mount Community.

**Print Shop**   
Seton 330   
(902) 457-6135   
[print.shop@msvu.ca](mailto:print.shop@msvu.ca)

The Mount Print Shop is a full-service, in-house print shop. We are dedicated to supporting faculty, staff, students, and the extended Mount community with high-quality, confidential, and expedited print services.

**Registrar’s Office**  
Evaristus 204/207   
(902) 457-6117   
[registration@msvu.ca](mailto:registration@msvu.ca)

The Registrar’s Office is involved in all aspects of academic life, including: admissions, enrolment, retention, exams, convocation, and academic policies. We are here to help guide you through your academic career.

**Residence Life**   
Evaristus 201-A   
(902) 457-6356   
[rez.life@msvu.ca](mailto:rez.life@msvu.ca)

Living in residence will add a whole new dimension to your university years! Apart from the convenience of living close to all campus resources, you will also have the opportunity to become more involved in campus life.

**Writing Centre**  
EMF 205   
(902) 457-6567   
[writing@msvu.ca](mailto:writing@msvu.ca)

The Writing Centre offers bookable individual appointments with experienced tutors for help with all written assignments, such as presentations, slides, speeches, posters, and all aspects of paper writing.