

Faculty of Science Course Outline Template

How to use this template:

- Black text – Required Component
- Blue text – Optional Component
- *Italicized – Instructions for Instructor (to be deleted once template is completed)*
- **Highlighted – please pay extra attention!**

For best practices/suggestions/guidelines, please refer to the [EDI Teaching Toolkit](#) (See Section 1 'For Your Course Outline').

You are always welcome to include *more* information than what is included in the template, provided you adhere to the both the University and Faculty of Science's policies and procedures.

COURSE CODE HERE for Term (Fall/Winter/Summer) 20XX

COURSE TITLE HERE

We, the people of the Faculty of Science at Carleton University, acknowledge that our campus is located on the traditional, unceded territories of the Algonquin Anishinabeg people. Miigwetch for your hospitality and stewardship of this territory and the teachings that come from it. We are grateful for this land, the air that we breathe, and the water that sustains us all as well as for the animals, plants and other living beings: these enable us to research, teach, mentor, support, study, and learn. We recognize our responsibility to our natural environment and to reconciliation with Indigenous peoples.

Course Instructor: Jane Doe

How to address me: Professor Doe

Gender Pronouns: (she/her/hers)

Email: Jane.Doe@Carleton.ca

Note: If you have a question or would like to talk with me, you can send an email, visit me during student hours (see below), or approach me after lecture.

Best Ways to be in Touch: in class, via email, or during student hours

Student Hours: X day(s), X time(s), location

Office Location: Room XXX, XXX Building

Class Location: Please check Carleton Central for the room location.

Class Times: X day(s), X time(s)

Prerequisites: If any

Preclusions: If any

Department/Unit:

Course TAs:

Teaching Assistant 1 (she/her/hers)
(teaching.assistant.name1@carleton.ca)

Topics Covered and Learning Outcomes

Inclusive Teaching Statement here (Examples can be found in the EDI Course Outline Template, which can be accessed through Section 1 of the [EDI Teaching Toolkit](#))

Topics to be Covered

Detailed list of topics to be covered, including dates and required reading for each week.

Week	Topic/Content	Readings/Prep for Class
1	Intro to...	
2	This & that	
3	Something else	
...		
13	Conclusion	

Important dates and deadlines can be found here:

<https://calendar.carleton.ca/academicyear/>, including class suspension for fall, winter breaks, and statutory holidays.

Course level learning outcomes:

1. -
2. -
3. Etc.

Assessments

Grade Breakdown

COMPONENT	GRADE VALUE	DATE
QUIZZES	X %	
ASSIGNMENT 1	X %	
ASSIGNMENT 2	X %	
MIDTERM ¹	X %	
FINAL EXAM	X %	
EXTRA CREDIT	X %	

¹ If the midterm is scheduled outside of class time, the date **must** be posted and emphasized, as there is a greater likelihood of time conflicts for students.

Recall that no work can be assigned during Fall/Winter break, and no summative tests or final examinations may be held during the last two weeks of fall or winter terms, or during the last week of each half of the summer term. Please note that practical exams, where the material cannot be tested during formal examination period, are exempt from this rule provided (i) students are made aware of the practical exam requirement at the start of the term via the course outline, and (ii) the examination contributes to no more than 15% of the final grade. If provision (i) above is met but the examination comprises more than 15% of the final grade, Dean approval is required prior to informing students via the course outline.

If you plan on using e-Proctoring, you must include this statement:

Please note that tests and examinations in this course will use a remote proctoring service provided by Scheduling and Examination Services. The minimum computing requirements for this service are listed on the SES website.

If assessments or make-ups will occur on campus outside regular class time, include this statement:

Assessments (or make-ups) will occur on campus outside of regular class time (which can include Friday evening, Saturday or Sunday).

Late and Missed Work Policies

Late Work

Insert statement about late work penalties (indicate percentage and/or grade point deduction, as well as the maximum number of days something may be submitted after the initial deadline), and course-related policy regarding use of the [academic considerations form](#).

Missed Work

Short-term (5 days or less): Insert statement about course-related policy for missed work, and a link to the [academic considerations form](#). You may state whether there is a limit to the number of times the student can submit the form for your course.

Long-term (> 5 days): Insert statement about course-related policy for [longer-term accommodation](#).

We strongly encourage you to use the Academic Considerations Form for any circumstances where you either require or permit students to hand in late or missed work so that a record is captured in the Registrar's Office of how often students use the form.

The link to the form is at the end of the URL above:

<https://sarms.carleton.ca/registrar/academic-consideration>

Learning Material(s) and Other Course/Lab-Related Resources

Ancillary fees associated with this course, e.g., textbooks, course packs, lab manuals, field work, online resources or links required for the course, should be listed along with their associated estimated cost, if applicable. Each required or optional learning material should be individually costed. Estimated costs should be as accurate as possible and should be based on publisher, commercial vendor, third-party vendor, university bookstore, or other current sources. If current-year costs are not yet available, include the most recent cost and note that it may change.

Learning Material	Options for Purchasing (e.g. Bookstore, Used, etc.)	Approximate Cost

Indicate whether there are restrictions that would prevent students from using a second-hand copy of the textbook and/or learning material. Mention options here for students who do not have access to these resources. Options include financial aid, inexpensive options for technology (Best Buy refurbished products, Kijiji), & single workspaces available for student use on campus.

Include the following statement if the course section does not require students to purchase textbook(s) and/or learning materials: **Students are not required to purchase textbooks or other learning materials for this course.**

Academic Accommodations and Regulations

Carleton is committed to providing academic accessibility for all individuals. You may need special arrangements to meet your academic obligations during the term. The accommodation request processes, including information about the Academic Consideration Policy for Students in Medical and Other Extenuating Circumstances, are outlined on the Academic Accommodations website (<https://students.carleton.ca/course-outline/>).

Statement on Generative Artificial Intelligence (GenAI) Usage (See the [Sample Syllabus Statements for AI use in Courses](#) document for examples)

As our understanding of the uses of GenAI and its relationship to student work and academic integrity continue to evolve, students are required to discuss their use of GenAI in any circumstance not described here with the course instructor to ensure it supports the learning goals for the course.

Instructors should include a course-specific GenAI statement that clearly addresses the following: what forms of GenAI use are permitted, if any; how GenAI use should be documented; the rationale for the course policy; and any limitations or uses that are not permitted.

Statement on Academic Integrity

Students are expected to uphold the values of academic integrity, which include fairness, honesty, trust, and responsibility. Examples of actions that compromise these values include but are not limited to plagiarism, accessing unauthorized sites for assignments or tests, unauthorized collaboration on assignments or exams, and using Generative Artificial Intelligence (GenAI) tools when course assessment instructions indicate such use is not permitted.

Misconduct in scholarly activity will not be tolerated and will result in consequences as outlined in [Carleton University's Academic Integrity Policy](#). A list of standard sanctions in the Faculty of Science can be found [here](#).

Additional details about this process can be found on [the Faculty of Science Academic Integrity website](#).

Students are expected to familiarize themselves with and abide by [Carleton University's Academic Integrity Policy](#).

Student Rights & Responsibilities

Students are expected to act responsibly and engage respectfully with other students and members of the Carleton and the broader community. See the [7 Rights and Responsibilities Policy](#) for details regarding the expectations of non-academic behaviour of students. Those who participate with another student in the commission of an infraction of this Policy will also be held liable for their actions.

Student Concerns

If a concern arises regarding this course, **your first point of contact is me**: Email or drop in during student hours and I will do my best to address your concern. If I am unable to address your concern, the next points of contact are (in this order):

Note: You can also bring your concerns to [Ombuds services](#).

