

<Course Number & Title>

<Semester>

| **Instructor Information** |  |
| --- | --- |
| Instructor | *<add text here>* |
| Contact Information | Image of envelope *<email>* Image of phone *<phone>* |
| Office Location & Hours | Image of person at desk *<physical location>* Image of person on computer screen *<virtual location url>* Image of clock *<hours>* There is a lowercase letter i inside a conversation bubble. *<special instructions>* |
| Instructor Introduction/Teaching Philosophy/Research Area: | *For online classes, a photo here is helpful. Add* [*alternative text*](https://support.microsoft.com/en-us/topic/add-alternative-text-to-a-shape-picture-chart-smartart-graphic-or-other-object-44989b2a-903c-4d9a-b742-6a75b451c669) *for images.*  *<link to Instructor website>* |
| Teaching Assistant | Image of an envelope *<email>* Image of a phone *<phone>* Image of a clock *<hours>* |

| **Course Information** |  |
| --- | --- |
| Lectures | Mondays, Wednesdays, and Fridays from \_\_\_\_-\_\_\_\_pm in Room \_\_\_\_\_\_\_ |
| Course Format | *<in-class, online, blended>* There is a lowercase letter i inside a conversation bubble. *<special instructions>* |
| Course Description | *<add course calendar description here>* |
| Prerequisites |  |
| Course Learning Outcomes | Upon completion of this course, students should be able to:  **Description of General Goal 1:**   * Specific abilities to meet goal * Specific abilities to meet goal   **Description of General Goal 2:**   * Specific abilities to meet goal * Specific abilities to meet goal   **Description of General Goal 3:**   * Specific abilities to meet goal * Specific abilities to meet goal   **Description of General Goal 4:**   * Specific abilities to meet goal * Specific abilities to meet goal |
| Required Text | *<add text here>* |

Evaluation & Assessments

| ***Assessment*** | ***Weight*** | ***Due Date*** |
| --- | --- | --- |
| *Lab Assignments and participation*  *Class Participation*  *Negotiation Exercise*  *Case Study Analysis*  *Midterm*  *Final Exam* | *25%*  *5%*  *20%*  *20%*  *15%*  *15%* |  |
| *Total* | *100%* |  |

**Course Weekly Schedule:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Date** | **Topic** | **Readings/ Assignment Due dates** |
| 1 | Date | Week 1 topics | Week 1 readings |
| 2 | Date | Week 2 topics | Week 2 readings |
| 3 | Date | Week 3 topics | Week 3 readings |
| 4 | Date | Week 4 topics | Week 4 readings |
| 5 | Date | Week 5 topics | Week 5 readings |
| 6 | Date | Week 6 topics | Week 6 readings |
| 7 | Date | Week 7 topics | Week 7 readings |
| 8 | Date | Week 8 topics | Week 8 readings |
| 9 | Date | Week 9 topics | Week 9 readings |
| 10 | Date | Week 10 topics | Week 10 readings |
| 11 | Date | Week 11 topics | Week 11 readings |
| 12 | Date | Week 12 topics | Week 12 readings |

**﻿Assignment Descriptions/Requirements:**

**Assignment 1: ( \_\_\_\_\_%. / \_\_\_\_\_\_ points)**

<fill in assignment details here>

**Assignment 2: ( \_\_\_\_\_%. / \_\_\_\_\_\_ points)**

<fill in assignment details here>

**Citation Requirements & Styles**

*<add text here>*

**Plagiarism:** Plagiarism means representing someone else’s work as your own. It is a serious

offence, punishable by academic sanctions. When you incorporate the words, ideas, graphics, or

other products from someone else’s work into your projects, you must give credit by providing a

citation and reference to the source work.

It is your responsibility to:

• understand what plagiarism is

• be familiar with and understand the information on plagiarism provided by the Academic

Success Centre at their website (<http://www.unbc.ca/academic-success-centre/handouts>)

• be familiar with the UNBC policy on Student Conduct, and on plagiarism and other

academic offences, as described in the UNBC Undergraduate/Graduate Calendar.

**Policy on use of Generative AI:** <<Instructors should review the [Provost’s guidance on AI](https://www.unbc.ca/provost/guidance-acceptability-using-generative-ai-coursework) and choose one of the supplied syllabus policies or create their own to add here>>

**﻿Late Assignments**

**•** Assignments submitted ON TIME will receive full attention.

• Please speak with your Instructor well in advance (define – e.g. 48 hours) if you anticipate a delay in submitting your work, particularly when dealing with illness or family conflicts. In the interest of fairness to everyone in the class, extensions will NOT be granted except in cases with proper

documentation.

• \_\_\_% per day penalty for late assignments including weekend days.

OR

* Assignments must be submitted within the week they are due (flexibility)
* You have (x number of) flex days for late submissions within a semester – no questions asked

**Participation:**

For participation grades; detail expectations such as;

You are expected to attend each lecture, be active, and contribute to all aspects of

every class. You can best prepare yourself by having completed any assigned readings and

coming to class eager and ready to participate.

***[ Provide multiple means of participation if possible, e.g. synchronously through Q and A, polling, group work and asynchronously through discussion threads, email, etc. ]***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reach Out for Success**

University students often encounter setbacks from time to time that can impact academic performance. If you encounter difficulties and need assistance it’s important to reach out.

The following resources are available **free** to all students at UNBC and can help address mental, emotional or physical health concerns:

**UNBC Wellness Centre**

•Phone Number: 250 960 6369 Hours: 9am-4pm, Monday-Friday

•Offers counseling for all students as well as access to First Nations Counseling Services

•Offers health and general services that support the academic success and personal wellbeing of students

Counselling Services: <https://www2.unbc.ca/counselling>

**Crisis Centre for Northern BC (available 24 hours a day)**

• Phone Number: 250-563-1214 Toll-free: 1-888-562-1214

• Provides confidential services

• If you are feeling overwhelmed, depressed, confused, suicidal or just needing someone to

• listen, the crisis line provides emotional support, suicide intervention and referral

• information.

**If you are unable to meet course expectations due to mental health reasons, please discuss your situation with your instructor, Wellness counsellor or an academic advisor.**

**The Academic Success Centre**

The Academic Success Centre provides students with **FREE** access to academic support services:

* Tutoring (by appointment, asynchronous online, or drop-in)
* Personalized study skills assessments
* Peer-led course supports

ASC services are available in person at the Prince George Campus and online. Let the ASC know your preference for online or in-person when you book the appointment.

Room 5-139G, Learning Commons | [asc@unbc.ca](mailto:asc@unbc.ca) | 250-960-6367 | Toll-free: 1-888-440-3440

**The Access Resource Centre (ARC)**  
The Access Resource Centre (ARC) provides services to students with documented health conditions and/or disabilities. The conditions can range from temporary to permanent and include but are not limited to:  
  \*   chronic health issues (e.g., Crohn’s, Diabetes, HIV, Lupus)  
  \*   hearing and visual impairments  
  \*   learning disabilities  
  \*   mental health challenges (e.g., anxiety disorder, borderline personality disorder, depression disorder)  
  \*   neurological disabilities (e.g., ADHD/ADD, Autism Spectrum Disorder, Epilepsy, Concussion, Migraines, Multiple Sclerosis)  
  \*   mobility and other physical disabilities.  
  
ARC staff are available, by appointment, to meet with you to determine which academic accommodations can be put in place to support you in achieving their academic goals, provide referrals, and help advocate for you. Students who may have a need for academic accommodation are encouraged to contact ARC:  
  
  \*   Email at arc@unbc.ca<<mailto:arc@unbc.ca>>,  
  \*   Phone at 250-960-5682 (toll free 1-888-960-5682), or  
  \*   Stop by 5-157.  
  
More details are available at the Access Resource Centre website <https://www2.unbc.ca/access-resource-centre>.

**UNBC Athletics:**

Please note that students involved in University Athletics will be required to notify the instructor at least two weeks in advance of any official athletics commitments (e.g., games,travel) that conflict with due dates.

**General IT Support: e-mail** [**support@unbc.ca**](mailto:support@unbc.ca)

<https://www2.unbc.ca/information-technology-services/support-students>

This group can help you with your password to UNBC and access your accounts.

**Moodle Support: For login or id/password related issues at http://moodle.unbc.ca, contact IT Support at e-mail:** [**support@unbc.ca**](mailto:support@unbc.ca)If you have specific questions or errors while uploading assignments, using video/Kaltura, or other issues, contactthe Centre for Teaching Learning & Technology email: [ctlt@unbc.ca](mailto:ctlt@unbc.ca)

**Food Bank/ Good food Box:**

You cannot learn if you are hungry. If you need food, go to the NUGGS office and satellite sites on campus. This is part of the PG foodbank as well at https://www.sapg.ca/services/food-bank.

If you have extra items, please donate to the foodbank.

Good food box: this is a monthly fresh food box you can sign up. You may want to split it with a friend. Watch for announcements and the sign up table in the Wintergarden.