



USSU Syllabus Guide

Academic Advocacy Office

Vice-President Academic Affairs: Elisabeth Bauman

Academic Governance Assistant: Connor Rodriguez

August 2023

The syllabus is a contract between students and the instructor, and contains important information for your whole term, including attendance requirements, required resources, and expectations for the final exam/assessment.

Some aspects of the syllabus are required for ALL courses, some are simply suggested.

According to the Academic Courses Policy, you must have your syllabus by the first day of the class.

The syllabus can also be helpful when selecting your courses. Go to the USask course catalogue <https://catalogue.usask.ca/>, select the course you are looking at, and scroll to the bottom of the page to find recent syllabi from previous course offerings. You can see who has taught the course in the past, and it can help you decide between different sections of the course or different electives. Just remember that the syllabus will change in the current term.

Take a look at the example syllabus (below) and read the explanations that describe why each item is there. Please note that while much of this language has been suggested to instructors, they will write their own class-specific syllabus. You need to read each syllabus for each course as a separate document.

English 145: Literature for Adventurers

This tells you in what term the course occurs.

Fall 2023

ENG 145.3

Course code + Number of credits

Class section: W02

Mode of Delivery: in-person

Required: indicate if it is distanced education, off campus, online, or in-person

September 6 - December 28, 2023

This means that in-person classes will happen every Monday, Wednesday, and Friday at 1:30 pm

Class time: MWF 1:30-2:20 pm

Class Location: Arts 123

Seminar: TTR 4-5 pm

Seminars, workshops, or labs

Seminar Location: Thor 844

Canvas Course Site:

<http://sites.usask.ca/example>

Required: This is where you find how your professor wants to be contacted.

Contact Information

Sometimes they will ask for specific things (such as the course code in your subject line, or to introduce yourself with your NSID).

Some instructors may specify if they want to be emailed from Canvas or from Outlook (your school email)

Instructor: Dr. Sharazad Kensington III
Office: ARTS 345
Email: Sherazadkensington3@usask.ca
Office Hours: MWF 11:30-12:20, or by appointment

Some courses might just have "by appointment," which means if you wish to talk to your professor you simply have to email them and arrange a time.

Here you will find when and how your professor is available to answer your questions or request extra help outside of class time.

I only check my emails between 9 am to 5 pm Mondays through Fridays.

Department Head: Dr. Nicholas Farthing Madagascar
Nfmadagascar@usask.ca

A demonstration of healthy boundaries. If you email on the weekend during the evenings, do not expect an answer.

Some professors do not have set work time, and you may receive emails at odd hours of the night. You are not obligated to respond immediately!

TA: Rosie Tod
Email: rrt111@usask.ca

Reminder: Work (or School)/ Life balance is healthy and needed to keep burn-out at bay.

This should describe the general course content

Course Description

This description must match what is in the course catalogue.

Land Acknowledgement

This is a suggested component of the syllabus. The land acknowledgement positions us physically and socially, and recognizes both the land and the Indigenous people who lived on the land prior to Canada's colonial history.

As we gather here today, we acknowledge that the Saskatoon campus of the University of Saskatchewan is on Treaty Six Territory and the Homeland of the Métis. We pay our respect to the First Nation and Métis ancestors of this place and reaffirm our relationship with one another. We recognize that in the course of your studies you will spend time learning in other traditional territories and Métis homelands. We wish you safe, productive and respectful encounters in these places.

Class Specific Fees

Attendance at a required event (Indigenous cultural celebration, the Saskatoon Symphony Orchestra, the zoo),

It can also be for alternative or optional software or resources that cost money.

the Bookstore – it will be listed on your booklist in the My Textbooks channel in PAWS. You can also search for your course at shop.usask.ca. The associated cost is for printing and items take 5-7 business days after order is placed during peak periods.

Required if applicable. For example, materials fees, mandatory fees for software and/or applications, mandatory or optional excursions and the fees associated with these activities, etc.. It can also be for alternative or optional software or resources that cost money. Please note, this DOES NOT include textbooks or homework systems!

Suggested **Required and Recommended Resources**

To maximize your learning opportunities the following resources are required (or recommended if applicable):
Any required textbooks (purchased or open)
Any required access codes
Any required lab supplies

For open textbooks, there is usually an option to print the online text. The university bookstore will make it available for students to request as a print- on-demand item. Students are charged for the cost of the printing of the pages and will be contacted when the print version is available. Printing time usually takes 5-7 business days during rush periods.

..... **IF USING AN OPEN TEXTBOOK:**

This item is an open educational resource, available for free at [link]. If you would like to request a printed version of this item, please order through the Bookstore – it will be listed on your booklist in the My Textbooks channel in PAWS. You can also search for your course at shop.usask.ca. The associated cost is for printing and items take 5-7 business days after order is placed during peak periods.

Learning Outcomes

By the end of this course, students should be able to:

1. Demonstrate...
2. Explain...

Learning outcomes or objectives provide a clear description of what students should be able to do and know by the end of the course. Since learning activities and assessments are designed around outcomes, stating outcomes or objectives helps students have a clear focus for their learning and study efforts.

Valuable details about the types of assessments you can expect to see in the course.

..... **Assessment Types + Details**

Throughout this course your progress will be measured through a variety of types of assessments and you will get feedback on each of them. The assessments focused on building your skills will have feedback but no grade.

Assessments that will carry marks are:

Grading Scheme

Discussion Posts	5%
Class Participation	10%
Assignment 1: Research Paper	15%
Midterm Exam	15%
Assignment 2: Final Paper	25%
Final Exam	30%
Total	100%

Other types of assessments may include: 1. Self or peer assessments

Late papers will be penalized with 5% per day late. If an assignment is more than 2 weeks late, it will not be marked and will receive a grade of zero.

If the instructor chooses to penalize students for late assignments, the penalty should be stated in the syllabus.

Instructors are encouraged to include information explaining under what circumstances students may request extensions and what the process would be for such a request.

Extensions can be requested via email at least 24 hours before the due date, and students must have extenuating circumstances.

Evaluation Components

Will provide students with more clarity about the types of assessment and expectations for the assessments in the course.

Assessment 1: Name of Assessment 1

Value: xx% of final grade

Due Date: See Course Schedule

Type: Brief (1-2 sentences) description of how the assignment relates to the course.

Description: Detailed description of assignment expectations and procedures.

Discussion Post 1-12:

Value: Each discussion post is worth 8 points - Your mark on this will apply toward the percentage allocated for Learning Outcomes y and z, and will go towards the overall 10% for discussion posts.

Due Date: See Course Schedule

Description: Detailed description of assignment expectations and procedures.

Submitting Assignments

Most assignments should be submitted via the Canvas course.

You must hand in a paper version of the final essay AND submit a copy of it in the Canvas assignment portal.

Midterm Assessments

If a midterm is outside of class time, the syllabus must describe the details.

The midterm for this class will be held on [date and time].

This section provides you information on how your instructor wants assignments to be submitted. Electronic submission via Canvas is recommended where possible, but this will change depending on the course or instructor. Some may want all their assignments and reflections to be handed in physically in paper copies, while others may have a mixture of online and paper submissions.

Required if there is a final assessment/exam in the course

.. Final Assessments

The time for the final exam will be determined by the university. The exam will consist of [types of questions] and will take [amount of time].

Midterm and Final Assessment Scheduling

Midterm and final assessments must be written on the date scheduled.

Final assessments may be scheduled at any time during the examination period (INSERT FIRST AND LAST DAY OF CURRENT EXAM PERIOD); students should therefore avoid making prior travel, employment, or other commitments for this period. If a student is unable to write an exam through no fault of his or her own for medical or other valid reasons, documentation must be provided and an opportunity to write the missed exam may be given. Students are encouraged to review all examination policies and procedures:

<http://students.usask.ca/academics/exams.php>

Required: This section provides you with a clear picture of what work must be done to pass the class, including any college-level regulations that specify such requirements. This is really important information for you to know, and to come back to throughout the term.

Some colleges or departments have specific requirements to pass a course, while others leave it up to instructors. This means that you can pass some courses without completing all assignments provided you do well enough on heavily weighted course work, while in other classes, you must complete ALL assignments, quizzes, and exams to pass the course.

..... Criteria to Pass

Regardless of the marks you receive on assessments in this course, you must complete all assignments, quizzes, and exams to pass the course.

Course Overview

- Why this course
- Who is the instructor (first person)
- Context of the course
-

This course provides an introduction to literature focused on adventures. It will lay a foundation for understanding some of the greatest adventure stories in the current literary canon, such as J.R.R. Tolkien's *The Lord of the Rings*, Ryszard Kapuściński's *Another Day of Life*, and Jonathan Franklin's *438 Days*. The course explores the archetype of the Hero's Journey, traditions of adventure tales, and how both fiction and nonfiction adventure stories. Finally, we will look at why adventure is important.

I have been teaching literature for 8 years, and this course for 3 years. I love going on adventures in other countries and in my own city, and I hope my passion for

Suggested. This section gives you a sense of why the course is important and may set the tone the instructor hopes the class will have throughout the term.

Suggested ·· **Types of Learning Activities**

Our in-class time will consist of a mix of lecture, discussions, and small group activities. You should come to class expecting to discuss the readings with your peers.

Class Schedule

Suggested. This will help you plan the term while considering all your courses, extra-curricular activities, work, and family.

Below you will find a tentative schedule for the topics, activities, and assessments in this class.

Week	Topics / Module	Learning Activities Including Homework	Assesment Due Date
1	Introduction, Syllabus	Introductory Discussion	September 8
2	Adventure Short Stories	Class Readings	September 15
3	The Hero's Journey Archetype	Discussion Board 2	September 22

Suggested: Gathering feedback throughout the term can help instructors to see if students are on track and whether there are issues that need to be address (for example, whether students at the back of the room can hear the instructor).

Gathering SLEQ information also helps instructors when they want to make changes to the course. It's very valuable feedback.

··· **Student Feedback**

You will be provided opportunities throughout the term to provide feedback about the course. This will include the use of the University administered course feedback system, SLEQ, both partway through the class and at the end of term, and less formal methods. I value this feedback and use it to modify and improve the course to best meet student learning needs.

Experiential Learning Outcomes

Required if applicable.

Activities Outside of Class Time or Usual Location

Required if applicable.

We will be taking two field trips as part of this night class. They will happen at the same time this class normally meets, but we will meet at the off-campus sites.

OR

Instead of our class meeting at its normal time on March 2, you will need to attend the talk by a guest speaker that evening in Convocation Hall. There is no charge for this talk.

Required **Attendance**

Attendance will not be monitored, but this course has many activities designed to help you learn. While I understand that illness or emergencies can result in you needing to miss class, it is in your best interest to attend as much as possible to get the most out of this course. It will also be important to your classmates, as much of this work will be done with others in the class in the time you have selected.

Grading attendance is not recommended as grades should reflect how successfully students met course outcomes, but instructors may take attendance to determine who is at class.

Required.
This section should give you clear expectations for your participation and how the instructor will monitor it, if at all.

..... **Participation**

Activities in this course will include small group discussions and collaborations. It is important that you participate to the best of your ability for your classmates and to get the most out of this class. There is no grade directly attached to participation, but you will do better in the course if you engage during our class meetings. You are required to tell students if you are recording the course (and under what conditions) and whether they may record it. Remember, even students who come to class find it helpful to record lectures.

OR

This course will make use of the discussion forums on Canvas. Your participation in these discussions is important for your learning and is evidence of two course outcomes. See the description of assessments for more details about how to engage in high-quality discussions and how you will be graded.

Instructors are required to tell students if they are recording the course (and under what conditions) and whether you, as a student, may record it.

For AES students whose instructor does not allow recording:

As cited in the Academic courses policy on class delivery, examinations, and assessment of student learning (2017)–5.3, when an accommodation for recording lectures or classroom activities is authorized by Access & Equity Services (AES), an instructor must permit an authorized student to record classroom activity; only the student with the accommodation would have access to this recording. Students with this accommodation will make the instructor aware that they will be recording lectures by presenting the instructor with a signed copy of the audio-record lecture agreement from AES.

Required if applicable **Use of Technology – Recording the Course**

I will not be recording this course. If you wish to do so, please come speak to me.

Suggested **Use of Technology – Other Student Uses**

I understand that many of you prefer to take notes on your devices. Please make sure that the volume is off and avoid doing anything that may be a distraction for those around you. If you receive a phone call, refrain from answering it. If you must answer it, please step outside to do so.

Required Copyright Information

Course material created by your professors and instructors is their intellectual property and cannot be shared without written permission. This includes exams, PowerPoint/PDF lecture slides and other course notes. If materials are designated as open education resources (with a creative commons license) you can share and/or use them in alignment with the CC license. Other copyright-protected materials created by textbook publishers and authors may be provided to you based on license terms and educational exceptions in the Canadian Copyright Act.

You are responsible for ensuring that any copying or distribution of materials that you engage in is permitted by the University's "Use of Materials Protected By Copyright" Policy. For example, posting others' copyright-protected materials on the open internet is not permitted by this policy unless you have copyright permission or a license to do so. For more copyright information, please visit:

<https://library.usask.ca/copyright/students/index.php>

Or contact the University Copyright Coordinator at copyright.coordinator@usask.ca or 306-966-8817.

Required

The university takes academic integrity very seriously, and it is important for you to be familiar with what is considered academic integrity and what is not. You are held responsible for knowing these rules, so please take time to review the guidelines throughout your time at the University.

..... Academic Integrity

The University of Saskatchewan is committed to the highest standards of academic integrity.

<https://academic-integrity.usask.ca/>

Students are urged to read the Regulations on Academic Misconduct and to avoid any behaviours that could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence.

For help developing the skills for meeting academic integrity expectations, see: <https://academic-integrity.usask.ca/students.php>

Students are encouraged to ask their instructors for clarification on academic integrity requirements.

SUGGESTED IF APPLICABLE

Students in this course are required to show a completion certificate for the Academic Integrity Tutorial.

Generative Artificial intelligence tools are permitted in this course following specific guidance on proper use as provided with assessment instructions. Improper use of such tools will be considered academic misconduct in this course. Students wanting to connect their assessment in this course to assessments they have completed in another course must get explicit permission of the instructor in order to avoid potential academic misconduct or self-plagiarism.

Required

Using these services does not impact your worth as a student or person. The purpose of AES is to give you the best chance at success during your time at university.

If you think you may be eligible for and benefit from these extra supports, please contact AES.

..... **Access and Equity Services (AES)**

Access and Equity Services (AES) is available to provide support to students who require accommodations due to disability, family status, and religious observances.

Students who have disabilities (learning, medical, physical, or mental health) are strongly encouraged to register with Access and Equity Services (AES) if they have not already done so. Students who suspect they may have disabilities should contact AES for advice and referrals at any time. Those students who are registered with AES with mental health disabilities and who anticipate that they may have responses to certain course materials or topics, should discuss course content with their instructors prior to course add / drop dates.

Students who require accommodations for pregnancy or substantial parental/family duties should contact AES to discuss their situations and potentially register with that office.

Students who require accommodations due to religious practices that prohibit the writing of exams on religious holidays should contact AES to self-declare and determine which accommodations are appropriate. In general, students who are unable to write an exam due to a religious conflict do not register with AES but instead submit an exam conflict form through their PAWS account to arrange accommodations.

Any student registered with AES, as well as those who require accommodations on religious grounds, may request alternative arrangements for mid-term and final examinations by submitting a request to AES by the stated deadlines. Instructors shall provide the examinations for students who are being accommodated by the deadlines established by AES.

For more information or advice, visit:
<https://students.usask.ca/health/centres/access-equity-services.php>, or contact AES at 306-966-7273

(Voice/TTY 1-306-966-7276) or email aes@usask.ca.

Required: This is a great list of resources for all types of supports to help you succeed, not just academically but mentally and financially as well. Please take advantage of these resources - they are in place for YOU!

..... **Student Supports**

Academic Help – University Library

Visit the University Library and Learning Hub to find supports for undergraduate and graduate students with first-year experience, study skills, learning strategies, research, writing, math and statistics. Students can attend workshops, access online resources and research guides, book 1-1 appointments or hire a subject tutor through the USask Tutoring Network

Connect with library staff through the AskUs chat service or visit various library locations on campus.

Enrolled in an online course? Explore the Online Learning Readiness Tutorial.

Teaching, Learning and Student Experience

Teaching, Learning and Student Experience (TLSE) provides developmental and support services and programs to students and the university community. For more information, see the students' website:
<http://students.usask.ca>.

Financial Support

Any student who faces unexpected challenges securing their food or housing and believes this may affect their performance in the course is urged to contact Student Central:
<https://students.usask.ca/student-central.php>.

Gordon Oakes Red Bear Student Centre

The Gordon Oakes Red Bear Student Centre) is dedicated to supporting Indigenous student academic and personal success. The Centre offers personal, social, cultural and some academic supports to Métis, First Nations, and Inuit students. The Centre is an intercultural gathering space that brings Indigenous and non-Indigenous students together to learn from, with and about one another in a respectful, inclusive, and safe environment.

Visit:

<https://students.usask.ca/indigenous/index.php>

Or

Students are encouraged to visit the ASC's website:

<https://students.usask.ca/indigenous/gorbosc.php>

International Student and Study Abroad Centre

The International Student and Study Abroad Centre (ISSAC) supports student success and facilitates international education experiences at USask and abroad. ISSAC is here to assist all international undergraduate, graduate, exchange, and English as a Second Language students in their transition to the University of Saskatchewan and to life in Canada. ISSAC offers advising and support on matters that affect international students and their families and on matters related to studying abroad as University of Saskatchewan students.

Visit:

<https://students.usask.ca/international/issac.php>

for more information.

College Supports

OTHER SUPPORTS OFFERED BY THE COLLEGE OR DEPARTMENT

Changes after Distribution:

Please note that changes can be made to the syllabus after distribution. This is what the Academic Courses policy says about it in section 1.2:

<https://policies.usask.ca/policies/academic-affairs/academic-courses.php#lClassDelivery>

After distribution, a syllabus may only be changed if no student in the class objects to such changes and the department head, or dean in non-departmentalized colleges, is notified. Otherwise, methods, modes, and timing of assessment for all assignments and examinations must remain as stated in the syllabus: no major graded assignment or examination is to be newly assigned in a class and no changes to already set dates or the stated grade weighting of graded assignments or examinations is permitted.

However, it may be deemed necessary to revise a syllabus in ways that impact the methods, modes, and timing of class work (such as assignments, examinations, weighting of grades, etc.) to address emergency circumstances that may impact academic programming. Such changes will be permitted only if they have been approved by the dean's office of the college of instruction. The reasons for the changes to the syllabus will be communicated to the students affected.

This means that students have to approve any large changes to the syllabus (like adding an assessment or changing due dates)

- Instructors must ensure no students are in opposition
- Instructors must notify the department head
- This may be necessary if there are unforeseen circumstances, such as a global pandemic (however this is determined by the university)

For any additional questions about your syllabus, you are always encouraged to talk directly to your instructor or department head. You can also contact the USSU Academic Advocacy office:

<https://ussu.ca/academic-advocacy/>

Or the USSU Vice President Academic Affairs at vpacademic@ussu.ca

Resources for Syllabus Guide:

“Academic Courses Policy on Class Delivery, Examinations, and Assessment of Student Learning,” University of Saskatchewan, Policies, September 2023,

<https://policies.usask.ca/policies/academic-affairs/academic-courses.php#SyllabusContent>

“Syllabus Template Required and Suggested Language with Explanations,” 2023,

<https://teaching.usask.ca/classes/syllabus.php#Policy>

“Definitions of Accommodations,” University of Saskatchewan,

<https://students.usask.ca/health/aes/definitions-of-accommodations.php#:~:text=As%20cited%20in%20the%20Academic,to%20record%20classroom%20activity%3B%20only>

“What is Access and Equity Services?,” Peer Health Usask, January 2023,

<https://peerhealthusask.wordpress.com/2023/01/06/what-is-access-and-equity-services/>