

# **Department of Sociology**

Website: <a href="https://soci.ucalgary.ca/">https://soci.ucalgary.ca/</a>

(Winter 2023)

SOCI 201.01 - Introduction to Sociology			
Pre/Co-Requisites	none		
Class Dates	January 9 – April 12, 2023		
Lecture Days/Times	Asynchronous – Lectures will be posted Mondays, 10:00am (MST)		
Lecture Location	Online (D2L)		
Instructor	Dr. Annetta Tázli (cha/har)		
mstructor	Dr. Annette Tézli (she/her)		
Email	atezli@ucalgary.ca		
Virtual	Wednesdays 9:00-11:00 (MST/MDT); and by appointment		
Student Hours (Via Zoom only)	Please book your appointment* here: https://calendly.com/atezli		
	*If you cannot keep an appointment, please cancel it to make the slot		
	available to others.		

## **Table of Contents**

Course Description	2
Course Objectives/Learning Outcomes	2
Course Format	2
Learning Technologies Requirements	3
Learning Resources	3
Methods of Assessment and Grading Weights	3
Final Exam Information	4
Grading Scale	4
Absence From a Mid-term Examination	5
Absence From a Final Examination	5
Grade Reappraisal	5
Academic Misconduct	5
Plagiarism and Other Forms of Academic Misconduct	6
Recording of Lectures	6
Additional Course Information	6
Academic Accommodation	7
Research Ethics	
Instructor Intellectual Property	8
Freedom of Information and Protection of Privacy (FOIP) Act	8
Copyright Legislation	8
Evacuation Assembly Points	8
Faculty of Arts Program Advising and Student Information Resources	8
Important Contact Information	8
Campus Mental Health Resources	9
Thrive Priority Support Network	9
Important Dates	9
Schedule of Lectures and Readings	10

### **Course Description**

"Neither the life of an individual nor the history of a society can be understood without understanding both."

C. Wright Mills, The Sociological Imagination

Sociology is the scientific study of human action and interaction. According to sociologists, our lives are closely intertwined with the societal context in which they take place. This course will introduce you to the discipline of sociology by exploring topics and issues you are probably already familiar with and have discussed before with friends, colleagues, or family. This course goes beyond popular understandings of those issues to understand how society works from a sociological perspective. This course will provide you with the tools to think sociologically and sharpen your "sociological imagination," which will make you see your everyday world in a new light. Over the course of the semester, we will identify, analyze, explain, and critically discuss the foundations of sociology (sociological theories and research methods), the foundations of society (e.g., culture, socialization, social interaction, and deviance), the dimensions of social inequalities (e.g., social class, ethnicity & racialization, and gender & sexuality), as well as major social institutions (e.g., families, as well as the education and health care systems).

### **Course Objectives/Learning Outcomes**

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

- summarize, compare, and apply analytic frameworks and theories to studying society and elements thereof.
- differentiate and compare methodological approaches commonly used by sociologists.
- describe the sociological imagination using examples from their own lives.
- critically reflect on the relationship between social forces and individual experiences using examples from their own lives.
- compare and contrast common-sense and sociological explanations of various social phenomena, current social events, and societal conflicts.
- critically debate dimensions of social inequality in Canadian society, referring to their historical context and institutional embeddedness.
- read efficiently, take lecture notes effectively, and study for exams proficiently.

#### **Course Format**

I will teach this course using asynchronous, pre-recorded lectures as well as short films and various learning activities that will give you the opportunity to apply course material. The online format posts some learning challenges, key concerns being motivation and procrastination. We will have bi-weekly quizzes that are designed to keep you on track with your assigned readings and recorded lectures. Assigned readings serve as preparation for the lecture, so I strongly suggest you complete them before the material is covered in lecture. I will post all lecture material relevant for an upcoming quiz on Mondays at 10:00am (MST/MDT).

You can expect approximately 150 minutes of instructional time for each module, including lectures, films, and learning activities. Weekly readings are not included in instructional time. Depending on your reading skills, you can expect to spend about 1.5-3 hours each week to do the assigned reading. Please check out the reading and note-taking resources posted under "Course Resources" on D2L should the readings and lectures take you significantly longer than suggested above.

### **Learning Technologies Requirements**

Registered course participants can access all required learning materials through the course's D2L page <a href="https://d2l.ucalgary.ca/d2l/home/496982">https://d2l.ucalgary.ca/d2l/home/496982</a> (login required).

In order to be able to fully engage in this course, you should have reliable access to the following learning technology (see also <a href="https://elearn.ucalgary.ca/technology-requirements-for-students/">https://elearn.ucalgary.ca/technology-requirements-for-students/</a>):

- A computer with a supported operating system & the latest security, and malware updates.
- A current and updated web browser.
- Microphone and speaker (built-in or external), or headset with microphone.
- Current antivirus and/or firewall software enabled.
- A stable broadband internet connection.

### **Learning Resources**

(Available through the UofC Bookstore, or Taylor Family Digital Library (TFDL) Reserve, Kiosk #4)

Cumming, Sarah. 2020. Sociology Unlocked. Don Mills, ON: Oxford University Press.

You can rent the eBook through the UofC bookstore or here:

https://www.vitalsource.com/en-ca/products/sociology-unlocked-sara-cumming-v9780190161095

You can access the book's companion website free of charge here:

https://learninglink.oup.com/access/cumming-student-resources#tag chapter-01

Links to available on-campus supports as well as course-specific learning resources are available on D2L under CONTENT  $\rightarrow$  CAMPUS RESOURCES, and CONTENT  $\rightarrow$  COURSE RESOURCES.

### **Methods of Assessment and Grading Weights**

	% Of final grade	Complete By	Material covered
9/11 Top Hat Participation	5	weekly	Modules 2-12
Quiz #1	10	January 23, 10:00am (MST)	Modules 1&2
Quiz #2	15	February 13, 10:00am (MST)	Modules 3-5
Quiz #3	20	March 6, 10:00am (MST)	Modules 6&7
Quiz #4	20	March 20, 10:00am (MDT)	Modules 8&9
Quiz #5	20	April 3, 10:00am (MDT)	Modules 10&11
Quiz #6	10	April 12, 10:00am (MDT)	Module 12

All assignments listed above will be included in the calculation of your final course grade according to their indicated weight. Weights will not be modified for individual students and cannot be shifted from one assignment to another. Given the number of assignments listed above and the number of students enrolled in the course, I do not offer makeup or extra-credit options during or at the end of the semester.

#### 6 Online Quizzes (95% total)

You will write 6 open-book, timed online quizzes over the course of the semester. You will complete each quiz personally, individually, and independently. When completing the quiz, you may use only course material, specifically the assigned readings and your own lecture notes. More specific quiz guidelines will be disseminated prior to each quiz.

Questions will cover the assigned readings and all lecture materials posted on D2L. Questions will come in a variety of formats (e.g., multiple choice, multi-select, matching, fill-in-the blanks, short answer, etc.) and are designed to test your comprehensive understanding of course material rather than your memorization skills. I will make a practice quiz covering Module 1&2 available at the beginning of the semester to introduce you to the general format of the quizzes. I posted a set of study tips on D2L under "Course Resources."

### **Top Hat Participation (5%)**

Throughout the semester, you will have the opportunity to participate in structured, graded Top Hat activities to give you a chance to apply course material, keep you engaged in the lectures, and to facilitate interaction between instructor and students as well as among students.

I will provide some ungraded sample exercises in Module 1. Graded exercises will commence with the beginning of Module 2, on January 6. Top Hat exercises will become available the day the lectures for the corresponding module are released and will close on the day of the quiz in which the lecture material will be covered. For example, Top Hat exercises for Module 2 will be available until the end of Quiz #1 on January 23 at 10:00am (MST).

There will be 11 sets of exercises, one set for each Module 2-12, 9 of which will count toward your final participation grade. That means you can miss Top Hat exercises for 2 modules without penalty. If you complete all 11 exercises, only your 9 highest scores will count toward your final grade. Each module's Top Hat activities are worth 5 points irrespective of the number of questions, which means you can earn a maximum of 45 points for the Top Hat activities. I posted a grading rubric for the assessment of the participation activities on D2L under "Course Resources."

Since you can miss activities for 2 modules without penalty, we will not grant extensions for Top Hat exercises. All deadlines are firm.

If you already have a Top Hat account, you will be added to the course list automatically. Just make sure the course shows up on Top Hat and that your name and student ID display correctly. If you don't have an account, I will email you an invitation at the beginning of the semester. Please check the email account with which you registered for D2L for that invitation.

### **Final Exam Information**

There will be no final exam in this course

### **Grading Scale**

I will assign letter grades and submit them to the registrar based on the following scale. To maintain consistency in grade assignments, final grades will not be rounded up, no matter how close they are to the cut-off to the next better letter grade.

Grade	Percent range	<b>Grade Point Value</b>	Description	
A+	96 – 100%	4.0	Outstanding performance	
Α	90 – 95.99%	4.0	Excellent-superior performance	
Α-	85 – 89.99%	3.7	Approaching excellent performance	
B+	80 – 84.99%	3.3	Exceeding good performance	
В	75 – 79.99%	3.0	Good performance	
B-	70 – 74.99%	2.7	Approaching good performance	
C+	67 – 69.99%	2.3	Exceeding satisfactory performance	
С	63 – 66.99%	2.0	Satisfactory performance	
C-	59 – 62.99%	1.7	Approaching satisfactory performance	
D+	55 – 58.99%	1.3	Marginal pass. Insufficient preparation for	
			subsequent courses in the same subject	
D	50 – 54.99%	1.0	Minimal Pass. Insufficient preparation for	
			subsequent courses in the same subject.	
F	<50%	0	Failure. Did not meet course requirements.	

### **Absence From a Mid-term Examination**

It is your responsibility to complete all assessments listed in this course outline. That said, students might at times face exceptional challenges and are unable to complete a scheduled assessment on time. Students who are absent from a scheduled term test or quiz for legitimate reasons are responsible for contacting the instructor via email within 48 hours of the missed test to discuss alternative arrangements. A copy of that email may be requested as proof of the attempt to contact the instructor.

**Deferred Term Work Form:** Deferral of term work past the end of a term requires a form to be filled out by the student and submitted, along with any supporting documentation, to the instructor. The form is available at: <a href="https://live-">https://live-</a>

ucalgary.ucalgary.ca/sites/default/files/teams/14/P22 deferral-of-term-work lapseGrade.pdf

Once an extension date has been agreed between instructor and student, the instructor will email the form to the Faculty of Arts Program Information Centre (ascarts@ucalgary.ca) for approval by the Associate Dean.

#### **Absence From a Final Examination**

Deferral of a final examination can be granted for reasons of illness, domestic affliction, and unforeseen circumstances, as well as to those with three (3) final exams scheduled within a 24-hour period. Deferred final exams will not be granted to those who sit the exam, who have made travel arrangements that conflict with their exam, or who have misread the examination timetable. The decision to allow a deferred final exam rests not with the instructor but with Enrolment Services. Instructors should, however, be notified if you will be absent during the examination. The Application for Deferred Final Exam, deadlines, requirements, and submission instructions can be found on the Enrolment Services website at: https://www.ucalgary.ca/registrar/exams/deferred-exams.

### **Grade Reappraisal**

If you choose to seek reappraisal of examinations or assignments, you must submit a written explanation to the instructor stating why you think your assessment has been graded unfairly. Your statement must be submitted within 10 business days of receiving your grade. Please note that the re-evaluation of course work can lead to the grade being raised, lowered, or it might remain the same. If you are not satisfied with the instructor's response, you can contact the department head within 2 business days of receiving your instructor's decisions.

For Reappraisal of Graded Term Work, see Calendar I.2 http://www.ucalgary.ca/pubs/calendar/current/i-2.html

For Reappraisal of Final Grade, see Calendar I.3 http://www.ucalgary.ca/pubs/calendar/current/i-3.html

### **Academic Misconduct**

Academic Misconduct refers to student behavior that compromises proper assessment of students' academic activities and includes: cheating; fabrication; falsification; plagiarism; unauthorized assistance; failure to comply with an instructor's expectations regarding conduct required of students completing academic assessments in their courses; and failure to comply with exam regulations applied by the Registrar.

Student committing academic misconduct during the final exam will not receive a passing grade for the course.

For information on the Student Academic Misconduct Policy, Procedure and Academic Integrity, please visit: <a href="https://www.ucalgary.ca/pubs/calendar/current/k-3.html">https://www.ucalgary.ca/pubs/calendar/current/k-3.html</a>

I will facilitate all quizzes and exams via D2L. The online format poses challenges as the line between academic integrity and academic misconduct can be blurry. The following guidelines apply to **all assessments in this course.** All violations of these guidelines will be investigated in accordance with the Academic Integrity policies.

- Assessments must be completed individually and independently by the student enrolled in this course.
- It is not permissible to impersonate another student in this course to complete their assessment, or to have someone impersonate you to complete an assessment for you.
- All exams are open book, meaning you may use your textbook and lecture notes to answer exam questions.
- You may use platforms such as WhatsApp or Discord to form study groups, share lecture notes, or build community. However, you must not use them to share or solicit answers while completing an assessment.
- You must not collaborate with anyone in any way while taking an assessment.
- It is not permissible to take screenshots of quiz and exam questions while completing the assessment or when reviewing the results.
- It is not permissible to share quiz and exam questions with other students in the class or on 3<sup>rd</sup> party websites as outlined under Course Policies.
- It is not permissible to ask those who already completed an assessment to share their answers with you or use shared answers when completing an assessment.

### **Plagiarism and Other Forms of Academic Misconduct**

Academic misconduct in any form (e.g., cheating, plagiarism) is a serious academic offence that can lead to disciplinary probation, suspension, or expulsion from the University. Students are expected to be familiar with the standards surrounding academic honesty; these can be found in the University of Calgary calendar at <a href="http://www.ucalgary.ca/pubs/calendar/current/k.html">http://www.ucalgary.ca/pubs/calendar/current/k.html</a>. Such offences will be taken seriously and reported immediately, as required by Faculty of Arts policy.

### **Recording of Lectures**

Recording of lectures is prohibited, except for audio recordings authorized as an accommodation by SAS or an audio recording for individual private study and only with the written permission of the instructor. Any unauthorized electronic or mechanical recording of lectures, their transcription, copying, or distribution, constitutes academic misconduct. See <a href="https://www.ucalgary.ca/pubs/calendar/current/e-6.html">https://www.ucalgary.ca/pubs/calendar/current/e-6.html</a>.

#### **Additional Course Information**

Please keep in mind that all participants in this class are diverse in terms of their positions in complex social hierarchies organized around social class, race, ethnicity, citizenship, gender identities and expressions, sexual orientation, age, disabilities, etc. Material discussed in class will at times reflect, sometimes challenge, or even contradict your own life experiences. You might find yourself reacting to that content with discomfort or distress, either because of your personal experiences or because it conflicts with your convictions. While discomfort is part of any learning process, please do not hesitate to reach out to me should you need support/resources beyond what is provided on D2L under "Course Resources."

To make this course welcoming and safe for all, please interact with all participants (fellow students, instructor, and TAs) professionally and respectfully.

### **Lecture Slides**

I will post PowerPoint slides for each lecture on D2L in advance of the lecture during which they will be covered. The PowerPoint slides I post on D2L will provide a lecture outline, but not complete lecture content. It is your responsibility to complete each slide during lecture. To assist your notetaking, I provided helpful note-taking resources on D2L under "Course Resources."

### **Sharing of Lecture Notes and Assessments**

Note that publicly sharing lectures notes and quiz questions on 3<sup>rd</sup> party sites such as OneClass, StudyBlue, Quizlet, Course Hero, Chegg, etc. is not permitted. If you wish to use these helpful studying tools, make sure you adjust your privacy settings accordingly. Any violations are subject to investigation under the UofC <u>Student Non-Academic Misconduct Policy</u>.

#### E-mail

Please send emails only from your @ucalgary account. Please include the following in each email:

- your course and section number in your email's subject line
- a proper salutation, your full name, UCID, short message, and a proper closing in the body of your email.

All emails will be answered within one business day. Please e-mail me for administrative purposes only. Questions about the course content, concerns about grades, or personal issues should be discussed in person during student hours.

### Student Hours

I will hold student hours via Zoom on Wednesdays from 9:00-11:00 (MST) and by appointment. You can access the meeting via the Student Hours or Zoom tabs on D2L. Feel free to visit during student hours if you would like to review an assessment, ask questions/chat about course material, or chat about your education/well-being in general. Please note: I will not hold student hours during the term break and on statutory holidays. Please plan your visit accordingly.

If you would like to meet during regularly scheduled student hours, please book your appointment here: <a href="https://calendly.com/atezli">https://calendly.com/atezli</a>. Please leave your name, course number, a brief description of the purpose of our meeting, and your video preference (video on or off) when you make your appointment so I can prepare for our meeting in advance. If you cannot keep your appointment, please cancel it through the app to make your time slot available to other students.

If regular student hours generally do not work for your schedule, please email me your request for an appointment. We will then identify a timeslot that works for both of our schedules.

### **Academic Accommodation**

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services. SAS will process the request and issue letters of accommodation to instructors. Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their instructor. The full policy on Student Accommodations is available at: <a href="https://www.ucalgary.ca/legal-services/university-policies-procedures/student-accommodation-policy">https://www.ucalgary.ca/legal-services/university-policies-procedures/student-accommodation-policy</a>

### **Research Ethics**

Students are advised that any research with human subjects – including any interviewing (even with friends and family), opinion polling, or unobtrusive observation – must have the approval of the Conjoint Faculties Research Ethics Board. In completing course requirements, students must not undertake any human subjects research without discussing their plans with the instructor, to determine if ethics approval is required.

### **Instructor Intellectual Property**

Course materials created by instructors (including presentations and posted notes, labs, case studies, assignments, and exams) remain the intellectual property of the instructor. These materials may NOT be reproduced, redistributed, or copied without the explicit consent of the instructor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.

### Freedom of Information and Protection of Privacy (FOIP) Act

Personal information is collected in accordance with FOIP. Assignments can only be returned to the student and will be accessible only to authorized faculty and staff. For more information, see <a href="https://www.ucalgary.ca/legal-services/access-information-privacy">https://www.ucalgary.ca/legal-services/access-information-privacy</a>

### **Copyright Legislation**

See the University of Calgary policy on Acceptable Use of Material Protected by Copyright at <a href="https://www.ucalgary.ca/legal-services/university-policies-procedures/acceptable-use-material-protected-copyright-policy">https://www.ucalgary.ca/legal-services/university-policies-procedures/acceptable-use-material-protected-copyright-policy</a> Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.

Course materials created by instructors (including presentations and posted notes, labs, case studies, assignments, and exams) remain the intellectual property of the instructor. These materials may NOT be reproduced, redistributed, or copied without the explicit consent of the instructor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.

### **Evacuation Assembly Points**

In the event of an emergency evacuation from class, students are required to gather in designated assembly points. Please check the list found at <a href="https://www.ucalgary.ca/risk/emergency-management/evac-drills-assembly-points/assembly-points">https://www.ucalgary.ca/risk/emergency-management/evac-drills-assembly-points/assembly-points and note the assembly point nearest to your classroom.</a>

### **Faculty of Arts Program Advising and Student Information Resources**

- Have a question, but not sure where to start? The Arts Students' Centre is your information
  resource for everything in Arts! Drop in at SS102, call them at 403-220-3580, or email them at
  artsads@ucalgary.ca. You can also visit the Faculty of Arts website at
  <a href="http://arts.ucalgary.ca/undergraduate">http://arts.ucalgary.ca/undergraduate</a>, which has detailed information on common academic
  concerns, including program planning and advice.
- For registration (add/drop/swap), paying fees and assistance with your Student Centre, contact Enrolment Services at 403-210-ROCK [7625] or visit them in the MacKimmie Tower.

### **Important Contact Information**

Campus Security and Safewalk (24 hours a day/7 days a week/365 days a year)

Phone: 403-220-5333

Faculty of Arts Undergraduate Students' Union Representatives

Phone: 403-220-6551

Email: arts1@su.ucalgary.ca, arts2@su.ucalgary.ca, arts3@su.ucalgary.ca,

arts4@su.ucalgary.ca

Students' Union URL: www.su.ucalgary.ca

Graduate Students' Association

Phone: 403-220-5997 Email: askgsa@ucalgary.ca URL: www.ucalgary.ca/gsa

Student Ombudsman

Phone: 403-220-6420

Email: <a href="mailto:ombuds@ucalgary.ca">ombuds@ucalgary.ca</a>

### **Campus Mental Health Resources**

The University of Calgary recognizes the pivotal role that student mental health plays in physical health, social connectedness, and academic success, and aspires to create a caring and supportive campus community where individuals can freely talk about mental health and receive supports when needed. We encourage you to explore the excellent mental health resources available throughout the university community, such as counselling, self-help resources, peer support or skills-building available through the following resources:

SU Wellness Centre: <a href="http://www.ucalgary.ca/wellnesscentre/">http://www.ucalgary.ca/wellnesscentre/</a>

Student Wellness Services:

https://www.ucalgary.ca/wellness-services/services/mental-health-services

Campus Mental Health Strategy website: https://www.ucalgary.ca/mentalhealth/.

### **Thrive Priority Support Network**

Your academic success and personal well-being are important to me. Please feel free to contact me at any time you need academic or personal support, and I will help you identify the appropriate resources. Please note that I am working closely with the Thrive Priority Support Network, which seeks to identify students who are facing academic challenges and provide appropriate support services early. This tool monitors this course's D2L gradebook for sudden changes in a student's academic performance and alerts academic development specialists, who will then reach out to the student to touch base. Engagement with the academic development specialist is entirely voluntary and all information is confidential. More information is provided here: https://www.ucalgary.ca/student-services/student-success/advising/help.

### **Important Dates**

January 9	First day of classes
January 19	Last day to drop a class without financial penalty
January 20	Last day to add/swap a course
February 20-24	Term break – no classes
April 7	Good Friday – no classes
April 10	Easter Monday – no classes
April 12	Last day of classes, last day to withdraw from a course
April 15-26	Final exam period

For further information, please check:

http://www.ucalgary.ca/pubs/calendar/current/academic-schedule.html.

### **Schedule of Lectures and Readings**

Module	<b>Lectures Posted</b>	Topic	Reading		
1	January 9	What is Sociology?	Ch. 1		
2	January 16	What Do Sociologists Do?	Ch. 2		
	Quiz #1 (10%) – complete on D2L by January 23, 10:00am (MST)				
	<u>C</u>	Online quiz: 20 questions, 60 minutes			
3	January 23	Social Interaction, Groups, and Social Structures	Ch. 5		
4	January 30	Culture	Ch. 3		
5	February 6	Socialization	Ch. 4		
	Quiz #2 (15%) – complete on D2L by February 13, 10:00am (MST)				
	<u>C</u>	Online quiz: 25 questions, 75 minutes			
6	February 13	Class Inequality	Ch. 6		
	February 20-24	Term Break - No Lectures			
7	February 27	Class Inequality, cont'd.			
	Quiz #3 (20%	– complete on D2L by March 6, 10:00am (MST)			
	<u>C</u>	Online quiz: 20 questions, 60 minutes			
8	March 6	Gender and Intimate Relations	Ch. 7		
9	March 13	Gender and Intimate Relations, cont'd.	Ch. 8		
	Quiz #4 (20%) – complete on D2L by March 20, 10:00am (MDT)				
	<u>C</u>	Online quiz: 20 questions, 60 minutes			
10	March 20	Race and Racialization	Ch. 9		
11	March 27	Race and Racialization, cont'd.	Ch. 12		
Quiz #5 (20%) – complete on D2L by April 3, 10:00am (MDT)					
Online quiz: 20 questions, 60 minutes					
12	April 3	Deviance and Crime	Ch. 10		
Quiz #6 (10%) – Complete on D2L by April 12, 10:00am (MDT)					
Online quiz: 15 questions, 45 minutes					

#### **IMPORTANT POLICIES AND INFORMATION**

### **Absence From a Mid-term Examination**

Students who are absent from a scheduled term test or quiz for legitimate reasons are responsible for contacting the instructor via email within 48 hours of the missed test to discuss alternative arrangements. A copy of that email may be requested as proof of the attempt to contact the instructor.

**Deferred Term Work Form:** Deferral of term work past the end of a term requires a form to be filled out by the student and submitted, along with any supporting documentation, to the instructor. The form is available at: <a href="https://live-ucalgary.ca/sites/default/files/teams/14/P22\_deferral-of-term-work\_lapseGrade.pdf">https://live-ucalgary.ca/sites/default/files/teams/14/P22\_deferral-of-term-work\_lapseGrade.pdf</a>

Once an extension date has been agreed between instructor and student, the instructor will email the form to the Faculty of Arts Program Information Centre (ascarts@ucalgary.ca) for approval by the Associate Dean.

#### **Deferral of a Final Examination**

Deferral of a final examination can be granted for reasons of illness, domestic affliction, and unforeseen circumstances, as well as to those with three (3) final exams scheduled within a 24-hour period. Deferred final

exams will not be granted to those who sit the exam, who have made travel arrangements that conflict with their exam, or who have misread the examination timetable. The decision to allow a deferred final exam rests not with the instructor but with Enrolment Services. Instructors should, however, be notified if you will be absent during the examination. The Application for Deferred Final Exam, deadlines, requirements and submission instructions can be found on the Enrolment Services website at <a href="https://www.ucalgary.ca/registrar/exams/deferred-exams">https://www.ucalgary.ca/registrar/exams/deferred-exams</a>.

#### **Reappraisal of Grades:**

For Reappraisal of Graded Term Work, see Calendar I.2 <a href="http://www.ucalgary.ca/pubs/calendar/current/i-2.html">http://www.ucalgary.ca/pubs/calendar/current/i-2.html</a>

For Reappraisal of Final Grade, see Calendar I.3 <a href="http://www.ucalgary.ca/pubs/calendar/current/i-3.html">http://www.ucalgary.ca/pubs/calendar/current/i-3.html</a>

#### **Academic Misconduct:**

Academic Misconduct refers to student behavior that compromises proper assessment of students' academic activities and includes: cheating; fabrication; falsification; plagiarism; unauthorized assistance; failure to comply with an instructor's expectations regarding conduct required of students completing academic assessments in their courses; and failure to comply with exam regulations applied by the Registrar.

For information on the Student Academic Misconduct Policy, Procedure and Academic Integrity, please visit: <a href="https://www.ucalgary.ca/pubs/calendar/current/k-3.html">https://www.ucalgary.ca/pubs/calendar/current/k-3.html</a>

#### **Plagiarism And Other Forms Of Academic Misconduct**

Academic misconduct in any form (e.g. cheating, plagiarism) is a serious academic offence that can lead to disciplinary probation, suspension or expulsion from the University. Students are expected to be familiar with the standards surrounding academic honesty; these can be found in the University of Calgary calendar at <a href="http://www.ucalgary.ca/pubs/calendar/current/k.html">http://www.ucalgary.ca/pubs/calendar/current/k.html</a>. Such offences will be taken seriously and reported immediately, as required by Faculty of Arts policy.

#### **Recording of Lectures:**

Recording of lectures is prohibited, except for audio recordings authorized as an accommodation by SAS or an audio recording for individual private study and only with the written permission of the instructor. Any unauthorized electronic or mechanical recording of lectures, their transcription, copying, or distribution, constitutes academic misconduct. See <a href="https://www.ucalgary.ca/pubs/calendar/current/e-6.html">https://www.ucalgary.ca/pubs/calendar/current/e-6.html</a>.

#### **Academic Accommodations:**

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services. SAS will process the request and issue letters of accommodation to instructors. Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their instructor. The full policy on Student Accommodations is available at

https://www.ucalgary.ca/legal-services/university-policies-procedures/student-accommodation-policy

#### **Research Ethics**

Students are advised that any research with human subjects – including any interviewing (even with friends and family), opinion polling, or unobtrusive observation – must have the approval of the Conjoint Faculties Research Ethics Board. In completing course requirements, students must not undertake any human subject research without discussing their plans with the instructor, to determine if ethics approval is required.

#### **Instructor Intellectual Property**

Course materials created by instructors (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the instructor. These materials may NOT be reproduced, redistributed or copied without the explicit consent of the instructor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.

#### Freedom of Information and Protection of Privacy (FOIP) Act:

Personal information is collected in accordance with FOIP. Assignments can only be returned to the student and will be accessible only to authorized faculty and staff. For more information, see <a href="https://www.ucalgary.ca/legal-services/access-information-privacy">https://www.ucalgary.ca/legal-services/access-information-privacy</a>

#### **Copyright Legislation:**

See the University of Calgary policy on Acceptable Use of Material Protected by Copyright at <a href="https://www.ucalgary.ca/legal-services/university-policies-procedures/acceptable-use-material-protected-copyright-policy">https://www.ucalgary.ca/legal-services/university-policies-procedures/acceptable-use-material-protected-copyright-policy</a> Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.

Course materials created by instructors (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the instructor. These materials may NOT be reproduced, redistributed or copied without the explicit consent of the instructor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.

### **Evacuation Assembly Points**

In the event of an emergency evacuation from class, students are required to gather in designated assembly points. Please check the list found at <a href="https://www.ucalgary.ca/risk/emergency-management/evac-drills-assembly-points/assembly-points">https://www.ucalgary.ca/risk/emergency-management/evac-drills-assembly-points/assembly-points</a> and note the assembly point nearest to your classroom.

#### **Important Dates:**

Please check: http://www.ucalgary.ca/pubs/calendar/current/academic-schedule.html.

#### **Faculty of Arts Program Advising and Student Information Resources**

- Have a question, but not sure where to start? The Arts Students' Centre is your information resource
  for everything in Arts! Drop in at SS102, call them at 403-220-3580, or email them at
   <a href="mailto:artsads@ucalgary.ca">artsads@ucalgary.ca</a>. You can also visit the Faculty of Arts website at
   <a href="http://arts.ucalgary.ca/undergraduate">http://arts.ucalgary.ca/undergraduate</a>, which has detailed information on common academic
   concerns, including program planning and advice.
- For registration (add/drop/swap), paying fees and assistance with your Student Centre, contact Enrolment Services at 403-210-ROCK [7625] or visit them in the MacKimmie Tower.

#### **Important Contact Information**

Campus Security and Safewalk (24 hours a day/7 days a week/365 days a year)

Phone: 403-220-5333

Faculty of Arts Undergraduate Students' Union Representatives

Phone: 403-220-6551

Email: arts1@su.ucalgary.ca, arts2@su.ucalgary.ca, arts3@su.ucalgary.ca,

arts4@su.ucalgary.ca

Students' Union URL: www.su.ucalgary.ca

Graduate Students' Association

Phone: 403-220-5997 Email: askgsa@ucalgary.ca URL: www.ucalgary.ca/gsa

Student Ombudsman

Phone: 403-220-6420

Email: <a href="mailto:ombuds@ucalgary.ca">ombuds@ucalgary.ca</a>

### **Campus Mental Health Resources**

The University of Calgary recognizes the pivotal role that student mental health plays in physical health, social connectedness and academic success, and aspires to create a caring and supportive campus community where individuals can freely talk about mental health and receive supports when needed. We encourage you to explore the excellent mental health resources available throughout the university community, such as counselling, self-help resources, peer support or skills-building available through the following resources:

SU Wellness Centre: http://www.ucalgary.ca/wellnesscentre/

Student Wellness Services:

https://www.ucalgary.ca/wellness-services/services/mental-health-services

Campus Mental Health Strategy website: <a href="https://www.ucalgary.ca/mentalhealth/">https://www.ucalgary.ca/mentalhealth/</a>.