**IGS Course Outline Template for Scheduling IGS Courses**

**[IGS XXX, Credit Value, and Title]**

[Recommended for inclusion: instructor contact information and office hours, class meeting time and location (if known)]

**Course Format**

[How is the course structured (e.g., method of presentation of course material - lecture, labs, tutorials, learning management system, etc.)?]

**Course Overview, Content and Objectives**

[purpose of the course; a lengthier course description**]**

* [What general objectives is the course designed to achieve?
* What concepts or topics will be covered?]

**Learning Outcomes**

[After completing this course, students will be able to:

* Demonstrate….
* What other skills or knowledge will students acquire?]

**[Additional Course Requirements]**

* [Optional section. Are there any other requirements (e.g., participation in a field trip)?]

**Evaluation Criteria and Grading**

* What assignments, mid-terms, or exams will be required of students? Provide a one-to-two sentence description of each component.
* What will each component of the course evaluation be worth (mark breakdown)?
* Are the exams oral or written?
* If participation counts for over 5%, provide an explanation of how grade was arrived at.
* Provide a grading rubric.
* Link the learning outcomes to the assessments to show demonstrable skills.]

|  |  |
| --- | --- |
| Master’s Grading Scale | Doctoral Grading Scale |
| A+.….90-100  A...….85-89  A-.…..80-84  B+..…76-79  B....….72-75  B-……68-71  C+..….64-67  C...…..60-63  F (Fail)...…..0-59 | A+.….90-100  A...….85-89  A-.…..80-84  B+..…76-79  B....….72-75  B-……68-71  F (Fail)...…..0-67 |

**Required Readings and Videos**

[Only *required* readings and videos]

**[Recommended Readings]**

[Recommended readings if any.]

**Course Schedule**

[A tentative schedule of the topics to be covered on a weekly basis]

**Academic Integrity**

The academic enterprise is founded on honesty, civility, and integrity.  As members of this enterprise, all students are expected to know, understand, and follow the codes of conduct regarding academic integrity.  At the most basic level, this means submitting only original work done by you and acknowledging all sources of information or ideas and attributing them to others as required.  This also means you should not cheat, copy, or mislead others about what is your work.  Violations of academic integrity (i.e., misconduct) lead to the breakdown of the academic enterprise, and therefore serious consequences arise and harsh sanctions are imposed.  For example, incidences of plagiarism or cheating may result in a mark of zero on the assignment or exam and more serious consequences may apply if the matter is referred to the President’s Advisory Committee on Student Discipline.  Careful records are kept in order to monitor and prevent recurrences.

A more detailed description of academic integrity, including the University’s policies and procedures, may be found in the Academic Calendar at

<http://okanagan.students.ubc.ca/calendar/index.cfm?tree=3,54,111,0>.

**UBC Okanagan Disability Resource Centre**

The Disability Resource Centre ensures educational equity for students with disabilities, injuries or illness. If you are disabled, have an injury or illness and require academic accommodations to meet the course objectives, please contact Earllene Roberts, the Diversity Advisor for the Disability Resource Centre located in Commons Corner in the University Centre building (UNC 227).

**UNC 227A** 250.807.9263

email [*earllene.roberts@ubc.ca*](mailto:earllene.roberts@ubc.ca)

Web: [www.ubc.ca/okanagan/students/drc](http://www.ubc.ca/okanagan/students/drc)

**UBC Okanagan Ombuds Office**

The Ombuds Office offers independent, impartial, and confidential support to students in navigating UBC policies, processes, and resources, as well as guidance in resolving concerns related to fairness.

**UNC 227B** 250.807.9818

email: [*ombuds.office.ok@ubc.ca*](mailto:ombuds.office.ok@ubc.ca)

Web: <http://ombudsoffice.ubc.ca/ubc-okanagan-2/>

**UBC Okanagan Equity and Inclusion Office**

UBC Okanagan is a place where every student, staff and faculty member should be able to study and work in an environment that is free from discrimination and harassment. UBC prohibits discrimination and harassment on the basis of the following grounds: age, ancestry, colour, family status, marital status, physical or mental disability, place of origin, political belief, race, religion, sex, sexual orientation or unrelated criminal conviction. If you require assistance related to an issue of equity, discrimination or harassment, please contact the Equity and Inclusion Office.

**UNC 227C**250.807.9291

email:[*equity.ubco@ubc.ca*](https://www.mail.ok.ubc.ca/owa/redir.aspx?C=2ul19xvXcE29M849ZxhtyxUJ2_ypadEIABrvz6_hEY4GrQVLGs663bfSKUMtlxLhTrDuhCBZVY8.&URL=mailto%3aequity.ubco%40ubc.ca)

Web: [www.ubc.ca/okanagan/equity](https://www.mail.ok.ubc.ca/owa/redir.aspx?C=2ul19xvXcE29M849ZxhtyxUJ2_ypadEIABrvz6_hEY4GrQVLGs663bfSKUMtlxLhTrDuhCBZVY8.&URL=http%3a%2f%2fwww.ubc.ca%2fokanagan%2fequity)

**Health & Wellness**

**Safewalk**

*Don't want to walk alone at night?  Not too sure how to get somewhere on campus?  Call Safewalk at* ***250-807-8076. For more information, see:*** [***http://www.ubc.ca/okanagan/students/campuslife/safewalk.html***](http://www.ubc.ca/okanagan/students/campuslife/safewalk.html)