Digging into Ancestral Roots

Business Administration - Core

Course Number:	**Co-Requisites:**	**Pre-Requisites:**
GED5009	N/A	N/A
Applicable Program(s):	**AAL:**	**Core/Elective:**
Multiple Programs	Multiple Levels	Multiple Core/Elective
Prepared by:	Kaitlyn Green, Professor	
Approved by:	Kerry Surman, Chair, Business Administration	
Approval Date:	Thursday, August 30, 2018	
Approved for Academic Year:	2018-2019	
Normative Hours:	45.00	

Course Description

Students are encouraged to become amateur genealogists, recording their past for future generations using the modern tools of science and technology. Students examine how scientists use DNA evidence to trace one's origins back to the beginning of humankind's existence, and to determine how contemporary individuals might be related to one another. By examining microfilm technology and computer databases that store and retrieve data about their ancestors, students uncover data, such as birth, death, marriage records and land transactions. Through discussion forum activities and individual research, students retrieve family records and examine privacy issues associated with putting one's family tree online. The final product is a four generational family tree supported by genealogical evidence.

General Education Theme Area(s)

This is a General Education course that supports learning in the following theme area(s): Science and Technology

Relationship to Essential Employability Skills

This course contributes to your program by helping you achieve the following Essential Employability Skills:

EES 1   Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience. (A,)

EES 2   Respond to written, spoken or visual messages in a manner that ensures effective communication. (A,)

EES 4   Apply a systematic approach to solve problems. (T, A,)

EES 6	Locate, select, organize and document information using appropriate technology and information systems. (T, A,)
EES 7	Analyze, evaluate and apply relevant information from a variety of sources. (T, A,)
EES 8	Show respect for diverse opinions, values, belief systems and contributions of others. (A,)
EES 9	Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals. (A,)
EES 10	Manage the use of time and other resources to complete projects. (A,)
EES 11	Take responsibility for one's own actions, decisions and consequences. (A,)

Course Learning Requirements/Embedded Knowledge and Skills

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When you have earned credit for this course, you will have demonstrated the ability to:

1.) Explain how DNA evidence is used to trace the original migrations of one's ancestors out of Africa, and to identify contemporary related individuals.

Review basic genetic principles, begining with the architecture of the cell.

Define basic terms such as double helix, chromosomes, mitochondrial DNA, genome, genetic markers, haplogroup, and genetic drift.

Explain how genetic markers are used to trace migration patterns and to prove kinship in contempmorary times.

2.) Evaluate microfilm technology as a medium for storing and viewing genealogical records.

Describe how vital statistics, land records, and census data were originally compiled and stored.

Trace the history of the use of microform technology to preserve genealogical records.

Use microfilm technology to access genealogical data.

Identify the advantages and disadvantages of microform technology and the guidelines for storing microform.

3.) Assess the impact of microcomputer technology on genealogical research.

Trace the development of computer databases (public and private) to preserve and make accessible genealogical records.

Use current databases to find genealogical information such as vital statistics, census data, and military records.

Identify the advantages and disadvantages of computer databases containing genealogical information.

4.) Create ethical guidelines for using technology to publish family tree information taking into account Canadian law in the area.

Distinguish between amateur and professional genealogists.

Examine the published privacy policies of commercial family tree software.

Examine privacy law in Canada as it relates to sharing information on the web and in print.

5.) Create a four-generational family tree using online data bases and/or other technology tools.

Use technology to build a family tree.

Use technology to find supporting documents for a family tree, such as birth, marriage, and death records.

6.) Evaluate the role that modern science and technology have on the field of genealogy.

List tools and resources available to pre-1990's genealogists.

Reflect on the advantages and disadvantages of recent scientific and technological tools for the amateur genealogist.

Evaluation/Earning Credit

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Quiz(zes)/Test(s) (25%)

Validates Outcomes: CLR 1, CLR 3, CLR 4

Discussion Forum (25%)

Validates Outcomes: CLR 2, CLR 3, EES 2, EES 6, EES 7, EES 8, EES 9, EES 11

Report(s) (15%)

Validates Outcomes: CLR 2, EES 2, EES 4, EES 6

Assignment(s) (10%)

Validates Outcomes: CLR 6, EES 1

Research Assignment(s) (25%)

Validates Outcomes: CLR 5, EES 1, EES 4, EES 6, EES 7, EES 10

Students are expected to meet evaluation and completion deadlines as stated in course outline and course section information documents. In circumstances where evaluation and/or completion deadlines are missed or student performance has been affected by a temporary or permanent disability (including mental health), interim or retroactive accommodations may be considered. In such instances, please consult your course faculty member. For other situations where deferral of evaluations may be warranted, please refer to college policy AA21.

Learning Resources

A three-month membership to *Ancestry.ca*, an online family-tree maker that has the capacity to search for supporting documents. This must be purchased by the fifth week of the course, so **a credit card will be required**. You must continue your membership to the end of the course. The approximate cost is $14.99 per month. Additional resources will include webmaps, videos, articles, and online databases, lesson notes, and peer information sharing.

Learning Activities

Web searches, web readings, individual assignments, discussion forum activities, family-tree building, and personal reflection.

Prior Learning Assessment and Recognition

Students who wish to apply for prior learning assessment and recognition (PLAR) need to demonstrate competency at a post-secondary level in all of the course learning requirements outlined above. Evidence of learning achievement for PLAR candidates includes:
• Portfolio

Grade Scheme

Final Grade	Mark Equivalent	Numeric Value	Final Grade	Mark Equivalent	Numeric Value
A+	90% - 100%	4.0	A	85% - 89%	3.8
A-	80% - 84%	3.6	B+	77% - 79%	3.3
B	73% - 76%	3.0	B-	70% - 72%	2.7
C+	67% - 69%	2.3	C	63% - 66%	2.0
C-	60% - 62%	1.7	D+	57% - 59%	1.4
D	53% - 56%	1.2	D-	50% - 52%	1.0
F	0% - 49%	0	FSP	0	0

Course Related Information

There is no text book for this course, only the 3-month membership to *Ancestry.ca*

Department Related Information

School of Business Procedures

The School of Business Procedures file is located under "Course Information" in your course Brightspace site. These procedures are specific to School of Business programs and either cover issues not included in College Policies and Directives or elaborate on them.

Student Academic Responsibilities

Each student is responsible for:

• Knowing the due dates for marked out-of-class assignments.

• Knowing the dates of in-class marked assignments and exercises.

• Maintaining a folder of all work done in the course during the semester for validation claims in cases of disagreement with faculty.

• Keeping both paper and electronic copies of all assignments, marked and unmarked, in case papers are lost or go missing;

• Regularly checking both Brightspace announcements as well as one's Algonquin e-mail account for important messages from both professor and college administration.

• Participating in on-line and classroom exercises and activities as required.

Exemptions

Exemptions may be granted to students who have successfully passed an equivalent course at a post-secondary institution. If you wish to apply for an exemption contact the coordinator of the course for academic advice. To apply for an exemption, you must contact the Registrar's Office before the deadline listed on your timetable.

Withdrawing From The Course

The last date for withdrawing from courses without academic penalty is printed on your timetable. The student is responsible for notifying the instructor and completing the appropriate form for withdrawal with the College Registrar.

Software Copyright

In the past few years, the Copyright Act has been updated to cover computer software. If the police lay charges against someone infringing copyright, the maximum penalties for a summary conviction are "a fine not exceeding $25,000 or imprisonment for a term not exceeding six months or both." The maximum penalties for an indictable conviction are "a fine not exceeding one million dollars or imprisonment for a term not exceeding five years or both." Making a copy of software package for your own use, other than a backup copy of package that you have purchased as allowed in your license agreement, would make you liable for the above penalties.

Harassment/Discrimination/Violence

Harassment, discrimination and violence will not be tolerated. Any form of harassment (sexual, racial, gender or disability related), discrimination (direct or indirect), or violence, whether towards a professor or amongst students, will not be tolerated on the college premises. Action taken will start with a formal warning and proceed to the full disciplinary actions as outlined in Algonquin College policy. For further information, refer to the Student Instaguide or get a copy of the official policy statements from the Student Association (Directive A8).

Plagiarism Detection Software

"Turnitin" and "Safe Assign" plagiarism detection software is in use in the School of Business. Professors may require students to submit their work for review. Students are accountable to Plagiarism Policy AA20 found at http://www2.algonquincollege.com/directives/policy/plagiarism/

Retention of Student Work

Students are advised that original, electronic, or copied samples of their work may be retained for the purpose of program quality review by assessment panels. Unless students have otherwise granted permission, anonymity will be respected for all work retained for the purpose of quality review. Original work samples, may be retained with student agreement and will be returned to students upon request.

Academic Probation or Withdrawal from Academic Program

As per College Policy AA14, which can be found at http://www3.algonquincollege.com/directives/policy/aa14-grading-system/

"A student is on academic probation when the term cumulative grade point average falls below 1.7, or when a student carries 2 or more "F" grades. A student on academic probation may continue in the program, subject to conditions set by the Academic Administrator. In some cases, there may be program specific progression requirements which supersede the foregoing.

The transcript message reads:
Academic Probation - Please see your Program Coordinator"

"A student on probation may be required to:
a. reduce his/her course load,
b. withdraw from full-time status within the program, or
c. withdraw completely from the program.

A student required to withdraw completely from Level 01 must reapply through the Ontario College Application Services. A student required to withdraw from an advanced level of the program must have the approval of the Academic Administrator prior to resuming his/her studies."

College Related Information

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Email

Algonquin College provides all full-time students with an e-mail account. This is the address that will be used when the College, your professors, or your fellow students communicate important information about your program or course events. It is your responsibility to ensure that you know how to send and receive e-mail using your Algonquin account and to check it regularly.

Students with Disabilities

If you are a student with a disability, you are strongly encouraged to make an appointment at the Centre for Accessible Learning to identify your needs. Ideally, this should be done within the first month of your program, so that a Letter of Accommodation (LOA) can be provided to your professors. If you are a returning student, please ensure that professors are given a copy of your LOA each semester.

Retroactive Accommodations

Students are expected to meet evaluation and completion deadlines as stated in course outline and course section information documents. In circumstances where evaluation and/or completion deadlines are missed or student performance has been affected by a temporary or permanent disability (including mental health), interim or retroactive accommodations may be considered. In such instances, please consult your course faculty member. For other situations where deferral of evaluations may be warranted, please refer to college policy AA21.

Academic Integrity & Plagiarism

Adherence to acceptable standards of academic honesty is an important aspect of the learning process at Algonquin College. Academic work submitted by a student is evaluated on the assumption that the work presented by the student is his or her own, unless designated otherwise. For further details consult Algonquin College Policies AA18: Academic Dishonesty and Discipline and AA20: Plagiarism

Student Course Feedback

It is Algonquin College's policy to give students the opportunity to share their course experience by completing a student course feedback survey for each course they take. For further details consult Algonquin College Policy AA25: Student Course Feedback

Use of Electronic Devices in Class

With the proliferation of small, personal electronic devices used for communications and data storage, Algonquin College believes there is a need to address their use during classes and examinations. During classes, the use of such devices is disruptive and disrespectful to others. During examinations, the use of such devices may facilitate cheating. For further details consult Algonquin College Policy AA32: Use of Electronic Devices in Class

Transfer of Credit

It is the student's responsibility to retain course outlines for possible future use to support applications for transfer of credit to other educational institutions.

Note: It is the student's responsibility to refer to the Algonquin College Policies website for the most current information at http://www.algonquincollege.com/policies/

Legend

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Terms
•ALO: Aboriginal Learning Outcome

- Apprenticeship LO: Apprenticeship Learning Outcome
- CLR: Course Learning Requirement
- DPLO: Degree Program Learning Outcome
- EES: Essential Employability Skill
- EOP: Element of Performance
- GELO: General Education Learning Outcome
- LO: Learning Outcome
- PC: Program Competency
- PLA: Prior Learning Assessment
- PLAR: Prior Learning Assessment and Recognition
- VLO: Vocational Learning Outcome

Assessment Levels
- T: Taught
- A: Assessed
- CP: Culminating Performance