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**Canadian Identity and Multiculturalism**

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**Police and Public Safety Institute**

<b>Course Number:</b> FAM1218	<b>Co-Requisites:</b> N/A	<b>Pre-Requisites:</b> N/A
<b>Applicable Program(s):</b> Multiple Programs	<b>AAL:</b> Multiple Levels	<b>Core/Elective:</b> Multiple Core/Elective
<b>Prepared by:</b>	<b>Department</b>	
<b>Approved by:</b>	Cindy Harrison, Acting Chair, PPSI	
<b>Approval Date:</b>	Tuesday, July 30, 2019	
<b>Approved for Academic Year:</b>	2019-2020	
<b>Normative Hours:</b>	42.00	

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**Course Description**

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Students explore the concept of multiculturalism and some of the ways in which it is interpreted by Canadian society. Through an online quest, students expand their knowledge of Canada's various cultural groups and examine the issue of ethnocentricity and analyze factors that lead to prejudice, racism, and discrimination in Canadian society. Finally, students seek out ways to appreciate cultural differences and promote positive intercultural relationships in their communities and in their workplaces.

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**General Education Theme Area(s)**

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This is a General Education course that supports learning in the following theme area(s): Social and Cultural Understanding

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**Relationship to Essential Employability Skills**

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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 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. (T, A)
- EES 10     Manage the use of time and other resources to complete projects. (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.) Define terminology associated with cultural diversity.**

Identify the meanings of terminology related to cultural diversity

Use terminology appropriately

**2.) Explore factors that contribute to prejudice, racism and discrimination including understanding ethnocentrism and exclusion.**

Consider how the victims of prejudice, racism and discrimination feel when they are targeted

Assess the impact of ethnocentrism, including cultural exclusion and marginalization

**3.) Situate oneself in cultural context and relate past experiences to growing intercultural awareness.**

Listen and learn from the diverse experiences of classmates, the instructor, and recorded testimonials

Characterize one's own cultural experience and analyze past experiences of intercultural relations

**4.) Examine the experience of one particular cultural group in Canada and assess the influence of this group within Canadian society**

Research the experiences of one particular cultural group and explain its influences in Canada

**5.) Identify specific historical inequalities that have occurred in Canada, and discuss how these historical influences affect contemporary diversity issues, particularly equity issues in the Canadian workforce.**

Examine barriers to full participation of diverse cultural groups

Identify discriminatory policies in Canada that led to racial inequality

Identify the benefits and challenges of cultural diversity in Canadian society

**6.) Develop communication skills that promote intercultural competence in the workplace.**

Outline the benefits of developing intercultural competence in the workforce, both at individual and organizational levels.

Demonstrate empathy, listening skills, openness, and diplomacy when approaching intercultural workplace scenarios

Apply intercultural knowledge and skills to specific workplace contexts

### Evaluation/Earning Credit

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

Discussion Forum (20%)

Validates Outcomes: CLR 2, CLR 5, EES 1, EES 7, EES 8, EES 10

Journal/Reflective Assignment(s) (20%)

Validates Outcomes: CLR 1, CLR 2, CLR 3, EES 1, EES 10

Journal/Reflective Assignment(s) (15%)

Validates Outcomes: CLR 3, EES 1, EES 7, EES 10

Group Written Assignment(s) (15%)

Validates Outcomes: CLR 4, CLR 5, EES 1, EES 7, EES 8, EES 10

Self/Peer Evaluation(s) (15%)

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

Final Exam (15%)

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

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

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### Required Reading (Links will be available online)

Boyko, John *Last Steps to Freedom: The Evolution of Canadian Racism* Published by J. Gordon Shillingford, 1998.

R. Roosevelt Thomas, Marjorie I. Woodruff *Building a House for Diversity: How a fable about a Giraffe & an Elephant offers new strategies for today's workforce.* Published by Amacom, 1999

## Learning Activities

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Samples of learning activities include:

Required readings

- Online research
- Online discussions
- Online videos
- Online student-led presentations

## Prior Learning Assessment and Recognition

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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:

- Other: Personal interview with a subject area specialist
- Project/Assignment

## Grade Scheme

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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

## Other Information

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Students are required to respect the confidentiality of employer, client and/or patient information, interactions, and practices that occur either on Algonquin College premises, or at an affiliated clinical/field/co-op placement site. Concerns regarding clients, patients, and/or employer practices are to be brought to the attention of the program coordinator, or designated field/clinical/co-op placement supervisor so that they may be resolved collaboratively. Such concerns are not to be raised publically either verbally, in writing, or in electronic forums. These matters are to be addressed through established program communication pathways.

## Course Related Information

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Please refer to the Course Section Information (CSI) / weekly schedule for specific course-related information as provided by your professor.

## Program Related Information

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### 0018X01FWO - Architectural Technology

Program Information is not defined.

### 0150X01FWO - Computer Systems Technician

#### Theory Evaluation:

Theory evaluation is conducted by the Professor, and submitted to the final grade roll-up.

Theory attendance, in-class quiz and tests may be a part of the course requirements, will be identified by your professor, and is unique to each individual course.

All students are encouraged to prepare before class, attend class regularly, and actively participate while in class to enrich their learning experience.

*Policy AA42 outlines the requirements for posting class notes or information to Brightspace. Any such information made available by professors is done solely to assist students in understanding the material presented **and is not intended to replace attendance to theory class.***

*Any and all information presented in class is considered testable material, be it presented verbally, written on the whiteboard, on-screen, or in a document - whether students were in attendance or not.*

*It remains the student's responsibility to attend class. listen and take adequate notes, as needed.*

#### Lab Evaluation:

Lab evaluation is conducted by the Lab Professor, and submitted to the final grade roll-up. In this program, the following criteria may be required in order to obtain a non-zero lab mark:

Satisfactory attendance and participation in the lab;

***N.B:** lab attendance requirements will be identified by your professor, and is specific to each individual course.*

Satisfactory workmanship and behavior in the lab;

Satisfactory adherence to rules prescribed for the lab facility;

Being properly equipped & prepared for lab work prior to attending the lab;

***N.B.:** coming to your lab period **without** the required equipment/tools or being prepared may result in you being marked as absent, at your professor's discretion.*

Timely completion of individual labs and required work therein on the student's assigned lab computer, as prescribed by lab handouts.

*Late submission or extended deadlines may be afforded, along with associated penalties - these will be identified by your professor, and are specific to each individual course.*

*Work done outside of the lab environment may not be counted, unless indicated otherwise by your lab teacher.*

The lab Professor reserves the right to suspend or deny access to the lab at any time if the above criteria are not being met. No allowances are made in the course for students whose access in the lab are suspended or denied.

## **Final Examination**

All students are expected to write the final exam. There are no provisions for “making up” a missed final exam. If, as a result of being off-track in your program or some unforeseen circumstance, you note that there is a scheduling conflict in your final exam schedule, it is your responsibility to alert the your program coordinator no later than one week before final exams start, to allow for any special arrangements.

### **0150X03FWO - Computer Systems Technician**

#### **Theory Evaluation:**

Theory evaluation is conducted by the Professor, and submitted to the final grade roll-up.

Theory attendance, in-class quiz and tests may be a part of the course requirements, will be identified by your professor, and is unique to each individual course.

All students are encouraged to prepare before class, attend class regularly, and actively participate while in class to enrich their learning experience.

Policy AA42 outlines the requirements for posting class notes or information to Brightspace. Any such information made available by professors is done solely to assist students in understanding the material presented and is not intended to replace attendance to theory class.

Any and all information presented in class is considered testable material, be it presented verbally, written on the whiteboard, on-screen, or in a document - whether students were in attendance or not.

It remains the student's responsibility to attend class. listen and take adequate notes, as needed.

#### **Lab Evaluation:**

Lab evaluation is conducted by the Lab Professor, and submitted to the final grade roll-up. In this program, the following criteria may be required in order to obtain a non-zero lab mark:

Satisfactory attendance and participation in the lab;

N.B: lab attendance requirements will be identified by your professor, and is specific to each individual course.

Satisfactory workmanship and behavior in the lab;

Satisfactory adherence to rules prescribed for the lab facility;

Being properly equipped & prepared for lab work prior to attending the lab;

N.B.: coming to your lab period without the required equipment/tools or being prepared may result in you being marked as absent, at your professor's discretion.

Timely completion of individual labs and required work therein on the student's assigned lab computer, as prescribed by lab handouts.

Late submission or extended deadlines may be afforded, along with associated penalties - these will be identified by your professor, and are specific to each individual course.

Work done outside of the lab environment may not be counted, unless indicated otherwise by your lab teacher.

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### **0156X01FWO - Computer Systems Technology - Security**

#### **Theory Evaluation:**

Theory evaluation is conducted by the Professor, and submitted to the final grade roll-up.

Theory attendance, in-class quiz and tests may be a part of the course requirements, will be identified by your professor, and is unique to each individual course.

All students are encouraged to prepare before class, attend class regularly, and actively participate while in class to enrich their learning experience.

Policy AA42 outlines the requirements for posting class notes or information to Brightspace. Any such information made available by professors is done solely to assist students in understanding the material presented and is not intended to replace attendance to theory class.

Any and all information presented in class is considered testable material, be it presented verbally, written on the whiteboard, on-screen, or in a document - whether students were in attendance or not.

It remains the student's responsibility to attend class. listen and take adequate notes, as needed.

#### **Lab Evaluation:**

Lab evaluation is conducted by the Lab Professor, and submitted to the final grade roll-up. In this program, the following criteria may be required in order to obtain a non-zero lab mark:

Satisfactory attendance and participation in the lab;

N.B: lab attendance requirements will be identified by your professor, and is specific to each individual course.

Satisfactory workmanship and behavior in the lab;

Satisfactory adherence to rules prescribed for the lab facility;

Being properly equipped & prepared for lab work prior to attending the lab;

N.B.: coming to your lab period without the required equipment/tools or being prepared may result in you being marked as absent, at your professor's discretion.

Timely completion of individual labs and required work therein on the student's assigned lab computer, as prescribed by lab handouts.

Late submission or extended deadlines may be afforded, along with associated penalties - these will be identified by your professor, and are specific to each individual course.

Work done outside of the lab environment may not be counted, unless indicated otherwise by your lab teacher.

The lab Professor reserves the right to suspend or deny access to the lab at any time if the above criteria are not being met. No allowances are made in the course for students whose access in the lab are suspended or denied.

#### **Final Examination**

All students are expected to write the final exam. There are no provisions for "making up" a missed final exam.

If, as a result of being off-track in your program or some unforeseen circumstance, you note that there is a scheduling conflict in your final exam schedule, it is your responsibility to alert the your program coordinator no later than one week before final exams start, to allow for any special arrangements.

## **0188X01FWO - Architectural Technician**

## **0210A04FPM - Office Administration - Executive**

### **ATTENDANCE**

The Faculty request that students view this program as they would a place of employment in regards to attendance and punctuality. As this program is preparing you for a professional career, students are expected to demonstrate professionalism in their studies. Students are expected to make every attempt to attend all classes.

If a student is going to be absent from class, the student should provide the professor an e-mail or voice mail message to indicate the absence and the reason for the absence. When absent from class, it is the student's responsibility to obtain class information before the next scheduled class.

### **STUDENT CONDUCT**

Students are expected to attend class promptly, at both the beginning of class and following breaks. Students arriving late are disruptive to the classroom environment. Students are also asked to avoid talking amongst themselves during the classroom lecture as this is inappropriate and disruptive to the professor and fellow classmates.

Group/team work assignments are structured to reflect simulated business settings. Therefore, the ability to work in a respectful, responsible, co-operative manner is required. Students are expected to meet group timelines, use clear communication strategies, work toward group consensus and shared responsibility. All participants are expected to work in a fair and equitable manner to achieve project completion.

Code of conduct. The campus environment should promote human dignity, mutual respect, justice, security of the person, and ethical behaviour. It is the policy of Algonquin College that every member of the college community can expect a work/learning environment free from harassment, discrimination, and violence. All employees and students of the College are responsible for maintaining and promoting an environment that is free of discrimination and harassment and for reporting any incident/s that they believe to be a breach of this policy.

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: Refer to College Directives SA07 and HR22.

### **STUDENT ACADEMIC RESPONSIBILITIES**

Students are responsible for the following:

- Attending classes regularly;



- Maintaining a folder of all work you do for each of your courses;
- Knowing the due dates for assignments and meeting these dates;
- Handing in assignments that are your own work;
- Checking your college e-mail account daily; and
- Monitoring your Brightspace course sites.

## **EVALUATION AND PROMOTION**

Students are expected to hand in all assignments on the due date as directed by their professor. Extensions for assignments for legitimate reasons may be granted in cases such as illness or other exceptional circumstances. In such situations, the student must complete the form titled Request for Special Accommodations and submit it to the course professor prior to the due date, and a negotiated date will be agreed to and recorded. A deduction of 10% per day may apply. In the case of extended illness, a doctor's certificate may be requested to help accommodate the situation.

Students who are to be absent on the day of a test, quiz, exam, or assessment must notify the office or the course professor prior to the scheduled evaluation due date. If the absence is deemed to be for valid reasons, the student is required to make up the test, quiz, exam, or assessment by completing the Request for Special Accommodations form where a negotiated time with the professor will be agreed to and recorded. Any student who does not inform the professor prior to such an event may achieve a mark of zero. The College expects a student to notify the professor, in a timely manner, before the evaluation, but also recognizes that sometimes a student is unable to notify the professor due to exceptional circumstances, where notification is then expected immediately after the evaluation is missed, normally within three (3) days. See College policy.

## **USE OF ELECTRONIC DEVICES**

In order to ensure a productive and positive teaching and learning environment for all students, it is important that the learning environment is free of unnecessary interruptions or distractions that may inhibit student learning. To ensure the learning environment is most conducive to student learning, the use of mobile computing devices in the classroom and evaluation sessions is ultimately at the discretion of the professor.

While in class or doing an evaluation session, students can make arrangements to be contacted in case of a personal emergency, using the form found in Appendix 1.

### **Classroom**

Generally, the use of mobile computing devices in the classroom is limited to note taking, accessing course materials, and performing a variety of independent or collaborative exercises assigned by the professor. Unless approved by the professor before the class starts, the use of mobile computing devices for personal surfing of the

web, downloading of non-course related material, use of messaging software, or gaming is not to take place.

Regardless of the activity being performed on a mobile computing device, a student who is asked by the professor to close the lid of his/her laptop, turn off the monitor or other electronic device, or simply put the device away must comply with the professor immediately.

Audio and video recordings of classroom lectures or activities must be approved by the classroom professor or instructor prior to the beginning of the scheduled session. Recordings may only be used for individual study of materials presented during class and may not be published or distributed without the consent of the professor or instructor. Videos that contain images of other students may not be published or distributed without the consent of all students depicted in the video. Intentional misuse of mobile computing devices or recordings, or intentional misrepresentation when requesting the use of a device for recording, shall constitute a violation of this policy.

Disciplinary actions will be taken against students making unauthorized use of mobile computing devices in class under policy AA 18 Academic Discipline.

### **Evaluation Session**

The use of any mobile computing device during an evaluation session is not permitted unless the professor has approved its use.

A student found to be using any mobile computing device during a test or examination without prior approval by the professor will be charged with an act of academic dishonesty under the policy AA 18 Academic Discipline.

## **0210A04FPT - Office Administration - Executive**

### **Office Administration**

#### **Program Policies and Procedures**

### **ATTENDANCE**

The Faculty request that students view this program as they would a place of employment in regards to attendance and punctuality. As this program is preparing you for a professional career, students are expected to demonstrate professionalism in their studies. Students are expected to make every attempt to attend all classes. Attendance will be monitored and may be considered in the final grading.

If a student is going to be absent from class, the student should provide the professor an e-mail or voice mail message to indicate his/her absence. When absent from class, it is the student's responsibility to obtain class information before the next scheduled class.

### **STUDENT CONDUCT**

Students are expected to attend class promptly, at both the beginning of class and following breaks. Students arriving late are disruptive to the classroom environment. Students are also asked to avoid talking amongst themselves during the classroom lecture as this is inappropriate and disruptive to the professor and fellow classmates.

**Group/team work** assignments are structured to reflect simulated business settings. Therefore, the ability to work in a respectful, responsible, co-operative manner is required. Students are expected to meet group timelines, use clear communication strategies, work toward group consensus and shared responsibility. **All participants** are expected to work in a fair and equitable manner to achieve project completion.

**Code of conduct.** The campus environment should promote human dignity, mutual respect, justice, security of the person, and ethical behaviour. It is the policy of Algonquin College that every member of the college community can expect a work/learning environment free from harassment, discrimination, and violence. All employees and students of the College are responsible for maintaining and promoting an environment that is free of discrimination and harassment and for reporting any incident/s that they believe to be a breach of this policy.

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: Refer to *College Directives SA07 and HR22*.

## **STUDENT ACADEMIC RESPONSIBILITIES**

Students are responsible for the following:

- Attending classes regularly;
- Maintaining a folder of all work you do for each of your courses;
- Knowing the due dates for assignments and meeting these dates;
- Handing in assignments that are your own work;
- Checking your college e-mail account daily; and
- Monitoring your Blackboard course sites.

## **EVALUATION AND PROMOTION**

Students are expected to hand in all assignments on the due date as directed by their professor. Extensions for assignments for legitimate reasons may be granted in cases such as illness or other exceptional circumstances. In such situations, the student must complete the form titled ***Request for Special Accommodations*** and submit it to the course professor.

Students who are to be absent on the day of a test, quiz, exam, or assessment must notify the office or the course professor prior to the scheduled evaluation due date. If the absence is for valid reasons, the student is required to make up the test, quiz, exam, or assessment by completing the *Request for Special Accommodations* form where a negotiated time with the professor will be agreed to and recorded. Any student who does not inform the professor prior to such an event may achieve a mark of zero. The College expects a student to notify the professor before the evaluation, but also recognizes that sometimes a student is unable to notify the professor due to exceptional circumstances, where notification is then expected at the first opportunity. *See College Directive AA21*.

Students with no outstanding debts or obligations to the College have the right to formally appeal decisions made concerning their academic performance and progression through a program of study (Directive AA19). This will

include decisions regarding grades that prevent the student's advancement in his or her program, promotion, and academic discipline. Students wanting to have a review of a final course grade are to make a request under *College Directive AA37*.

**Plagiarism** (copying the words, ideas or statements of another person without acknowledgement of original source and submitting it as your own) is not tolerated in this program. An assignment which contains plagiarism will receive a mark of zero (0); you and your program coordinator will be notified. See College Directives AA20 and AA18.

Course exemptions may be granted to students as a transfer of credit for courses completed at other recognized institutions on the basis that the learning achievements are equivalent and current to courses within the program of study. Normally, only those courses completed during the last five (5) years and with a minimum grade of "C" (or equivalent) will be considered for transfer of credit. To apply for an exemption, speak to your academic advisor. See *College Directives AA09 or AA10*.

Withdrawing from a course without academic penalty. The last date for withdrawing from courses without academic penalty is printed on your timetable. The student is responsible for notifying the professor and completing the appropriate form for withdrawal then submitting the form to the campus Client Service Officer.

## **SOFTWARE COPYRIGHT**

Under the Canadian Copyright Act, it is against the law to make a copy of a computer program or software without the express consent from the copyright owner or vendor. Infringing on copyright can result in a fine and/or imprisonment under Canadian law.

### **0210X01FPT - Office Administration - General**

Same program information as Office Administration - Executive.

### **0354X01FWO - Culinary Management**

Attendance policy for lab courses

"Attendance to all classes is mandatory". Students will be evaluated in every lab. Failure to attend will result in a zero for the lab which means attendance is a crucial factor to successfully completing a course. Late arrival will result in a grade penalty of 15% for the day's lab.

### **0354X01FWO - Culinary Management (2018-2019)**

Attendance policy for lab courses

"Attendance to all classes is mandatory". Students will be evaluated in every lab. Failure to attend will result in a zero for the lab which means attendance is a crucial factor to successfully completing a course. Late arrival will result in a grade penalty of 15% for the day's lab.

### **0422X01FWO - Recreation and Leisure Services**

Privacy Statement

I understand that within my course of study, I may have access to personal information, which may include personal health information (PHI) belonging to clients of Algonquin College's community partner agencies. Furthermore, I understand that I am responsible for the safekeeping of any personal information in my custody, and that I am accountable to the College for my actions in respect of this information. I agree that I will treat all personal

information to which I have access as confidential, that I will access only that information which is needed for the purposes of my studies, and that I will not disclose this information, electronically, verbally or otherwise, for any other purpose.

I understand that a breach of this agreement may lead to academic discipline up to and including my removal from the program, and may further expose me to liability for breach of statute, including the Ontario Personal Health Information Protection Act (PHIPA).

**0430X01FPM - Early Childhood Education**

Privacy Statement

I understand that within my course of study, I may have access to personal information, which may include personal health information (PHI) belonging to clients of Algonquin College's community partner agencies. Furthermore, I understand that I am responsible for the safekeeping of any personal information in my custody, and that I am accountable to the College for my actions in respect of this information. I agree that I will treat all personal information to which I have access as confidential, that I will access only that information which is needed for the purposes of my studies, and that I will not disclose this information, electronically, verbally or otherwise, for any other purpose.

I understand that a breach of this agreement may lead to academic discipline up to and including my removal from the program, and may further expose me to liability for breach of statute, including the Ontario Personal Health Information Protection Act (PHIPA).

**0430X01FWO - Early Childhood Education**

Privacy Statement

I understand that within my course of study, I may have access to personal information, which may include personal health information (PHI) belonging to clients of Algonquin College's community partner agencies. Furthermore, I understand that I am responsible for the safekeeping of any personal information in my custody, and that I am accountable to the College for my actions in respect of this information. I agree that I will treat all personal information to which I have access as confidential, that I will access only that information which is needed for the purposes of my studies, and that I will not disclose this information, electronically, verbally or otherwise, for any other purpose.

I understand that a breach of this agreement may lead to academic discipline up to and including my removal from the program, and may further expose me to liability for breach of statute, including the Ontario Personal Health Information Protection Act (PHIPA).

**0432X01FPM - Social Service Worker**

Privacy Statement

I understand that within my course of study, I may have access to personal information, which may include personal health information (PHI) belonging to clients of Algonquin College's community partner agencies. Furthermore, I understand that I am responsible for the safekeeping of any personal information in my custody, and that I am accountable to the College for my actions in respect of this information. I agree that I will treat all personal

information to which I have access as confidential, that I will access only that information which is needed for the purposes of my studies, and that I will not disclose this information, electronically, verbally or otherwise, for any other purpose.

I understand that a breach of this agreement may lead to academic discipline up to and including my removal from the program, and may further expose me to liability for breach of statute, including the Ontario Personal Health Information Protection Act (PHIPA).

**0432X01FPT - Social Service Worker**

***SSW PROGRAM POLICIES AND PROCEDURES 2017 - 2018***

The Social Service Worker Program Faculty members are committed to supporting student success and preparing graduates for employment as workers in a regulated profession. Each SSW graduate from the Perth campus is eligible to apply to join the Ontario College of Social Workers and Social Service Workers. [www.ocswssw.org](http://www.ocswssw.org). As such, a number of program policies and procedures have been put in place and they are explained here.

### ***ATTENDANCE***

The Faculty request that students view this program as they would a place of employment in regards to attendance and punctuality. As the SSW program is preparing graduates for a professional career, students are expected to demonstrate a solid commitment to their studies and are expected to attend class on a regular basis.

Thus students are expected to make every attempt to attend all classes. In the case of an absence students must inform the professor by voice mail or email prior to the class time to indicate the absence and the reason for the absence. Failure to do so violates SSW program policies.

If a student misses more than two classes in a course, he or she will be required to meet with the Program Coordinator and course professor. Absences may affect a student's eligibility for promotion and/or field placements and graduation. (Please refer to the Social Service Worker Program Field Placement Eligibility/Readiness Form signed by the student and placed on the student file).

In the case of an absence, it is the student's responsibility to check Blackboard and their Algonquin College email account to review any postings/information that has been added by the professor or emails sent by the professor.

### ***PUNCTUALITY AND CLASSROOM CONDUCT***

Students are expected to attend class promptly both at the beginning of class and following breaks. Students arriving late are disruptive to the classroom environment.

Students must avoid talking amongst themselves during the classroom lecture as this is inappropriate and disruptive to the professor and fellow classmates. Ample time for questions, comments and small group discussions will be provided.

### ***EXEMPTIONS***

Students who are interested in having previous education reviewed for the purposes of a course exemption, should contact the SSW Program Coordinator. Forms for internal exemptions (based on courses taken at Algonquin

College) and external exemptions (based on courses taken at a post-secondary institution other than Algonquin College) can be obtained from the Front Office. Course outlines and transcripts are the required supporting documents. Students should continue to attend classes until the exemption request has been processed. There are fees for external exemption requests. Please note that a course which is the basis for an exemption must have been taken within the past five years.

### ***INFORMATION REGARDING ASSIGNMENTS AND EXTENSIONS***

Students are expected to hand in or submit online all assignments by the due date and time as directed by the professor.

Students should keep a duplicate copy of all assignments and should backup their computer files using the college network (n: drive) that is provided to each student. See the IT Support Person in the Computer lab for more information.

Extensions for assignments for legitimate reasons can be granted in cases such as illness or other exceptional circumstances. In the case of illness, a doctor's certificate may be required. Students are required to request the extension prior to the due date for approval by the professor. It is requested that students do this in person in the faculty office or by email. If a professor agrees to an extension, the following should occur:

- I). The student must print off and complete two copies of the Assignment Extension Form available in Blackboard Homeroom
- II). The student takes the forms to the professor for his or her signature

All assignments should be prepared as per the direction of the professor. Assignments should reflect a professional image.

Students may not submit the same assignment to more than one professor without expressed written permission from both professors. Some professors may collaborate with assignments and require the same assignment to be handed in to two professors for grading. These are called "mutual assignments".

Students are required to follow college policies regarding plagiarism.

SSW professors take academic fraud very seriously. Students are expected to submit their own work and to appropriately acknowledge all sources of information (including information from the Internet). To use other people's work without giving credit to the source is plagiarism. Students who commit acts of academic dishonesty will be subject to disciplinary action. Disciplinary action will reflect the severity of the offense and take the form of an academic sanction. It is the student's responsibility to seek clarification about citations and ensure that work they submit is their own.

Tutoring is also available. Please contact the Front Office staff for more information.

### ***TESTS AND EXAMS***

If a student must miss a test, quiz or exam, he or she must contact the professor by voicemail or email prior to the

test. In the case of illness, a doctor's certificate may be required. If a student is given an opportunity to write a test that was missed, the student will make arrangements to do so via the professor.

When SSW students are writing quizzes, tests or exams the following will occur:

- I). Black or blue pen will be used unless otherwise directed
- II). All items will be removed from desks except for the papers provided by the faculty and the writing instruments provided by the students
- III). Professors will provide direction to students regarding open book tests and the use of electronic devices during a test
- IV). Students will not speak to other students
- V). Students will not look at other people's work
- VI). Students who finish before others must follow the directions of the professor

The use of any computer or electronic device during exams and mid-terms for purposes other than those sanctioned by the professor in charge of the examination is strictly prohibited.

Note: there are provisions available for students who are registered with the Center for Accessible Learning.

### ***CELL PHONES AND OTHER ELECTRONIC DEVICES***

Cell phones and other electronic devices **must be turned off during class and exams** unless approved by the professor.

Recording classes is prohibited without a signed contract made by the Program Coordinator and the student. Texting during class is prohibited unless approved by the professor for academic purposes.

Professors want students to use technology i.e. laptops or other mobile computing devices for purposes related to their academics.

The use of electronic devices for purposes other than note taking, accessing the learning management system to acquire course related material, and performing assigned class exercises is prohibited. Regardless of the activity being performed on an electronic device, **a student who is asked by a professor to turn off that electronic device must comply immediately.**

### ***GROUP WORK***

Group Assignments in SSW courses mirror team work assignments in agency settings. Therefore, the ability to work in a responsible, co-operative manner is required. Students are expected to meet group deadlines, use clear communication strategies, work toward group consensus and shared responsibility. All participants are expected to work in a fair and equitable manner to achieve project completion. Faculty members who assign group work are available for consultation around problem solving strategies. Students may have to evaluate peers as part of an assessment process and faculty request that clarity and honesty be utilized in these situations.

### ***ALCOHOL AND DRUGS/ILLNESS***

Students are expected to attend classes without consuming any alcohol or drugs. If a student consumes alcohol or drugs and attends class or a college sanctioned activity such as a field trip or research visit/interview or fundraising



event where the student is in “working role”, the student can be removed from the SSW program for violating this policy. This is also in place regarding Field Placements.

This policy is in preparation for the real world of work as outlined in the Ontario College of Social Work and Social Service Work Code of Ethics and Standards of Practice which states:

“College members do not engage in the practice of social work or social service work:

- I). While under the influence of any substance, or
- II). While suffering from illness or dysfunction

which the member knows or ought reasonably to know impairs the member’s ability to practice.” OCSWSSW Code of Ethics and Standards of Practice, 2nd Edition.

### ***PERSONAL PROBLEMS AND COUNSELLING SUPPORTS***

Social Service Worker students are expected to resolve issues and problems as they arise. Algonquin College provides counselling by appointment or on a drop in emergency basis.

Personal issues that impair performance in the classroom or in field instruction will be reviewed by faculty. Such issues may require the student to postpone completion of some component of the program, or they may be asked to leave the program.

This policy is in preparation for the real world of work as outlined in the Ontario College of Social Work and Social Service Work Code of Ethics and Standards of Practice which states:

“College members do not engage in the practice of social work or social service work:

- I). While under the influence of any substance, or
- II). While suffering from illness or dysfunction

which the member knows or ought reasonably to know impairs the member’s ability to practice.” OCSWSSW Code of Ethics and Standards of Practice, 2nd Edition.

Students who demonstrate behaviour that is not congruent with social work values and ethics, will be given feedback by the SSW faculty team and may be given direction to attend professional counselling. In some cases, where the behaviour is unacceptable, the student may be required to not participate in classes and/or field placements until the issues are resolved in a manner that is deemed to be satisfactory to the members of the SSW faculty team.

The faculty team has a responsibility to ensure that appropriate behaviour which is congruent with social service work values and ethics occurs in the classroom and field placement settings. Although faculty members have training in the field of social services and social work, their roles as college employees requires them to function as professors, field placement supervisors, academic advisors and as a program coordinator. Students must realize that these roles differ from that of a front line social worker or social service worker. It is critical that students see the faculty members not as counsellors but as college employees who have roles and responsibilities to students, classes, agencies and the community which include a “gatekeeping” role related to students. Specifically, at times the professors must deem that a student is not in a position to be working with vulnerable clients because of student

behaviour that indicates risk or behaviour that is not deemed to be in keeping with the profession of social service work.

### ***STUDENTS WHO HAVE A DISABILITY***

Students with a Disability, are asked to identify needs to the Centre for Accessible Learning so that support can be arranged. One can do this by making an appointment at the Front Office on campus in Perth or by calling (613) 727-4723 ext. 7063.

Student plans that are developed in consultation with the Centre For Accessible Learning Counsellor must be given to each professor. It is suggested that this **NOT** be done in the classroom setting, but rather in the SSW faculty office.

If a student plan suggests extra time for tests/exams, it is the student's responsibility to consult with the professor at least two weeks prior to the test/exam in order to make appropriate arrangements. At that time, the student and the professor will complete the necessary documentation to ensure that communication around the accommodation requirement is clear in an effort to support student success.

### ***CRIMINAL RECORD POLICY***

Students in the Social Service Worker program are required to submit a local police records check for service with the vulnerable sector.

Algonquin College advises that any student who has been convicted of an offense under the Criminal Code for which he/she has not been pardoned or is currently charged with a criminal offence(s) is required to disclose this fact to the college faculty members that are arranging/supervising field placements. The student must disclose this information to the potential field agency prior to the onset of field placement. The field agency, the college and student will then be required to sign a letter of agreement indicating that the agency is accepting the student in field placement with full knowledge of the fact that the student has an unpardoned criminal offense or is presently charged with a criminal offence(s). Social Service Worker students at the Perth campus must be aware that field placements are extremely rare and vary from year to year for people who have criminal records for which they have not been pardoned or are currently charged with a criminal offence(s). In the event that all field agencies refuse to accept the student in placement, the department will assist the student in exploring other College programs. This may be done via a referral to the Algonquin College Counselling Department for Career Counselling.

Students should note that the Ontario College of Social Work and Social Service Work has specific policies regarding criminal records. In order to work as a Social Service Worker in Ontario, one must join the Ontario College of Social Workers and Social Service Workers. See [www.ocswssw.org](http://www.ocswssw.org) for further information.

### ***POLICY ON CONDUCT***

Students in the Social Service Worker Program are expected to make themselves familiar with the Algonquin College Code of Conduct and to conduct themselves accordingly. It is found at <http://www.algonquincollege.com/directives/files/2014/03/SA07.pdf>

As well, students must be familiar with the Algonquin College Social Service Worker Program Professional

Behaviour Standards which are comprised of the Algonquin College Program Policies and Procedures contained on the back of each academic course outline, and the SSW Program Field Placement Eligibility/Readiness Form. This latter document will be provided to students by the Field Placement Coordinator and signed each semester by students.

Students should conduct themselves in a respectful manner with students, faculty and all staff at the campus including the Front Office, custodial and cafeteria staff who are working to support a positive student learning environment.

### ***POLICY ON CONFLICT RESOLUTION***

The Algonquin College Social Service Worker Program has the following Protocol for Conflict Resolution:

If the issue involves another student

- I). Speak to the other party/parties involved in a calm and clear manner in an effort to communicate clearly the concerns and possible resolution.
- II). Do this in a private area. A classroom space may be arranged by contacting the Front Office. Allow for the other party to express his or her viewpoint.
- III). Listen carefully and take time to reflect upon the other person's viewpoint (this may involve subsequent meeting(s)).
- IV). Do not use aggressive language or a loud tone of voice.
- V). If the issue cannot be resolved, between the parties, you may wish to speak to the Program Coordinator and/or seek the services of a mediator.
- VI). Do not gossip or discuss the matter in a manner which does not reflect respect for human dignity of the other party (ie. speaking about them in a derogatory manner, using language/oral or written communication that is not respectful and congruent with social service work values).

If the issue involves a faculty member

- I). Speak to the other party/parties involved in a calm and clear manner in an effort to communicate clearly the concerns and possible resolution.
- II). Do this in a private area such as the faculty office or campus breakout room.
- III). Listen carefully and take time to reflect upon the other person's viewpoint (this may involve subsequent meeting(s)).
- IV). Do not use aggressive language or a loud tone of voice.
- V). If the issue cannot be resolved, between the parties, you may wish to speak to the program coordinator.
- VI). If the issue cannot be resolved, between the parties and you have spoken to the program co-ordinator, you may wish to seek the services of a mediator or you may wish to speak to the Academic Chair or the Dean.
- VII). Do not gossip or discuss the matter in a manner which does not reflect respect for human dignity of the other party (ie, speaking about them in a derogatory manner, using language/oral or written communication that is not respectful and congruent with social service work values) Failure to follow this protocol could result in a review of student behaviour, support to assist with behaviour change, the requirement of a learning contract, removal from field placement, or expulsion from the SSW program.

This protocol is in preparation for working in the field in a social service agency in that it asks people to deal directly

with the person in an effort to use appropriate communication and problem solving techniques.

Note: In the case of a threat to a person or danger related to personal safety, the student should immediately contact the police, the Faculty/Program Coordinator, Academic Chair and/or the Front Office staff.

### ***FACULTY TEAM/STUDENT EVALUATION AND PROMOTION***

The professors in the SSW program meet regularly as a team to discuss student progress. Algonquin College SSW Professors are concerned with academic integrity and student success. Grades, attendance, behaviour, learning challenges are discussed and solutions and supports are reviewed. Students will receive feedback from individual professors, academic advisors, and the Program Coordinator.

As a student in the Social Service Worker Program student progress will be formally reviewed 4 (four) times a year. This review process includes the program Coordinator, all of the professors of the SSW program, and the Academic Chair. The purpose of this review is to give students feedback on their overall academic performance, attendance and field placement preparation or evaluation.

These four meetings will occur mid-term in the fall semester, at the end of term in the fall semester in the mid-term in the winter semester and at the end of term in the winter semester.

Following both mid-term meetings (fall and winter) students will be provided feedback on their overall progress which will include, but may not be restricted to, positive progress, identification of difficulties in specific areas (these will be listed) and referrals for support, or indication of serious difficulties and placement on academic probation or on a learning contract. In some cases students may also be asked to withdraw from the program.

### ***ACADEMIC PROBATION AND LEARNING CONTRACT***

If a student is experiencing serious difficulties (academic or behavioural) the academic advisor or the Program Coordinator will review the recommendations of the promotion and evaluation committee regarding overall performance.

ACADEMIC PROBATION is used to give clear information about what grade point average or what overall performance one must meet in order to be allowed to continue in the program. These are usually defined in policy E11 College Grading System.

LEARNING CONTRACTS are used to give specific feedback on areas that must directly addressed to meet the criteria for proceeding in the SSW program. A learning contract is based on the recommendations of the promotion and evaluation committee. The purpose of the contract is to identify clearly the conditions for continuance in the program. Students who wish to proceed in the SSW program will be required to sign and follow the Learning Contract.

The promotion and evaluation meetings, academic probation and learning contracts are tools that Algonquin College uses to help students understand the expectations of the SSW program and to ensure that everything is done to help students succeed in this chosen profession.

### ***PROGRESSION IN THE SSW PROGRAM AT PERTH***

It is important for students to note that the Social Service Worker Program is offered as a full-time program at the Perth campus. The program of study which is comprised of four levels, stipulates that students must successfully complete all courses and field placements at each level before moving on to the next level. This will require students who are not successful in a course to repeat said course before moving on to the next level.

If a student is interested in transferring to another Algonquin College campus, they should arrange an appointment with the Perth SSW Coordinator.

### ***PRIVACY STATEMENT***

I understand that within my course of study, I may have access to personal information, which may include personal health information (PHI) belonging to clients of Algonquin College's community partner agencies. Furthermore, I understand that I am responsible for the safekeeping of any personal information in my custody, and that I am accountable to the College for my actions in respect of this information. I agree that I will treat all personal information to which I have access as confidential, that I will access only that information which is needed for the purposes of my studies, and that I will not disclose this information, electronically, verbally or otherwise, for any other purpose.

I understand that a breach of this agreement may lead to academic discipline up to and including my removal from the program, and may further expose me to liability for breach of statute, including the Ontario Personal Health Information Protection Act (PHIPA).

Please see the Program Coordinator for information related to these policies and procedures.

Updated: June 22, 2017

### **0436A01FWO - Developmental Services Worker**

#### **DSW PROGRAM POLICY ON CONDUCT**

All persons should expect to be able to work or study without undue interference or disruption by others. Appropriate measures will be implemented in order to maintain this right. For a complete description of the Algonquin College policy on Student Conduct, students should refer to the Algonquin College website.

#### **DSW PROGRAM POLICY ON LEARNING ACTIVITIES**

All required learning outcomes must be met in order to receive a passing grade for each course.

Time management skills are essential to working in the developmental services field. Students are expected to prepare for classes by completing assigned work, arrive on time and actively participate in classes, be present for tests and final assessments, and hand in assignments by specified due dates.

Students are expected to make every effort possible to complete assessments at scheduled times. If you are late or absent for an assessment, you may receive a mark of zero. For information on opportunities to complete missed assessments, please see Department and College Related Information.

Submitting assignments late will typically result in a 10% per weekday grade deduction. In some cases, late assignments may not be accepted or may result in a grade of zero for the assignment. For specific information regarding assignment due dates and late policies, please see the course section information for each course.

### **DSW PROGRAM POLICY ON COMMUNICATION**

Information relevant to this program is communicated during classes, via Algonquin email accounts or posted on the Algonquin Learning Management System. Students are expected to be aware of information that is communicated in these ways.

Students are encouraged to check their Algonquin email daily as important information may be time sensitive.

### **DSW PROGRAM POLICY ON PROGRESSION**

A student is considered to be on academic probation whose term/cumulative grade point average falls below 1.7. Continuation in the program is subject to conditions established by the Chair.

### **DSW PROGRAM POLICY ON THE USE OF ELECTRONIC DEVICES IN THE CLASSROOM**

The DSW program requires active participation in in-class learning activities. Cell phones, laptops, and other electronic equipment can be distracting and disruptive to the class. Students are expected to turn off electronic devices if requested by the course professor. Students who anticipate a need to use electronic devices during classes should consult with the course professor during office hours prior to using the devices. The unauthorized use of laptops or other electronic devices in class can result in expulsion from a course. For a complete description of the Algonquin College policy on the Use of Electronic Devices in the Academic Environment, students should refer to the Algonquin College website.

### **DSW PROGRAM POLICY ON POLICE RECORDS CHECKS**

Students are required to produce a current, satisfactory police record check during the first semester of the DSW program and prior to each field placement. A Police Records Check for Service with the Vulnerable Sector must be shown by all students prior to all placements. The records check must have been issued no earlier than 12 months prior to the end of each field placement. Students should refer to course specific policies for deadlines for presenting valid police records checks. Students who fail to present a valid check by the deadline stated in the course policy will not be permitted to attend placement and therefore can fail the affected course.

Students who have been convicted of an offense under the Criminal Code for which they have not been pardoned or have another notable offense are advised that they may be unable to participate in field placements and therefore unable to successfully complete the DSW program. Students who have an unpardoned criminal offense must follow the School of Health and Community Studies criminal record check policy (see Related Information, below). The student must contact the Chair of Community Studies prior to registering for the program and before every field placement.

### **Privacy Statement**

I understand that within my course of study, I may have access to personal information, which may include personal health information (PHI) belonging to clients of Algonquin College's community partner agencies. Furthermore, I understand that I am responsible for the safekeeping of any personal information in my custody, and that I am accountable to the College for my actions in respect of this information. I agree that I will treat all personal information to which I have access as confidential, that I will access only that information which is needed for the purposes of my studies, and that I will not disclose this information, electronically, verbally or otherwise, for any other purpose.

I understand that a breach of this agreement may lead to academic discipline up to and including my removal from the program, and may further expose me to liability for breach of statute, including the Ontario Personal Health Information Protection Act (PHIPA).

#### **0438K01FWO - GAS - Aviation Management**

**Course Termination** (supplemental information to Academic Affairs Policy AA39)

Students may be course terminated or directed to cease training at any time under any of the following circumstances;

Two failed courses in any one term

Three failed courses in total.

Academic Probation (GPA at or below 1.7) in any two terms.

Flight hours below 50% of the required cumulative flight time.

Repeated safety violations as documented by Flight Training Unit (FTU)

Intentional, wilful or malicious acts.

Course Termination (CT) means that a student will be withdrawn from the program of study in the current semester and would be required to re-apply to return to the program in any future terms subject to meeting additional academic requirements which will be reviewed on a case by case basis. The assigned FTU is under no obligation to continue training for any student that has been course terminated.

Program Information is not defined.

#### **0438S01FWO - General Arts and Science - Year II**

**Policy on course assignments, tests, exams:**

**Tests and Exams:**

**All tests and final exams are to be written at the scheduled time.**

In cases of a medical or compassionate issue which prevents the student from writing, the professor is to be informed prior to the class by email where possible and accompanying documentation may be required in order for the test/exam to be rescheduled.

Exams and tests not written at the scheduled date and time during the semester may be written during Final Assessment Week (week 14) at the discretion of the professor.

**Assignments:**

Assignments are due at the date and time specified by the professor and in the format specified by the professor (hard copy in class, electronically through Brightspace, etc.). All late assignments will be subjected to an immediate 20% penalty. The student may submit the work within one week of the due date with no further penalty. After one week the assignment will not be accepted and a mark of zero will be recorded.

Please note: **Hybrid** assignments are due as scheduled and will not be accepted after the due date. Class presentations are to be done at the date and time scheduled.

Other exceptions to this policy may be outlined on your individual course assignment. Please read all assignment instructions carefully.

## **Academic Integrity**

GAS Year II students are expected to have an understanding of academic integrity and knowledge of how to apply its principles to their work. As such, papers submitted to courses in this program must adhere to established standards in terms of documentation. The following policy supports this expectation:

Papers which do not document their sources (through a combination of citations and a corresponding references page) will not be accepted for course credit.

An exception is made, of course, for papers which do not require research or reference to external sources.

Students requiring assistance with reviewing documentation requirements are encouraged to refer to the GAS Style Guide for a brief overview and links to online resources, as well as to see their professor for help in advance of the due date for a given assignment.

**IT IS THE RESPONSIBILITY OF THE STUDENT TO ENSURE THAT ASSIGNMENTS ARE SUBMITTED ON TIME AND IN THE APPROPRIATE MANNER**

## **Progression Policy**

Students must successfully complete 50% or more of their term courses, in order to progress to the next level.

Students who do not meet this requirement will be required to stop out for one semester before continuing studies in General Arts and Science.

**0446C01FWO - Applied Museum Studies**

## **APPLIED MUSEUM STUDIES PROGRAM POLICIES**

THE FOLLOWING POLICIES ARE AIMED AT MAKING EVERY STUDENT A SUCCESSFUL STUDENT.

### **ATTENDANCE/ABSENTEEISM**

All courses require regular class attendance. A portion of your final grade may be allotted to active participation in course activities. If an absence is anticipated, notify the instructor **prior to the date of absence**, particularly where you will be absent from a test or mandatory activity. If the absence is not anticipated (i.e. illness, etc.), **notify the professor by phone or email**. It is the student's responsibility to acquire missed handouts, assignments etc. from their classmates. It is a student's responsibility to acquire missed course elements before the following week's scheduled class. Course instructors are not expected to provide students with private tutoring for missed elements of a course. All doctor's notes must clearly verify that a medical condition precludes the student from accomplishing specific course requirements.

### **CLASS SCHEDULING**

Classes begin and end on time (on the hour and 10 minutes before the hour). The doors will be closed at the beginning of class and **entrance is not permitted until the break**. If there is going to be an extenuating circumstance



that precludes your being on time, inform the professor in question ahead of time. Consistently late students will be required to meet with the course instructor.

## PREPAREDNESS

You are expected to **arrive for class prepared** to do the assigned learning of the day. Check course outline for assigned readings and/or equipment needed for that day's class. Failure to come prepared for class may mean that you will not be able to partake in that class and complete the required learning.

## ASSIGNMENTS

All assignments must be submitted at the **beginning of class** on the designated due date. Failure to do so will result in a loss of 10% of the grade per day up to a maximum of 5 days. Failure to submit the assignment at the end of the 5 days will result in a zero grade for that assignment.

## ASSIGNMENT EXTENSIONS

Any student requesting an extension of a due date for an assignment must submit to the course instructor, in writing, a formal request for the extension one week prior to the original due date. **Assignment Extension Forms are available in room A127a.** All elements of the form must be completed by the student. Submitting an assignment extension form does not guarantee the extension request will be approved.

## ONLINE SUBMISSIONS

Students are responsible for ensuring online submissions are completed on time and that the file and contents have been successfully uploaded and verified. All files must be uploaded as either a word document or a pdf, unless stipulated by the course instructor. **Email copies of assignments will NOT be accepted**, unless stipulated by the course instructor. Students are also reminded that if they cannot upload their file(s) in timely manner, as a result of poor conductivity or hardware compatibility issues, they should utilize one of the LAN (local area networks) computers available in A126 or A128.

## GRADING

A grade of 50% is required to successfully obtain a passing grade for courses. However, we have noted that a B average over a semester can translate into success in the field.

## OTHER

All students must adhere to lab rules as set down by the instructors.

All students will have a locker where they can store their coats and knapsacks. These are not allowed in the labs due to safety concerns.

All students will adhere to the official college policies <http://www.algonquincollege.com/directives/#aa>.

### **0590X04FWO - Heating/Refrigeration/Air Cond Tn**

It is mandated by TSSA that in order to meet the practical requirements for oil and gas technician certification, the student must receive an average score of 75 % or higher on the practical evaluation in the applicable modules within the training program. Students are required to be in lab a minimum of 80 % of the time in order to meet TSSA

attendance requirements. These requirements apply to courses that have a TSSA practical component, courses (ELE8131, HRA8141, HRA8142, HRA8143, HRA8139, HRA8144).

### **0606X01FWO - Respiratory Therapy**

#### Privacy Statement

I understand that within my course of study, I may have access to personal information, which may include personal health information (PHI) belonging to clients of Algonquin College's community partner agencies. Furthermore, I understand that I am responsible for the safekeeping of any personal information in my custody, and that I am accountable to the College for my actions in respect of this information. I agree that I will treat all personal information to which I have access as confidential, that I will access only that information which is needed for the purposes of my studies, and that I will not disclose this information, electronically, verbally or otherwise, for any other purpose.

I understand that a breach of this agreement may lead to academic discipline up to and including my removal from the program, and may further expose me to liability for breach of statute, including the Ontario Personal Health Information Protection Act (PHIPA).

### **0620X01FWO - Paramedic**

#### Privacy Statement

I understand that within my course of study, I may have access to personal information, which may include personal health information (PHI) belonging to clients of Algonquin College's community partner agencies. Furthermore, I understand that I am responsible for the safekeeping of any personal information in my custody, and that I am accountable to the College for my actions in respect of this information. I agree that I will treat all personal information to which I have access as confidential, that I will access only that information which is needed for the purposes of my studies, and that I will not disclose this information, electronically, verbally or otherwise, for any other purpose.

I understand that a breach of this agreement may lead to academic discipline up to and including my removal from the program, and may further expose me to liability for breach of statute, including the Ontario Personal Health Information Protection Act (PHIPA).

### **0915X01FWO - Massage Therapy**

#### Privacy Statement

I understand that within my course of study, I may have access to personal information, which may include personal health information (PHI) belonging to clients of Algonquin College's community partner agencies. Furthermore, I understand that I am responsible for the safekeeping of any personal information in my custody, and that I am accountable to the College for my actions in respect of this information. I agree that I will treat all personal information to which I have access as confidential, that I will access only that information which is needed for the purposes of my studies, and that I will not disclose this information, electronically, verbally or otherwise, for any other purpose.

I understand that a breach of this agreement may lead to academic discipline up to and including my removal from

the program, and may further expose me to liability for breach of statute, including the Ontario Personal Health Information Protection Act (PHIPA).

### **1020X01FWO - Biotechnology - Advanced**

#### Biotechnology – Advanced Program Policies

##### Academic Integrity

Algonquin College expects students to follow standards of academic honesty. 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. Plagiarism constitutes an act of academic dishonesty and will be penalized as such (please refer to the College's policy on plagiarism AA20 and academic dishonesty AA18).

IEEE citation style will be accepted in the Biotechnology-Advanced program (unless otherwise stipulated by the course professor).

##### Classroom Conduct

All Algonquin students should be aware of and abide by the College's policy on Student Conduct SA07 and the Use of Electronic Devices AA32.

##### Missed Term Test

If you miss a term test (e.g. a midterm) due to extenuating circumstances you must inform the Program Coordinator and the course Professor ASAP. The best way to communicate an absence is to send an email. If you are in advance that you cannot write a test for any reason, you should discuss this with the Program Coordinator and the course Professor at least 2 business days before you are scheduled to write it. Failure to provide reasoning for an absence may result in a zero grade.

##### Missed Assignments, Term Papers, and Quizzes

If you miss a deadline for an assignment, a term paper or are absent for a quiz due to extenuating circumstances you must inform the Professor ASAP. The best way to communicate an absence is to send an email directly to the professor explaining the absence. When you are aware in advance that you cannot write a test for any reason, you must discuss this with the course Professor at least 2 business days before you are scheduled to write it. Failure to provide reasoning may result in a zero grade.

##### Late reports, assignments and Lab notebooks:

All reports, assignments and lab notebooks must be submitted on time on their due date in class to the professor of the course (unless otherwise stipulated by the professor).

Late reports and assignments will be accepted, however, penalties will apply. Late reports will be penalized at a rate of 10% per day (weekends are included). If an assignment is going to be submitted late, best practice is to inform the professor of the late submission and to make arrangements directly with the professor to submit the report ASAP (the professor may accept online submissions, in-person submission or submission to a third party (for example the Coordinator). This accommodation is at the sole discretion of the course professor. Confirm with the professor about the mode of submission. For late lab notebook submissions, these must be handed in directly to the course professor. The same penalty schedule applies.

### Working in the Laboratories:

All students must complete and received a grade of greater than 70% on the Science Lab safety quiz prior to completing any experiments. All students must sign the student attestation for working safely in the laboratories.

When participating in laboratory activities or when laboratory activities are ongoing, students must wear the required personal protective equipment and abide by the Health and Safety regulations. Failure to comply will result in removal from the laboratory.

### Laboratory specific policies:

The use of cellphones will not be permitted in the lab (please refer to the College's policy on the use of electronic devices AA32). Failure to comply will result in removal from the laboratory.

ALL course learning requirements MUST be met. A grade of zero will be assessed for any labs that are not performed and a student will not pass the course unless all course learning requirements are met.

### Missed Labs:

If you miss a lab period due to extenuating circumstances you it is your responsibility to inform the course professor via email with reasoning for the absence. It is your responsibility to inform the professor ASAP.

An opportunity to make-up one missed lab will take place during week 15.

It is your responsibility to check the learning management software (LMS) site for information and to determine which professor you need to contact. If you are unsure of the information, please contact the Program Coordinator.

## **1103X04FWO - Esthetician**

### **Privacy Statement**

I understand that within my course of study, I may have access to personal information, which may include personal health information (PHI) belonging to clients of Algonquin College's community partner agencies. Furthermore, I understand that I am responsible for the safekeeping of any personal information in my custody, and that I am accountable to the College for my actions in respect of this information. I agree that I will treat all personal information to which I have access as confidential, that I will access only that information which is needed for the purposes of my studies, and that I will not disclose this information, electronically, verbally or otherwise, for any other purpose.

I understand that a breach of this agreement may lead to academic discipline up to and including my removal from the program, and may further expose me to liability for breach of statute, including the Ontario Personal Health Information Protection Act (PHIPA).

## **1104X01FWO - Hairstyling**

## Privacy Statement

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### **1207X01FWO - Baking and Pastry Arts Management**

Attendance policy for lab courses

"Attendance to all classes is mandatory". Students will be evaluated in every lab. Failure to attend will result in a zero for the lab which means attendance is a crucial factor to successfully completing a course. Late arrival will result in a grade penalty of 15% for the day's lab.

### **1456X01FWO - Advertising&Marketing Communications Mgt**

PROGRAM ADVANCEMENT POLICY

In addition to the college wide GPA requirements, the Advertising program has some specific advancement policies that are very important for you to understand.

1. Minimum of < C > average in Advertising I, II, III, IV and V.

This average is calculated over any two semesters.

2. You will not be allowed to advance full-time in the program if you:

Fail any course that is a prerequisite to a course at the next level.

Receive more than two marks below C- in any one semester. Please note that in extenuating circumstances, the program coordinator may agree to an alternate course of action. The coordinator must be aware of your special circumstances before the term marks are established.

3. Other

If you are repeating a course for any reason, you must maintain a grade of < C+ > or better.

LATE POLICY

Physical assignments handed in more than 10 minutes past the start of class are late and the student will receive feedback but no grade. The clock used to judge the correct time will be the time shown on the telephone display in class.

If assignments are submitted through the Algonquin College Learning Management System (Canvas, Blackboard) the deadline noted on the online system is final.

### **1515X01FWO - Mobile App. Des. & Dev**

The late policy for assignments is a 10% per day deduction to a maximum of 30%.

If an assignment is still not submitted 10 days after the due date then a grade of zero will be given for the assignment. Students can still submit work for review and feedback after the 10 days but no grade will be given.

Any extensions to due dates must be arranged with the course instructor BEFORE the due date.

### **1584X01CWO - Geomatics Technician**

#### **Final Exam**

A minimum score of 50% on the final exam is required in order for the student to achieve a passing grade for the course.

#### **Late Assignment Policy**

All assignments are due at a date and time specified by the instructor. Late assignments will be accepted, and are expected, but assignments turned in later than the date and time specified by the instructor will automatically receive a 0% mark.

### **1615X01FWO - Medical Radiation Technology**

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### **1623X01FWO - OTA/PTA**

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#### **1704X01FPM - Practical Nursing**

##### Privacy Statement

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#### **3010X01FWO - Fitness and Health Promotion**

##### Privacy Statement

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#### **3013X01FWO - Game-Development**

##### **Late Assignment Policy**

**Unless otherwise stated** the Late Assignment Policy described here is in effect.

Assignments submitted late are subject to a late penalty. All assignments handed in past their due date and time which is 11:59 PM on Sunday of the week due receives an automatic 30% penalty. After one calendar week past the due date the student is not allowed to submit the assignment, and receives a mark of ZERO on the assignment. No late assignments are accepted after week 14.

##### **Assignment Naming Convention**

Unless otherwise stated the following naming convention is in effect.

**GAM1550\_S1\_A4\_Lastname\_Firstname.zip**

where:

GAM1550 is your course code

S1 is your section number

A4 is your assignment number

Lastname is your last name

Firstname is your first name

zip is the file type specified by the professor

### **Electronic Devices:**

The use of electronic devices in class is only permitted under the direction of the professor.

Electronic recording in any form during class is not permitted unless expressly approved in advance by the professor.

### **Attendance/Punctuality Policy**

**Unless otherwise stated** the attendance/punctuality policy described here is in effect.

Attendance means arriving on time and remaining under the supervision or guidance of the faculty member for the entire duration of the class.

In order to prevent disruptions of a lesson or evaluation in progress, late students are required to wait outside the classroom until the faculty member invites the late student to join the class in progress.

Students unable to attend a class must notify the professor by e-mail, before the start of the class.

Any student missing class time is responsible for arranging with their peers to gather the information from the missed class.

### **Supplemental Evaluation**

A supplemental evaluation is a privilege and is not automatically granted. Students must show evidence that appropriate measures were taken to achieve success in the program. Measures taken by students that may be considered in the E&P Committee's final decision include:

consulted with their professor

consulted with their program coordinator

consulted with their academic advisor

consulted with Counseling Services

consulted with their Student Success Specialist

worked with a program assistant

worked with a peer tutor

participated in remedial or open lab activities

regularly attended classes

taken personal responsibility, identified areas of difficulty, and developed a success strategy plan

adhered to the Student Code of Conduct

The supplemental evaluation privilege is **not** granted in the event of an "F" grade (failure) if any of the following conditions are met:

an F grade which is more than three(3) marks below the passing grade

an F grade in more than two (2) courses in a given semester



plagiarism

a course being repeated

other factors as specified within this course outline

The highest possible grade achievable following a supplemental evaluation is the minimum passing grade for the course.

### **6142X01FWO - Interior Decorating**

#### **Passing & Progression**

The Interior Decorating program uses three (3) determinants for student advancement to the next level of their studies: one is a minimum passing grade and the other two are minimum progression grades. Students must satisfy all three requirements in order to progress to the next level of their studies.

#### **The achievement levels are as follows:**

- 1- Achieve a minimum passing grade of 50% (D-) in all courses across all levels,
- 2- Achieve a minimum cumulative progression grade of 63% (C) in all core courses for the respective semester, and
- 3- Achieve a minimum cumulative progression grade of 60% (C-) in all core, and elective courses for the respective semester.

The passing grade for all courses in the Interior Decorating program is 50% (D-). This applies to all core, non-core, and elective courses across all levels of the program. For reference, these designations can be found on the first page of the course outline.

The progression grade for core courses is a cumulative grade of 63% (C) for a respective semester. In order to be eligible for progression to the next level, a student must achieve an overall average of 63% in all core courses for the respective semester.

The Interior Decorating program has a cumulative progression grade of 60% (C-). This is the average grade of all courses taken during the respective semester, including core, and elective. Students who do not meet all of the three conditions for passing/progression will be ineligible for advancement to the next level of their studies.

These progression grades will be calculated at the end of respective semester. Any students not meeting these minimum requirements will not be permitted to progress to the next level. Progression in the program also adheres to respective course pre- and co-requisites: students must meet the eligibility requirements for each course at every level. Pre- and co-requisite requirements can be found in the course outlines and in the course descriptions posted on the Interior Decorating website.

**\*To successfully complete a course, STUDENTS MUST SUBMIT ALL PROJECTS AND ASSIGNMENTS, EVEN IF PROJECTS DO NOT EARN A GRADE DUE TO LATE SUBMISSION. Projects and assignments are required to demonstrate that students have achieved competence in all course learning requirements.\***

### **6320X01FWO - Veterinary Technician**

Theory courses require a 60% to pass.

Clinical skill labs require each skill to be successfully accomplished at a minimum of 70% success to pass.

In courses that combine theory and laboratory components, both lab and lecture must be passed separately to earn an overall passing grade for the course. Students must achieve a minimum grade of 60% in both lab and lecture components for a final passing mark to be determined.

Labs are mandatory. Should a student be absent, rescheduling the activities missed may not be possible due to the nature of the labs and their requirements for limited resources.

Please refer to the Department Related Information in this course outline, the Course Section Information and the Veterinary Technician Program Student Handbook for more detailed information on program and college policies.

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## **Department Related Information**

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### **STUDENT SUCCESS SPECIALIST**

The Faculty Student Success Specialist is Karen Gendron in room P112. Karen may also be reached at telephone extension 7558 or by e-mail at [gendrok@algonquincollege.com](mailto:gendrok@algonquincollege.com)

### **ALGONQUIN COLLEGE - CODE OF CONDUCT**

All members of the Algonquin Community will undertake to:

1. Conduct themselves in a manner which respects and promotes the dignity of others, and interact with others in the community in a spirit of cooperation, goodwill and mutual respect.
  
2. Conduct themselves in an honest and ethical manner, refraining from using their position or power to exploit any other individual, refraining from misrepresenting themselves, their work or qualifications in any manner, and refraining from violence, abuse, harassment and discrimination of any kind.
  
3. Assist in the maintenance of good order within their environment and refrain from creating a disturbance or a disruption to activities.

The Code of Conduct applies to students and staff of Algonquin College while at all College locations and while representing or carrying out activities related to the College at any off-campus location.

## **CONFIDENTIALITY**

Students are required to respect the confidentiality of employer, client and/or patient information, interactions, and practices that occur either on AlgonquinCollege premises, or at an affiliated clinical/field/co-op placement site. Concerns regarding clients, patients, and/or employer practices are to be brought to the attention of the program coordinator, or designated field/clinical/co-op placement supervisor so that they may be resolved collaboratively. Such concerns are not to be raised publically either verbally, in writing, or in electronic forums. These matters are to be addressed through established program communication pathways.

## **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 Mobile Devices in Class**

With the proliferation of small, personal mobile 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 Mobile 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