Course Description

Table manners are as unique to a culture as the foods they eat - how people eat varies widely from country to country. Participants in this course explore the culture and customs of international dining practices. Through investigation, discussion and reflection, participants have the opportunity to raise their own and each other’s awareness and sensitivity to different cultural behaviours and customs. Over scheduled lunches and dinners, participants consider the influence of culture, society, religion, geography and history on dining practices around the world.

General Education Theme Area(s)

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

Relationship to Essential Employability Skills

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

EES 6 Locate, select, organize and document information using appropriate technology and information systems. (T)

EES 7 Analyze, evaluate and apply relevant information from a variety of sources. (T)

EES 8 Show respect for diverse opinions, values, belief systems and contributions of others. (T)
When you have earned credit for this course, you will have demonstrated the ability to:

1.) **Explore dining behaviours.**
   - Define manners and etiquette.
   - Describe various modes of dinner service.
   - Reflect on approaches to dining etiquette and service.

2.) **Investigate personal, local and international dining customs.**
   - Research dining practices in other parts of the world.
   - Investigate international influences on dining practices.
   - Compare personal, local and international dining customs.

3.) **Research historical dining etiquette and practices.**
   - Define specific historical manners and etiquette.
   - Relate historical and contemporary dining practices.
   - Analyse changes to manners and etiquette.

4.) **Examine the relationship between manners and morals.**
   - Describe standards for civilized conduct.
   - Differentiate between virtue and politeness.
   - List rules of social interaction.

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**Evaluation/Earning Credit**

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

- **Discussion Forum (20%)**
  - Validates Outcomes: CLR 1, CLR 2, CLR 3, CLR 4, EES 6, EES 7

- **Quiz(zes)/Test(s) (10%)**
  - Validates Outcomes: CLR 1, CLR 4, EES 8

- **Journal/Reflective Assignment(s) (20%)**
  - Validates Outcomes: CLR 1, CLR 2, CLR 3, CLR 4, EES 6, EES 7, EES 8
Research Assignment(s) (20%)

Validates Outcomes: CLR 1, CLR 2, CLR 3, EES 6, EES 7

Practical Project(s) (30%)

Validates Outcomes: CLR 2, CLR 3, EES 6, 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**


Various other required and suggested resources provided through BrightSpace

**Learning Activities**

Participants in this course will
- read and listen to a variety of personal and experts opinions, ideas, and information;
- share (orally, visually, and in writing) their own personal opinions and ideas; and
- connect (using a variety of media) their own personal opinions and ideas with others' information.

**Prior Learning Assessment and Recognition**

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

- Portfolio

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

Course Related Information

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

Program Related Information

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 Blackboard. 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.

**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 Blackboard. 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.

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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.

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.

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).
Privacy Statement

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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).

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
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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).

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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.

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.

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.

**0444X01FWO - Police Foundations**

**STUDENTS’ ACADEMIC RESPONSIBILITIES and ASSIGNMENTS**

- The following will defer to Algonquin College Academic Directive ‘A21 – Deferred Evaluation’ in the case of dispute or interpretation.

Students are responsible for knowing the due dates for assignments, meeting those dates and handing in work that is their own. Students are expected to complete and hand in all assignments on the due date directly to the professor at the beginning of the scheduled class-time (or submit online assignments by the posted deadline).

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. If the class is cancelled on the due date of an assignment, the assignment should be handed in at the beginning of the next scheduled class time or as specified.

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 will need to request written approval from their professor for an extension prior to the due date. When the absence of a student affects a number of courses, the request to reschedule the evaluations will be assessed in an exceptional circumstance. Should the deferral of evaluations be granted, the Academic Advisor will notify the professors concerned of the student’s absence and the need to reschedule the evaluations. Supporting documents may be required. In the event a student has missed a final examination and/or final assignment, the student will consult with the course professor.

Assignments that are not completed on the assigned date, without valid documentation and approval from the course professor, will be assigned a mark of zero and there is no opportunity to make up any missed tests or assignments without prior written approval. (* Note: Exceptions are possible for specific courses.)
All assignments should be prepared as per the posted instructions and in the specified format as indicated by the course professor.

All assignments should reflect a professional image.

**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**

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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](http://www.algonquincollege.com/directives/#aa).

0476X01FWO - Child and Youth Care

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).

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

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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.

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**0820X02PWO - Sommelier**

This three year part-time Ontario College Certificate program provides students with the skills and knowledge required to enter into, or advance within, the wine profession. Wine knowledge has become an important tool in every aspect of the hospitality industry. The demand for qualified wine professionals has risen dramatically. Students investigate the major grape varieties, as well as the viticulture and viniculture of the main growing areas of the world. Tasting a wide variety of wines increases students’ abilities to recognize distinctive aromas and flavours associated with these wine regions. Topics such as food and wine matching, cellaring tips, marketing techniques, wine list development and the proper service of wine, beer and spirits are explored in this program.

Graduates may find employment in national or international food and beverage establishments such as restaurants, hotels, winery tasting bars, as well as liquor stores such as the Liquor Control Board of Ontario, or as freelance writers or teachers. Upon graduation students will receive the prestigious Sommelier Pin as a symbol of achievement.

This program is part of Algonquin’s mobile learning initiative. All students entering into the program are expected to have and use a laptop or mobile computing device that meets or exceeds the recommended hardware requirements as designated by the program. Students in mobile learning programs will use their devices to enhance their learning experience, obtain and work with course materials, participate in collaborative and learning environments and
become skilled, confident users of the technologies used within an educational environment and workplace. Hardware and software specifications are outlined at http://mlearning.algonquincollege.com. Computers and supplies can be purchased directly from Algonquin's New Technology Store at educational rates.

Privacy Statement

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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).

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 aware 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 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.
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).

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.

Program Advancement Policy

1103X04FWO - Esthetician

Privacy Statement

1104X01FWO - Hairstyling

Privacy Statement

1201X01FWO - Baking and Pastry Arts

1207X01FWO - Baking and Pastry Arts Management

1456X01FWO - Advertising&Marketing Communications Mgt

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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.

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.

Privacy Statement

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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

Information Protection Act (PHIPA).
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.*

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.

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).

College Related Information

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
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/
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