

WEEKLY SCHEDULE WINTER 2024

(formerly known as Course Section Information)

# <Course Code and Course Title>

# Section <XXX> – <Delivery Method; Synchronous, Online, Other>

# <Program Name> Level <X>

## **Professor’s Name:** <Insert Preferred Name>

## **Contact:** <[loginXX>@algonquincollege.com](mailto:loginXX@algonquincollege.com) or 613-727-4723 ext.<XXXX>

# Table of Contents

<The items below are hyperlinked through the document. If editing these items, [the Microsoft Support website](https://support.microsoft.com/en-gb/office/add-hyperlinks-to-a-location-within-the-same-document-1f24fc4f-7ccd-4c5f-87e1-9ddefb672e0e) provides instructions on how hyperlink within a document.>

* [Learning Resources](#_Learning_Resources)
* [Evaluation Breakdown](#_Evaluation_Breakdown)
* [Learning Schedule](#_Learning_Schedule)
* [Statement on Generative Artificial Intelligence](#_Statement_on_Generative)
* [Other Important Information](#_Other_Important_Information)

# Learning Resources

Required Resources:

<Insert full resource details, such as textbook-author-title-version/edition-ISBN, hardware, software etc. (Must match Course Outline)>

Additional Reference and Supporting Resources:

<include any additional optional resources to support student learning>

# Evaluation Breakdown

<Must correspond to the evaluation categories and percentages identified in the Course Outline. **Please note assessment due dates should also be identified in Brightspace**>

| Assessment | Due Date and Time | Value | CLRs |
| --- | --- | --- | --- |
| **<**Assignment 1:Formal Email> | <Jan 22 11:59pm> | <5%> | <1,3,4> |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Learning Schedule

Learning schedule is subject to change with notification

| Date | Weekly Theme and Learning Outcomes | Learning Activities | Assessments (%)  Due Date | Resources | CLRs |
| --- | --- | --- | --- | --- | --- |
| Week 1  Jan 8 | e.g., Introduction to Communications e.g., Introduction to Communications  Identify common reasons for miscommunication  Explain the basic principles of plain-style writing | Self-check Quiz: Osgood-Schramm model of Communication  Plain-style writing practice paragraph | Assignment 1: Formal Email (5%) due Sep 21 at 11:59pm | Guffey,  pp. 1-12 | 1, 2 |
| Week 2  Jan 15 |  |  |  |  |  |
| Week 3  Jan 22 |  |  |  |  |  |
| Week 4  Jan 29 |  |  |  |  |  |
| Week 5  Feb 5 |  |  |  |  |  |
| Week 6  Feb 12 |  |  |  |  |  |
| Week 7  Feb 19 |  |  |  |  |  |
| Week 8  Feb 26 | BREAK | BREAK | BREAK | BREAK |  |

# Statement on Generative Artificial Intelligence (AI)

*A series of statements are provided below, reflecting common scenarios that might be anticipated. Statements may be modified to address specific needs in a particular course.*

*It is strongly recommended that courses with multiple sections adopt the same statements to ensure consistency and clarity for learners.*

***Please select/modify ONE of the options below, and delete the others:***

**Scenario 1: Use Prohibited**

The educational value of this course lies not only in the mastery of course content but also in the process of engaging first with the material. The work you do in this course is intended to strengthen original thought, critical thinking, and individual problem-solving skills. The use of generative AI to complete work compromises the learning process and the achievement of course learning requirements.

Under [Algonquin College Policy AA48 – Academic Integrity](https://www.algonquincollege.com/policies/files/2021/09/AA48.pdf), “Academic work submitted by learners is evaluated on the assumption that the work presented by the learner is their own” and defines contract cheating as “[a] third-party completing work, with or without payment, for a learner, who then submits the work as their own, where such input is not permitted.” Using content generated by AI and claiming it as your own work is considered contract cheating. Violations of these expectations will be brought forward as instances of academic misconduct under this policy.

**Scenario 2a: Some Use Permitted**

Students may use generative AI in this course in accordance with the guidelines outlined by the instructor for each assessment, provided that the use of generative AI is cited following instructions communicated in the Weekly Schedule.

Under [Algonquin College Policy AA48 – Academic Integrity](https://www.algonquincollege.com/policies/files/2021/09/AA48.pdf), “Academic work submitted by learners is evaluated on the assumption that the work presented by the learner is their own” and defines contract cheating as “[a] third-party completing work, with or without payment, for a learner, who then submits the work as their own, where such input is not permitted.” Use of generative AI outside assessment guidelines and/or without citation will be brought forward as instances of academic misconduct under this policy. When uncertain, students should reach out to their professor, who will clarify as necessary.

**Scenario 2b: Some Use Permitted**

Students may use generative AI in this course in accordance with the guidelines outlined by instructor for activities such as brainstorming, outlining, revising, or editing, provided that the use of generative AI is cited following instructions communicated in the Weekly Schedule.

Under [Algonquin College Policy AA48 – Academic Integrity](https://www.algonquincollege.com/policies/files/2021/09/AA48.pdf), “Academic work submitted by learners is evaluated on the assumption that the work presented by the learner is their own” and defines contract cheating as “[a] third-party completing work, with or without payment, for a learner, who then submits the work as their own, where such input is not permitted.” Use of generative AI outside assessment guidelines and/or without citation will be brought forward as instances of academic misconduct under this policy. When uncertain, students should reach out to their professor, who will clarify as necessary.

**Scenario 3: Unrestricted Use**

Students may use generative AI throughout this course in a way that enhances their learning, provided that the use of generative AI is cited following instructions communicated in the Weekly Schedule. When uncertain, students should reach out to their professor, who will clarify as necessary.

# Other Important Information

*Examples of information to include in this section:*

* *Details regarding learning activities such as synchronous or asynchronous*
* *Classroom policies specific to the course section (e.g., attendance, classroom etiquette)*
* *Process/expectations regarding late assignments and extensions*
* *Relevant College services*