



# THE UNIVERSITY OF WINNIPEG

## PSYCHOLOGY DEPARTMENT COURSE OUTLINE CHECKLIST—SENATE REGULATIONS

This Checklist contains the Senate regulations that are *required* on all course outlines. Any course outline that does not meet all Senate regulations will not be approved by the Psychology DRC.

During the first week of classes, students must be provided with a course outline. All course outlines must be approved by the DRC or equivalent. Instructors may choose to distribute outlines electronically and/or in paper form. The Senate strongly suggests that instructors review your outline thoroughly with your students, as it is an important document which sets out the requirements and policies for your course. *In recent years, courts in Canada have considered course outlines to be a form of contract between our students and the University.*

Course # and Section: Psych 2600-001 Course Name: Intro to Cognitive Psych Term: Spring 2018

1.  Indication of the topics to be covered and indication that all topics listed may not be covered.
2.  Inclusion of all components that contribute to the course letter grade, the weight for each component, and an indication of when items of work will be administered and/or submitted, and clearly indicate penalties, if any, for late submission of any item of work or tests missed without an acceptable excuse. (A minimum of 20% of the work on which the final grade is based must be evaluated and available to the student before the voluntary withdrawal date. Exceptions may be made with the prior approval of the DRC in courses such as Advanced Readings and Research and Thesis, but must be noted on the course outline.
3.  Regarding the date of the last test/exam or the last item of work, such as an essay or project, be advised that Senate does not allow term test to be administered during the last 3 hours of the course; such tests must be administered during the exam period. However, the last item of work (e.g. research paper, essay) may be submitted at the last class, or at a specified time up to and including the scheduled final examination date.
4.  An indication of equipment authorized for use in tests/exams (e.g. calculators, dictionaries, hand-held devices).
5.  A reading list or indication of the amount of reading expected.
6.  Final grades in pass/fail courses include S (Standing) or F (Failure). Senate approved grades for all other courses include A+, A, A-, B+, B, C+, C, D, and F. While the University does not have a standardized numerical grade conversion scale for letter grades, all course outlines must include written guidelines specifying a numerical (percentage) range for letter grades assigned to individual items of work and the course final grade. Final grades shall be reviewed by the Department Review Committee and may be subject to change. Indication of tentative letter grade cut-offs and a statement that the grades are tentative until approved, and can be adjusted by the Instructor, the departmental DRC, or Senate before approval. OR attach Academic Dates, Regulations, and Policies from the UW 2017-2018 General Calendar: <http://www.uwinnipeg.ca/academics/calendar/index.html>
7.  The voluntary withdrawal dates, without academic penalty: <http://www.uwinnipeg.ca/registration/withdrawal-schedules.html>:
  - May 22, for courses which begin on May 1 and end on May 29
  - May 31, for courses which begin on May 1 and end on June 12
  - June 13, for courses which begin on May 1 and end on June 27
  - June 20, for courses which begin on May 31 and end on June 27
  - July 5, for courses which begin on May 1 and end on July 26
  - July 16, for courses which begin on June 14 and end on July 26
  - OR attach the Academic Dates, Regulations, and Policies page from the General Calendar (You may want to encourage students to see you before withdrawing in case you can assist in any way.)
8.  N/A The dates the University is closed for holidays:
  - In lieu of Victoria Day (Monday, May 21—campus is closed): make-up day is Tuesday, May 29 for 4 and 8 week classes that begin on May 1; make-up day is Tuesday, June 12 for the 1<sup>st</sup> 6- and 12-week classes which begin on May 1.
  - In lieu of Canada Day (Sunday, July 1 and Monday, July 2—campus is closed): make-up day is July 26 (for courses in the 2nd 6-week and 12-week terms).
9.  N/A The dates when there are no classes: for 8-week courses only—May 30; 12-week term only—June 13
10.  N/A A statement indicating whether or not it is a requirement that work submitted for evaluation be text processed.
11.  A statement indicating whether or not students will be asked for photo identification (such as the U of W student card) when writing a test or examination.
12.  Reference to the appropriate items in the Regulations and Policies section of the *Course Calendar*, including Senate appeals and academic misconduct (e.g. plagiarism, cheating): <http://uwinnipeg.ca/academics/calendar/docs/regulationsandpolicies.pdf>. Instructors should become familiar with the procedures for dealing with alleged academic misconduct: <http://pace.uwinnipegcourses.ca/sites/default/files/pdfs/publications/Academic%20Misconduct%20Procedures.pdf>
13.  N/A If students are to be given marks for participation and/or attendance, students must be provided with clear assessment criteria.
14.  Please copy and paste the following statement into your course outline:  
All students, faculty and staff have the right to participate, learn and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found online at [www.uwinnipeg.ca/respect](http://www.uwinnipeg.ca/respect).
15.  Please copy and paste the following statement into your course outline:  
Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams (e.g., private space) or during lectures/laboratories (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 786-9771 or [accessibilityservices@uwinnipeg.ca](mailto:accessibilityservices@uwinnipeg.ca) to discuss appropriate options. All information about a student's disability or medical condition remains confidential <http://www.uwinnipeg.ca/accessibility>.
16.  Please copy and paste the following statement into your course outline:  
Students may choose not to attend classes or write examinations on holy days of their religion, but they must notify their instructors at least two weeks in advance. Instructors will then provide opportunity for students to make-up work and/or examinations without penalty. A list of religious holidays can be found at: <http://uwinnipeg.ca/academics/calendar/docs/important-notes.pdf>.

Once course outlines have been distributed, changes to 1, 2, and 3 above cannot be made without the **written unanimous consent of all the students** on the class list. Notification of such changes must be made in writing to the Dean of Arts Office. **All members of the Department must complete the Checklist to ensure that your course outlines reflect any recent changes in Senate Guidelines.** If you are new to teaching in the Department or are teaching a new course, course outlines must be approved by the DRC of the Department before being distributed to students. If this is the case, please submit a digital copy of your outline for DRC review by April 23, 2018 with this checklist completed and attached. For all other faculty, a digital copy of your Checklist and all course outlines must be submitted to the Department Assistant during the first week of Spring term classes.

April 30/2018  
Date

Signature of Course Professor

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Signature of DRC Chair

