

## Department of Biology Course Outline

SC/BIOL 1500 3.00 Introduction to Biology  
Fall 2020

### Course Description

An introductory course in biology for students needing adequate preparation for SC/BIOL1000 and SC/BIOL1001. The course explores underlying theories and the unity and diversity of life. Topics include evolution, cell theory, introductory biochemistry, inheritance, biodiversity, and ecology.

### Prerequisites

None; NOTE: May not be taken by any student who has taken or is currently taking another university course in biology. Note: Not eligible for Biology credit towards a Biology, Biochemistry or Environmental Biology program.

### Course Instructors and Contact Information

Course Director: Dr. Tanya Da Sylva  
Email: [b1500lec@yorku.ca](mailto:b1500lec@yorku.ca)

**Email is best used for personal questions/issues** (i.e., to discuss your individual circumstances). Expect an **average response time of 3 (working) days**, not including weekends or holidays. Course content related questions should be posted on the Course Content forum on eClass.

See course Policies section below for email guidelines; emails not following guidelines may not receive a response.

**Dr. Da Sylva's Virtual "Office" Hours:** as listed on eClass (drop-in, no appointment necessary). To arrange a virtual appointment outside listed office hours email [b1500lec@yorku.ca](mailto:b1500lec@yorku.ca) and provide a list of times you are available.

### Schedule

This semester BIOL 1500 will be provided through remote delivery. We may occasionally have live virtual meetings during our scheduled class period (Mondays and Wednesdays, 2:30-4 pm) but most of the time you'll be participating asynchronously. That means you'll be given due dates, and general timelines but have flexibility to work around your own schedule.

A list of scheduled "live" sessions will be posted on eClass.

## Evaluation

**Test #1:** October 23<sup>rd</sup> (20%)

**Test #2:** November 20<sup>th</sup> (20%)

**\*Final Exam:** Date and time set by Registrar's office. (26%)

**Mini-Assignments:** Throughout term, see assignment outline on Moodle for details (18%)

**\*\*Weekly Questions:** Throughout term, see the outline on Moodle for details (6%; optional+)

**\*\*\*Peer Resources:** 5% by October 19<sup>th</sup>; 5% by December 8<sup>th</sup>; optional+

\* The **registrar sets exam schedules**; by enrolling in this course you must be available to write an exam anytime between December 9<sup>th</sup> – 23<sup>rd</sup>, inclusive.

**\*\* Weekly Questions.** Practice Questions will be posted weekly (with some exceptions).

They are sample written answer questions for you to assess your understanding of material and get a sense of what is expected of you in tests. Questions will be posted in a forum and you must post a reply to the practice question before you can see the responses from others. You will get 1 point for each question you answer (your answers must show thought; not marked for accuracy) for a maximum of 6 points throughout the term.

**\*\*\* Peer Resources.** You will have opportunities to participate actively and collaborate with each other extensively throughout the term. Creating class resources for yourself and your peers to assist with learning/studying will be part of this participation.

There will be a Peer Resources section on our eClass page. There you will find a Sample Test Bank and Vocabulary Guide. You can choose to contribute to one or both of them. You will get 1 point for each contribution meeting the completion criteria (i.e., points for completion, not for accuracy) and up to 5 points by each deadline noted above. Detailed completion criteria can be found in the assignment outline on eClass.

+ **Peer Resources contributions and the Weekly Questions are optional**, in the sense that you can choose not to complete them. If you do not complete them the weight will be transferred to the final exam automatically.

*Final course grades may be adjusted to conform to Program or Faculty grades distribution profiles*

## Important Dates

**Classes start:** September 9<sup>th</sup>

**Test 1:** October 23<sup>rd</sup>

**Reading Week:** October 10<sup>th</sup> – 16<sup>th</sup>

**Drop Deadline:** November 6<sup>th</sup> (course does not appear on your transcript)

**Course Withdrawal:** November 6<sup>th</sup> – December 8<sup>th</sup> (course still appears on transcript)

**Test 2:** November 20<sup>th</sup>

**Last day of classes:** December 8<sup>th</sup>

**Final Exam:** TBA, during the Winter exam period

NOTE: for additional important dates such as holidays, refer to the "[Important Dates](#)" section of the Registrar's Website. See the corresponding assignment outline for Mini-Assignment and other due dates.

## Resources

**Courses will be conducted in a remote format. You are required to have access to a computer and the internet to complete the course.**

Several platforms will be used in this course (e.g., eClass, Zoom, etc.) through which students will interact with the course materials, the course director / TA, as well as with one another. Please review the syllabus to determine how the class meets (in whole or in part), and how office hours and presentations will be conducted.

1. **Course eClass Site:** The main online platform for this course is eClass. You will be automatically granted access to our eClass page once you enrol in the course (there can be a slight delay between enrolling and being granted eClass access).

All mandatory course components will be accessible through or linked from eClass; assignments and term tests will be submitted through eClass. Your marks, and critical course announcements will also be made through eClass. eClass will be updated frequently, please check it often.

2. **Textbook: Biology:** The textbook is **optional** (I will be providing links to free/or otherwise accessible resources as described in *Material Lists*, below). If you prefer having one book to use, then you may want to purchase the textbook (available in hardcopy and e-text through the bookstore).

*The Essentials, 3<sup>rd</sup> Edition, by Hoefnagels (McGraw-Hill publishers).*

3. **Material Lists:** For each unit/topic you will be given a list of material to help you reach the learning objectives.

**Required material** will consist of concept videos and readings. Videos and readings will be available on, or linked to from, eClass. All material will be open access or otherwise freely available to you. You may also use the optional course textbook instead of any readings on these lists (but you still must watch the content videos I've created).

4. **Zoom:** Zoom will be used for virtual "live" sessions including any classes and office hours. Zoom may also be used for private meetings. You should be able to access Zoom sessions through eClass.

Live/virtual sessions are not mandatory. You will be able to engage with material, get support, complete all assignments and earn full participation marks without using Zoom if access is an issue for you. You will not be required to use a webcam while attending virtual sessions.

5. **Learning Objectives (LOs):** Detailed LOs (more detailed than below) will be posted to eClass. The LOs covered by each test will be noted on eClass and the final exam will be cumulative (cover all LOs). All testable material (assignments, tests, exams, and so on) will fall under the LOs so it's wise to refer to them repeatedly throughout the course.

Some LOs are straightforward enough that you should be able to learn them from the mandatory readings/videos and supplementary material. We will focus any virtual class time on practicing material from more challenging LOs. Use the LOs as your guide for what you must learn.

6. **Remote Proctoring Services:** Exams and other assessments may be conducted with the aid of an online proctoring service. Note: this is a course outline notice mandated by Senate. We will not be using remote proctoring services.

## Learning Outcomes

These are general course Learning Outcomes. On eClass you will find detailed Learning Objectives which break down these broader outcomes into more detail. Use those Learning Objectives (on eClass) to guide your studying.

Upon successful completion of this course, students should be able to:

- Discuss the process of evolution and describe how evolution is used to explain the unity and diversity of life.
- Describe the properties and processes of life and the differing scales at which life is studied.
- Discuss the process of science and biological inquiry.
- Describe the chemical nature of life and how biological macromolecules interact at a cellular level.
- Describe the major cellular processes of replication, metabolism and communication (with other cells and the environment), relating form and function in multiple cell types (animal, plant, prokaryote).
- Discuss the role of genetic information and the environment in shaping an organism's phenotype.
- Relate genetic principles to population structure, speciation and evolution of organisms.
- Describe the evolution of biological diversity and identify major features and properties of prokaryotes, protists, fungi, invertebrates and vertebrates.
- Describe the biosphere and identify defining features of aquatic and terrestrial biomes.
- Discuss principles of population ecology, community structure and ecosystem structure, placing them in an evolutionary context and applying them to modern conservation and restoration ecology.
- Work effectively, within a group and individually, to gather, review, analyse and present biological information.

*Detailed learning objectives will be posted to Moodle.*

## Course Content

In this course, we'll explore and apply a broad range of foundational biology concepts and you'll gain a deeper understanding of the scientific process.

**For students, one of the most challenging aspects of remote or online learning can be remaining engaged in, and keeping up with, material throughout the term.** You may want to check out the [Online Learning Resources from Learning Skills Services](#) for some tips.

Our course has been designed to help you establish good studying habits, engage with myself and your peers, and practice and check your understanding of material before tests and assignments. In addition to the assessments listed in "Evaluation" above there will be optional weekly practice question forums and other optional activities to help you assess your progress and remain on top of material.

Further information is available on eClass (LOs, etc.).

## Experiential Education and E-Learning

**e-Learning:** This semester will be conducted fully online. Required material will be available on, or linked to from, eClass. All assignments, tests and activities completed during the term will also be available on, or linked to from, eClass.

You will do the basics of reading and watching content videos on your own time. For each unit/topic you will be given a list of material to help you reach the learning objectives. Lists will include both required and supplementary material (see “Resources” section, above).

“Live” virtual classes will be used for discussion, addressing questions and practicing applications of the material. We will spend most of our time actively engaging with material (practicing, figuring out where you’re struggling, deepening your understanding of those challenging concepts). Live session attendance is voluntary. If critical course material is discussed than recordings of the live session, or alternate means of accessing the material, will be provided.

**Active learning** aids comprehension and retention of concepts. All assignments, and class activities are designed to help you reach higher order learning objectives and practice applying your knowledge. Through eClass, and during “live” virtual sessions you will be engaging in activities that promote analysis, synthesis of the course content, application to ‘real-life’ experiences and reflection on your learning process. Even term tests are designed to allow you to learn while completing them.

Sometimes this will take the form of individual work, but most assignments and optional activities will also allow you to engage with, and give/receive support from, myself, your TAs or other people in the course. You will have multiple, graded and ungraded, opportunities to assess your progress throughout the term.

**Experiential education:** You will gain hands-on skill development in teamwork and communicating scientific concepts. We will also go through some case studies and throughout the term you will be asked to reflect on your learning.

## Other Information

1. **Content.** Please see Material Lists in the “Resources” section above. Required material will be provided in video and/or written form. If you have trouble accessing material, please let me know so I can work with you to find a solution.

2. **Tests.** The term tests (**Test 1 and Test 2**) may consist of multiple-choice, short answer, fill-in, matching, calculating and drawing type questions. You will be responsible for meeting the detailed learning objectives (provided on eClass). Unless required to alter these policies by departmental/Faculty or institutional requirements, Test 1 and 2 will be in a “take-home” format.

You should be able to complete tests within 90 minutes. However, they will be available by the Tuesday (3pm) prior to the due date listed in the “Evaluation” section above and will not be timed. But tests must be submitted by the due date (at 5pm) to be marked (see information on extensions/missed tests in the “Course Policies” section below).

You may use any resource available to you to complete the tests, including discussions with others but you must submit your own original answers. In other words, answers must be in your own words (no quoting, copying, etc.).

3. **Final Exam.** Your cumulative final will be given during the official exam period. I will attempt to have a “take-home” format similar to the term tests described above but Departmental, Faculty and Institutional guidelines may restrict flexibility in date/availability. **Further information will be provided once it is available.**

- 4. Students Who Normally Write in the Alternate Exams Centre.** If you have concerns about the test format or length of availability, please let me know. I will do my best to provide alternate formats or assessments if necessary.

In general, all students will have a much longer time to complete the tests and/or assignments than is actually required (for example, term tests are designed to be completed in 90 minutes, but you will have about five days to complete them).

## Course Policies

- 1. Intellectual property & copyright.** All course materials are designed for use as part of the BIOL 1500 course at York University and are the intellectual property of the instructor unless otherwise stated. Course material, where I hold copyright, can only be shared with other students registered in this course (SU20 BIOL1500A). Third party copyrighted materials (such as book chapters, journal articles, music, videos, etc.) have either been licensed for use in this course or fall under an exception or limitation in Canadian Copyright law.
  - 1.1.** Copying course material for distribution or posting to external, public websites may lead to a charge of misconduct under York's Code of Student Rights and Responsibilities and the Senate Policy on Academic Honesty and/or legal consequences for violation of copyright law.
  - 1.2.** Students own the copyright to the notes, assignments, and all other course work that they create. Some graded components require you to share your assignments with classmates. This does not negate your copyright to the material.
- 2. Privacy and Audio/Video Recording.** "Live" class sessions will be recorded if important course material is discussed. This means all audio and/or video will be recorded and shared with the class; including your participation. You are not required to use a webcam/video in class sessions. There will be other ways to ask questions and get information and support (like through forums) if you would prefer not to be recorded. If you would like to participate in "live" sessions but have a safety concern due to the recordings, please email me. One-on-one (private) meetings will not be recorded.
  - 2.1.** Students shall note the following:
    - 2.1.1.** Zoom is hosted on servers in the U.S. This includes recordings done through Zoom.
    - 2.1.2.** If you have privacy concerns about your data, provide only your first name or a nickname when you join a session.
    - 2.1.3.** The system is configured in a way that all participants are automatically notified when a session is being recorded. In other words, a session cannot be recorded without you knowing about it.
- 3. Technology Information; What to do if You Have Difficulty Accessing/Connecting to the Course Material.** There are some areas where I can help you but for many issues other sources of support are more likely to resolve your issue.
  - 3.1. If you are struggling with bandwidth, data, or connectivity issues that are interfering with access to material or assignment completion please email me.** The earlier in the term you contact me the more likely I am to be able to help you.
  - 3.2.** If you feel **you don't have the computer equipment necessary** to complete the course, the IT help desk has some computer equipment to lend, including laptops (which can be reserved online in advance [here](#)). Please note for virtual class sessions you will not require a webcam.
  - 3.3. If you are having issues with course technology** contacting other sources of support (i.e., not me) is most likely to help. Please feel free to email me if you're



unsure of where to go for help. One exception to this is any material I post such as content videos. If material I have posted is not loading, please email me.

3.3.1. All the software/platforms you are required to use are supported through York. Please see [Computing for Students](#) for more information on computing supports at York. You can also submit a request for [IT help here](#).

3.3.2. **Zoom.** Learning Technology Services (LTS) has [Instructions for joining Zoom sessions](#) and also provides some [best practices for attending Zoom sessions](#).

#### **4. Missed and/or Late Submission of Tests, Tutorials, Assignments, Final Exam and other Graded Components**

**4.1. General Policies. Normally extensions will not be granted.** You will have a much longer time to complete the tests and/or assignments than is actually required. Please see the relevant assignment outline for more details.

4.1.1. If you are ever submitting at the due time and you have **technology issues while submitting** email me immediately. Try not to leave submission until the last moment, if possible, so that there is time to resolve issues. While I try to be understanding, accommodations for last minute technology issues are not guaranteed.

4.1.2. **Individual circumstances will vary.** Please feel free to discuss any issues you may be having meeting deadlines with me. I will try my best to be fair and will consider many situations (not just illnesses) but NOT all situations will be accommodated, meaning that the late penalties described in the assignment outline or a zero will be earned on the missed/late submission.

**4.2. Missed Term Tests (Test 1 and Test 2).** If you cannot complete the test by the due date you MUST fill in the **Missed Test Form on eClass** within 5 business days of the due date. Supporting documentation may be required but usually isn't. You do not have to get documentation first; fill in the Missed Test Form (on eClass) first and I will contact you if I need further information/documentation. Further information can be found in the Missed Test Form (on eClass) itself.

4.2.1. **An extension or make-up test may be available, or the weight of the test may be transferred to the final exam.** The decision between these options will be based on the circumstances that caused you to miss the test. You are free to suggest the option that works best for you, but **the final decision on which option you will be granted will be mine.**

4.2.2. If you are offered an extension or make-up test and still do not submit it by its due date no further extensions/make-ups will be given. In this circumstance, the weight of the missed test will be transferred to the final exam.

4.2.3. I will try my best to be fair and will consider many situations (not just illnesses) but NOT all situations will be accommodated, meaning that a zero will be earned on the missed test. But accommodations are highly likely as long as you fill in the missed test form (on eClass) or otherwise reach out to me to discuss the issue.

**4.3. Final Exam** (different than for term tests!). It is generally your responsibility, as a student, to ensure that you are available to sit for examinations during the entire exam period. It is my intent to provide a longer time to complete the test than is necessary and a similar format to term tests. However, I must follow Departmental, Faculty and/or Institutional guidelines. More information will be provided as soon as it is available.

4.3.1. **If you cannot complete the Final Exam by the scheduled date/time you must apply for deferred standing.**

4.3.1.1. **If I approve** the Deferred Standing request the date and time of the deferred exam is at my discretion. If you miss the deferred exam will have to formally petition for further accommodations.

4.3.1.2. **If I deny** your deferred standing request, you must submit a petition for further accommodation. An academic committee will decide whether or not permission to write will be granted based on the situation and evidence presented. Denied petitions will result in a zero on the final exam. See <http://myacademicrecord.students.yorku.ca/academic-petitions> for information regarding academic petitions.

4.3.1.3. **To request Deferred Standing**, you must complete and submit a **Deferred Standing Agreement Form** through eClass, along with supporting documentation (which may not be required, depending on the circumstance). Further instructions will be posted to eClass before the Final Exam. Requests must be submitted within one week of the missed exam. After this time requests may be denied, and you must formally petition for further accommodation.

4.3.1.4. You cannot partially complete the final exam; if you submit any final exam answers they will be marked, and you will not be allowed to write the deferred exam. Do not submit any final exam answers unless you are certain you can complete it on time.

**4.4. Religious accommodations.** I have tried to build flexibility and extra time into all graded components so that students can balance various obligations and course work, but you are still entitled to religious accommodation where necessary. Please do not hesitate to ask for accommodations. See the “University Policies” section for more details.

4.4.1. If **religious observances interfere with your ability to complete term material** (term material = everything but the final exam) please discuss this with me. Extensions are not guaranteed for non in-class/timed components (none of our term assessments will be in-class/timed). However, I will be as accommodating as possible.

4.4.2. If **religious observances interfere with your ability to complete the final exam** on time you must be arrange for accommodations at **least 3 weeks prior** to the exam (see “University Policies” below for guidelines). Basically, once the exam due date is posted you should fill in the Examination Accommodation Form as soon as possible, if necessary.

**5. Test Marks & Reviewing Tests.** Test grades will be posted to eClass when they are available (as soon as possible). Do not email asking for your mark; these emails will not receive a reply. An opportunity to discuss how the test was marked will be provided. Details will be posted to eClass. Please do not email asking about how questions were marked. Marks are not negotiable. Please see below if you believe there has been an error in your mark calculation.

**6. Re-marking of Tests or Assignments.** If you believe a written answer on a test or assignment was marked incorrectly you must email me ([b1500lec@yorku.ca](mailto:b1500lec@yorku.ca)) a **request for re-marking within 1 week** of the test/assignment being made available to you. Multiple choice questions cannot be re-marked. **Re-marking can result in the mark being raised, confirmed, or lowered.**

**6.1. Your re-marking request must include a written rationale** providing **academic grounds** for the re-marking.

6.1.1. Your rationale should show why you believe your original marker was **factually wrong** in attributing this grade. You must detail how your answer was factually right and where the errors were in the marking. Statements such as “this mark doesn’t reflect how hard I studied” or “I really know the material well and I should have a better mark” do not show academic merit.

6.1.2. You cannot compare your answers to other students’ answers. Your answer must have merit **ON ITS OWN**. For instance, statements like “my friends gave a



similar answer and they got more marks” is not an acceptable reason for a re-marking.

**6.1.3. Requests for re-marking that do not include a rationale based on academic grounds will not receive a reply.**

**6.2.** If your re-marking request is accepted, it may take some time for the re-marking to be completed. You may not hear about your re-marking until final grades are released.

**6.3.** To be fair and consistent to the entire class, **individual grades are not negotiable.** There are no ‘extra credit’ assignments, individual grades are not “bumped” and course grades are not “curved”.

**7. Email & Course Communication Policy.**

**7.1.** For course content you must use the **Content Questions Forum** on eClass, emails regarding course content may not be answered.

Other students may have the same question, and everyone can benefit from a classmate or instructor answering it in the forum. Most questions about course material are difficult to answer over email requiring a significant amount of time. To ensure the most efficient response to all concerns please use the forum for content questions.

**7.2. Email is best used for personal questions/issues** (i.e., to discuss your individual circumstances). You can reach me (T. Da Sylva) via email at [b1500lec@yorku.ca](mailto:b1500lec@yorku.ca). Expect an **average response time of 3 (working) days**, not including weekends or holidays. **Do not use the eClass email (messaging)** function to contact me (I will not respond). I can tell when you sent an email, and delays in my response will not count against deadlines.

**7.3.** Please read the following for **general guidelines and policies when emailing:**

**7.3.1.** Emails from addresses other than your @my.yorku.ca address may be filtered as junk and not get a reply.

**7.3.2. Please make your subject line descriptive** – include the course information (SU20 BIOL1500), and briefly mention the topic (examples: “SU20 BIOL1500 Concern about test date”). It may take longer to respond to emails without a descriptive subject line.

**7.3.3. Make sure your name and student number are somewhere in your email.**

**7.3.4.** If you email about course content, I will likely post answers to your questions on the Content Questions forum (eClass). Please post questions to the forum instead. If I do so all identifying information will be removed.

**7.3.5. Harassing or abusive, and rude emails will not be tolerated.** You will be reported to the department or Faculty or simply ignored, depending on severity.

**7.4. There are certain types of email that will never receive a reply:**

**7.4.1. Do not email asking when grades will be posted, you will not get a reply.** Grades will be posted to eClass as soon as they are ready.

**7.4.2. All requests for grade “bumping” or other individual adjustments will be ignored.** It is your responsibility to earn your grade. Individually adjusting a student’s grade without academic merit is unethical and violates the academic integrity of this course.

**7.5.** You are encouraged to attend **virtual office hours** (times will be posted to eClass) or ask questions in lectures. You can also **make an appointment to speak to me privately** by emailing me (please give me a range of times you are available in the email).

**7.6. Forum Code of Conduct.** Students are encouraged to participate in the online eClass Forums to discuss course concepts, organize study groups, and ask

questions relating to Biology. Discussions should be polite and respectful, and students are expected to follow all guidelines posted in the forums.

7.6.1. Any posts that appear to violate this code of conduct, and any post at all, may be edited, moved to a hidden forum, or deleted at the discretion of instructors/moderators. If posts contain violations of academic honesty or the York University Student Code of Conduct further action will be taken. If you notice any inappropriate posts, please contact me (Dr. Da Sylva) immediately.

7.6.2. **Disclaimer:** While eClass moderators/instructors attempt to remove/edit objectionable/inappropriate material as quickly as possible, it isn't always possible to review every post in a timely manner. All posts made on the forums express the views and opinions of the post's author and the instructor/moderators cannot be held liable.

**Note:** While we may review posted material, we are often unable to correct wrong answers or incorrect information in a timely fashion. You are responsible for judging the accuracy of the information provided.

## University Policies

### Academic Honesty and Integrity

York students are required to maintain the highest standards of academic honesty and they are subject to the Senate Policy on Academic Honesty (<http://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on/>). The Policy affirms the responsibility of faculty members to foster acceptable standards of academic conduct and of the student to abide by such standards.

There is also an academic integrity website with comprehensive information about academic honesty and how to find resources at York to help improve students' research and writing skills, and cope with University life. Students are expected to review the materials on the Academic Integrity website at - <http://www.yorku.ca/academicintegrity/>

**Important Note:** Numerous students in Faculty of Science courses have been charged with academic misconduct when materials they uploaded to third party repository sites (e.g. Course Hero, One Class, etc.) were taken and used by unknown students in later offerings of the course. The Faculty's Committee on Examinations and Academic Standards (CEAS) found in these cases that the burden of proof in a charge of aiding and abetting had been met, since the uploading students had chosen to ignore the reasonable likelihood of supporting plagiarism in this manner.

To avoid this risk, students are urged not to upload their work to these sites. Whenever a student submits work obtained through Course Hero or One Class, **the submitting student will be charged with plagiarism and the uploading student will be charged with aiding and abetting.**

Note also that exams, tests, and other assignments are the copyrighted works of the professor assigning them, whether copyright is overtly claimed or not (i.e. whether the © is used or not). Scanning these documents constitutes copying, which is a breach of Canadian copyright law, and the breach is aggravated when scans are shared or uploaded to third party repository sites.

### Access/Disability

York University is committed to principles of respect, inclusion and equality of all persons with disabilities across campus. The University provides services for students with disabilities (including physical, medical, learning and psychiatric disabilities) needing accommodation related to teaching and evaluation methods/materials. These services are made available to students in all Faculties and programs at York University.

Students in need of these services are asked to register with disability services as early as possible to ensure that appropriate academic accommodation can be provided with advance notice. You are encouraged to schedule a time early in the term to meet with each professor to discuss your accommodation needs.

Additional Information:

Counselling & Disability Services - <https://counselling.students.yorku.ca/>

Counselling & Disability Services at Glendon - <https://www.glendon.yorku.ca/counselling/>

York Accessibility Hub - <http://accessibilityhub.info.yorku.ca/>

**Ethics Review Process**

York students are subject to the York University *Policy for the Ethics Review Process for Research Involving Human Participants*. In particular, students proposing to undertake research involving human participants (e.g., interviewing the director of a company or government agency, having students complete a questionnaire, etc.) are required to submit an *Application for Ethical Approval of Research Involving Human Participants* at least one month before you plan to begin the research. If you are in doubt as to whether this requirement applies to you, contact your Course Director immediately.

**Religious Observance Accommodation**

York University is committed to respecting the religious beliefs and practices of all members of the community and making accommodations for observances of special significance to adherents. Should any of the dates specified in this syllabus for an in-class test or examination pose such a conflict for you, contact the Course Director within the first three weeks of class. Similarly, should an assignment to be completed in a lab, practicum placement, workshop, etc., scheduled later in the term pose such a conflict, contact the Course director immediately. Please note that to arrange an alternative date or time for an examination scheduled in the formal examination periods (December and April/May), students must complete an Examination Accommodation Form, which can be obtained from Student Client Services, Student Services Centre or online at <https://secure.students.yorku.ca/pdf/religious-accommodation-agreement-final-examinations.pdf>

**Student Conduct in Academic Situations**

Students and instructors are expected to maintain a professional relationship characterized by courtesy and mutual respect. Moreover, it is the responsibility of the instructor to maintain an appropriate academic atmosphere in the classroom and other academic settings, and the responsibility of the student to cooperate in that endeavour. Further, the instructor is the best person to decide, in the first instance, whether such an atmosphere is present in the class. The policy and procedures governing disruptive and/or harassing behaviour by students in academic situations is available at - <http://secretariat-policies.info.yorku.ca/policies/disruptive-andor-harassing-behaviour-in-academic-situations-senate-policy/>