

## Department of Biology Course Outline

### SC/BIOL 3120 3.00 Immunobiology Winter 2021

#### Course Description

The biology and chemistry of the immune response. Structure and function of antibodies; antibody diversity; anatomy and development of the immune system; cellular interactions; immunological responses in disease. Production and use of monoclonal and polyclonal antibodies. Three lecture hours. One term. Three credits.

#### Prerequisites

SC/BIOL 2020 3.00, SC/BIOL 2021 3.00, SC/BIOL 2040 3.00, SC/BIOL 2070 3.00.

#### Course Instructors and Contact Information

**Course Instructor:** Dr. Tanya Da Sylva

**Email:** [bio3120@yorku.ca](mailto:bio3120@yorku.ca) (note: it's bio **not** bioL); see *Course Policies* section below for email guidelines.

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

**Virtual “Office” Hours:** as listed on eClass. Office hours are open periods where anyone in the class can drop in, and multiple people may be present at once.

Most weeks several hours will also be available for one-on-one appointments, if you need them. Instructions for booking these meetings will be on eClass. If none of those times work, you may email me to schedule a meeting (email [bio3120@yorku.ca](mailto:bio3120@yorku.ca) and provide a list of times you are available).

#### Schedule

**Class sessions: attendance in live class sessions** (via Zoom) **is not required**. All course material and assessments will be available asynchronously.

Class sessions will be recorded, but no new material will be introduced. During class time you will review material, ask and answer questions, and work through problems with your peers.

**Live class sessions, when held, will take place during regularly scheduled class periods (Tuesdays/Thursdays 1-2:30pm).**

**Note: we will have live class on both** Monday (Jan. 11<sup>th</sup>) and Wednesday (Jan. 13<sup>th</sup>) during the first week of term. **Starting the week of January 18<sup>th</sup>, live classes will only regularly take place on Wednesdays.** Mondays, time will be set aside for you to book one-on-one appointments.

## Evaluation

All course components are available on eClass and due by 5pm on the date indicated.

<b>Syllabus &amp; Academic Integrity Quiz</b> (January 22 <sup>nd</sup> )	2%
<b>Innate Assignment</b> (February 26 <sup>th</sup> )	20%
<b>*Mid-term Check-in</b> (February 26 <sup>th</sup> )	2%
<b>Creative Assignment</b> (March 12 <sup>th</sup> )	6%
<b>Adaptive Assignment</b> (March 26 <sup>th</sup> )	20%
<b>Primary Immunodeficiency Report</b> (April 1 <sup>st</sup> ; optional*)	10%
<b>Immuno &amp; Me</b> (April 12 <sup>th</sup> )	5%
<b>**Final Exam</b> (TBA*, during the Fall exam period)	25%
<b>***Participation**</b> (throughout; optional*)	10%

Final course grades may be adjusted to conform to Program or Faculty grades distribution profiles. The grading scheme for the course conforms to the 9-point grading system used in undergraduate programs at York (for a full description see the York University Undergraduate Calendar).

\* **Mid-term Check-in.** You will earn 2% by filling in a questionnaire about your experience in the course and tutorials. The questionnaire will be open for at least a week. 2% is for submitting responses only (there is no right/wrong). More instructions will be provided on eClass.

\*\* The **registrar sets exam schedules**; by enrolling in this course, you must be available to write an exam anytime between April 14<sup>th</sup> – 28<sup>th</sup>, inclusive. I will not have further details until the Registrar posts exam dates.

\*\*\* **Participation.** You will have the opportunity to earn participation points by completing activities on eclass. There are both weekly ways to earn participation points, and chances to earn points at any time during the term (i.e., not weekly). For full participation marks (10% of final grade) you only need to earn 10 participation points. Approximately 30 points will be available through weekly activities, and you can participate as often as you want in the non-weekly activities (i.e., an unlimited number of points).

\***Participation, and the Primary Immunodeficiency Report are optional**, in the sense that if you complete them the the weight will be transferred to the final exam automatically. See the Participation, and PID Report outlines on eClass for more details.

See the **Course Policies** section (below) for more information on missed or late tests, assignments or other course components.

## Important Dates

<b>Classes start:</b>	January 11 <sup>th</sup>
<b>Syllabus &amp; Academic Integrity quiz:</b>	January 22 <sup>nd</sup>
<b>Reading Week:</b>	February 13 <sup>th</sup> – 19 <sup>th</sup>
<b>Innate Immune Assignment:</b>	due February 26 <sup>th</sup>
<b>Mid-term Check-in:</b>	February 26 <sup>th</sup>
<b>Drop Deadline:</b>	March 12 <sup>th</sup> (course does not appear on your transcript)
<b>Creative Assignment:</b>	March 12 <sup>th</sup>
<b>Course Withdrawal:</b>	March 13 <sup>th</sup> – April 12 <sup>th</sup> (course still appears on transcript)
<b>Adaptive Immune Assignment:</b>	due March 26 <sup>th</sup>
<b>Primary Immunodeficiency Report:</b>	April 1 <sup>st</sup>
<b>Immuno &amp; Me:</b>	April 12 <sup>th</sup>
<b>Last day of classes:</b>	April 12 <sup>th</sup> (this is a make-up day for the Good Friday holiday; it does not count as a Monday)
<b>Final Exam:</b>	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.

## 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).
2. All mandatory course components will be accessible through or linked from eClass; assignments and tests will be submitted through eClass. Your marks, and critical course announcements will also be made through eClass. eClass will be updated

**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.**

**There is no required textbook**, but an optional textbook is given below, if you feel you'd benefit from one.

*Kuby Immunology 8<sup>th</sup> Edition.* J. Owen, J. Punt and S. Stranford. W.H. Freeman and Company Publishers.

3. **Zoom:** Zoom will be used for virtual "live" sessions including any classes, office hours. Private meetings and tutorials. 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. You will not be required to use a webcam while attending virtual sessions.

Class sessions will be recorded, but no new material will be introduced. During class time you will review material, ask and answer questions, and work through problems with your peers.

4. **Learning Objectives (LOs):** Detailed LOs (more detailed than below) will be posted to eClass. All testable material (assignments, exams, and so on) will fall under the LOs so it's wise to refer to them repeatedly throughout the course.
5. **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

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

- Use current and historical research in immunology to support discussions and explanations of the immune response
- Discuss the role of, and relationships between, cells of the hematopoietic system in the immune response
- Explain the major components of the mammalian immune response; distinguishing between and describing the interactions of the innate and adaptive immune branches and the cellular and humoral branches of immunity.
- Describe and discuss unique features of the adaptive immune response including the generation of diversity, clonal selection, self-tolerance and memory responses.
- Explain the development, activation and effector responses of immune cells
- Relate knowledge of the development and mechanisms of the immune response to the understanding of disease processes, immune therapy and the use of immunological mechanisms and methods in experimental systems.

## Course Content

We will learn about many cell types, molecules, signalling pathways, biological processes, regulatory networks, and other components of the immune system. Our focus will be on the mammalian immune response but will touch upon non-mammalian immune systems and the evolution of immunity. We'll build a deeper understanding of connections between components and the application of cellular immunology to health and disease

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

Please don't hesitate to ask questions. There are no silly questions. The immune system is complicated, even professional immunologists are only experts in a small subset of the field. This is your first course in immunology; you're supposed to have questions!

## 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.

**“Live” virtual classes will be used for discussion, addressing questions and practicing applications of the material; not material delivery (i.e., lectures).** As we did during in-person classes, we will spend most of our virtual class time actively engaging with material (practicing, figuring out where you're struggling, deepening your understanding of those challenging concepts). Live session attendance is voluntary.

**Active learning** aids comprehension and retention of concepts. All tests, assignments, and optional class activities are designed to help you reach higher order learning objectives and practice applying your knowledge.

Through eClass, and during live 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. Most course components will allow you to engage with, and give/receive support from myself, or other people in the course.

**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. **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 assignments but Departmental, Faculty and institutional guidelines may restrict flexibility in date/availability. **Further information will be provided once it is available.**

Take-home format means, you should be able to complete the exam in a three hour sitting but you will have at least 24 hours to complete it; you may use any resource available to you to complete the tests, including discussions with others but you must submit your own original answers (i.e., answers must be in your own words; no quoting, copying, etc.). **Further information will be provided once it is available.**

3. **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 accordance with universal design principles, the format of tests/assignments give students a much longer time to complete the tests, tutorials, and/or assignments than is actually required. This allows students to self-accommodate and no further extensions are necessary.

## Course Policies

1. **Intellectual property & copyright.** All course materials are designed for use as part of the BIOL 3120 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 section. 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.

If IT cannot loan you what you need, and you still want to complete the course please email me as soon as possible. I will do my best to support you in completing the course but not all situations can be accommodated.

**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.

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 Assignments, Final Exam and other Graded Components**

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

4.1.1. **Try not to leave submission until the last moment,** if possible, so that there is time to resolve any technical/internet issues. Further instructions are provided on assignment/test outlines. 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/test outline or a zero will be earned on the missed/late submission.

**4.2. Missed/Late Syllabus & AI Quiz, and Mid-term Check-in.** No extensions will be granted, and no late submissions will be accepted. You will get zero if you do not complete them on time.

4.2.1. **The Syllabus & Academic Integrity (AI) Quiz** should take ~10-15 minutes to complete and you will have approximately two weeks. The purpose of the quiz is to familiarize you with course and institutional policies, and the settings allow you to reattempt the quiz until you receive a perfect score.

4.2.2. **The Mid-term Check-in** is a short questionnaire which asks about your experience in the course and tutorials so far. Answers are anonymous (your



name will not be associated with your answers) but eClass will automatically give you 2% for submission.

**4.3. Missed/Late Innate & Adaptive Immune Assignments, and Creative**

**Assignment.** Normally extensions won't be granted but feel free to email me.

**Without an official extension, a 10% per day (or portion thereof) penalty will apply.** You must email me to arrange late submission because by default eClass will not allow you to submit late.

**4.4. Missed/Late Primary Immunodeficiency Report.** No late submissions will be accepted, and no extensions will be granted. However, the PID Report is optional. **If you have not handed in a report by the deadline the weight will automatically transfer to the final exam.**

**4.5. Final Exam.** 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 open assignments. However, I must follow Departmental, Faculty and/or Institutional guidelines. More information will be provided as soon as it is available.

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

**4.5.2. If you open the final exam, you will not be allowed to write the deferred exam; your request for deferred standing will be denied.** Even if you left all answers blank, once you open the exam it will be marked. Do not open the exam unless you are certain you can complete it on time.

**4.5.3. 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.

**4.5.4. 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.

**4.5.5. 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.

**4.6. 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.

**4.6.1. 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.

**4.6.2. 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. Assignment and Exam Marks & Reviewing Material.** 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.** There will be opportunities to discuss how the assignment/test was marked; details will be posted to eClass. Please do not email asking about how questions were marked, follow the instructions on eClass for how to get more information.
- Marks are not negotiable.** Please see below if you believe there has been an error in your mark calculation.
- 6. Re-marking of Assignments, Exam or Other Material.** If you believe a written answer on a test or assignment was marked incorrectly you must email me ([bio3120@yorku.ca](mailto:bio3120@yorku.ca)) a **request for re-marking within 1 week** of the test/assignment mark 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. Requests for re-marking that do not include a rationale based on academic grounds will not receive a reply.
- 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, providing a comparison of your answer to the answer key if provided, and note where the errors in marking occurred. 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. It’s also unfair to clarify concepts for some students and not others. Answers given in a forum are available to everyone.
- You are also encouraged to attend **virtual office hours** (times will be posted to eClass) or ask questions in lectures and tutorials.
- 7.2. There will be ample time to meet privately with me to address issues and discuss personal circumstances throughout the term.** Designated one-on-one meeting times (and instructions on how to book a meeting) will be posted to eclass. You can email me to arrange meetings outside of these times.



**7.3. 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 [bio3120@yorku.ca](mailto:bio3120@yorku.ca). Expect an **average response time of 3 (working) days**, not including weekends or holidays.

**Do not use the eClass 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.

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

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

7.4.2. **Please make your subject line descriptive** – include the course information (BIOL3120), and briefly mention the topic (example: “BIOL3120 Concern about test date”). It may take longer to respond to emails without a descriptive subject line.

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

7.4.4. 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.

7.4.5. **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.

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

7.5.1. **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.

7.5.2. **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.

**7.6. 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 Immunology. 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.

7.6.3. **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.

Student's 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

[http://www.registrar.yorku.ca/pdf/exam\\_accommodation.pdf](http://www.registrar.yorku.ca/pdf/exam_accommodation.pdf) (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-and-or-harassing-behaviour-in-academic-situations-senate-policy/>