# **Supplemental Statements for Course Syllabus**

Below are a series of additional statements that may be relevant to some courses more than others. In cases where such statements add clarity to a student’s understanding of expectations and responsibilities, it is recommended to include them within the course syllabus.

# **Pre-requisite Checking**

Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

It is optional to list prerequisites and/or anti-requisites or you could refer the student to the current StFX Academic Calendar at <https://www.mystfx.ca/registrars-office/academic-calendars>

# **Description of Competencies/Graduate Attributes**

Some professional/accredited programs require that students be aware of expected competencies or graduate attributes (e.g. Nursing, Engineering, Human Nutrition). Describing such expectations for students within a course syllabus is good pedagogical practice. Oftentimes, a list of competencies are offered with check-boxed indication of which competencies/attributes the selected course will provide and how that fits within the entire program.

# **Laboratory or Tutorial Schedule (if applicable)**

If the course has specific conditions associated with lab assessment, it must be provided in detail to the student.

For example: In order to pass the course, you must pass the course evaluations and the lab component separately. For example, the passing grade for the lab component is **X%**, if a student **fails to complete** more than **3** labs, a failing grade will be assigned for the course, etc. A complete lab means carrying out the designated procedure and submitting a completed lab module for that procedure. Lab pre-labs and write-ups will account for **X%** and a lab exam for the remaining **X%**. The lab exam will take place at **on this date at this time**.

|  |  |  |
| --- | --- | --- |
| Week 1 | Enter Topic |  |
| Week 2 | Enter Topic |  |
| Week 3 | Enter Topic |  |
| Week 4 | Enter Topic |  |
| Week 5 | Enter Topic |  |
| Week 6 | Enter Topic |  |
| Week 7 | Enter Topic |  |
| Week 8 | Enter Topic |  |
| Week 9 | Enter Topic |  |
| Week 10 | Enter Topic |  |
| Week 11 | Enter Topic |  |
| Week 12 | Enter Topic |  |

**Statement on Preferred Pronouns**

Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. Class rosters are provided to the instructor with the student's legal name. I will gladly honor your request to address you by an alternate name or gender pronoun. Please advise me of this preference early in the semester so that I may make appropriate changes to my records. See policies at [Policies | HUMAN RIGHTS AND EQUITY (mystfx.ca)](https://www.mystfx.ca/equity/student-services/student-services/policies)

# **Statement on Electronic Devices**

**During Exams:** Unless you have medical accommodations that require you to do so, or explicit permission from the instructor of the course, you may not use any of the following electronic devices during ANY of the tests, midterms, examinations, or other in-class evaluations: cellphones, smart phones, smart watches, smart glasses, audio players or recorders of any sort, video cameras, video games, DVD players, televisions, laptop/notebook/netbook computers, flashlights or laser pointers.

**During Lectures and Tutorials:** Course instructors may permit the use a computer during lecture and tutorial periods. If so, you are expected to use the computer for scholastic purposes only, and refrain from engaging in any activities that may distract other students from learning. From time to time, your professor may ask the class to turn off all computers, to facilitate learning or discussion of the material presented in a particular class. *Unless explicitly noted otherwise, you may not make audio or video recordings of lectures – nor may you edit, re-use, distribute, or re-broadcast any of the material posted to the course website.*

# **Statement on use of Personal Response Systems (‘clickers’)**

If Personal Response Systems (“Clickers”) are used in the course, instructors are to communicate clearly to students information on how clickers are used including: how the student’s privacy will be protected, how clickers may be used by the instructor for data gathering and for evaluating the student, and why they cannot be used by anyone but the student (since the students involved in misuse of a clicker may be charged with a scholastic offence).

# **Copyright**

The materials in course XXX at StFX are the property of the instructor, unless stated otherwise by the instructor. Online posting or selling this material to third parties for distribution without permission is subject to Canadian Copyright law and is strictly prohibited. Please visit the StFX copyright guide for more information:  [Campus Copyright Guide | ANGUS L. MACDONALD LIBRARY (mystfx.ca)](https://www.mystfx.ca/library/library/campus-copyright)

# **Policy on Academic Integrity**

Please ensure that you are aware of the policy on Academic Integrity. Details can be found at:

[Academic Integrity | OFFICE OF THE REGISTRAR (mystfx.ca)](https://www.mystfx.ca/registrars-office/academic-integrity)

A short, interesting and easy “book” to review basics of academic integrity for students is available here for instructors: <https://pressbooks.bccampus.ca/encourageacademicintegrity/>

# **Statement on Equitable Learning**

Everyone learns more effectively in a respectful, safe and equitable learning environment, free from discrimination and harassment. Instructors and students are invited to work together to create a classroom space – both real and virtual – that fosters and promotes values of human dignity, equity, non-discrimination, and respect for diversity. Please feel free to talk with your course instructor about your questions or concerns about equity in our classroom or in the StFX community in general. Should students have additional questions, they are encouraged to talk to the Chair/Coordinator of the Department/Program or the Human Rights and Equity Advisor, contact information can be found at [Staff | HUMAN RIGHTS AND EQUITY (mystfx.ca)](https://www.mystfx.ca/equity/student-services/student-services/staff)

**Information about requesting an Accommodation at StFX**

If you have a different learning ability and would like to request accommodations, please contact the instructor during the first week of the semester so that your accommodations may be provided in a timely manner. Centre for Accessible Learning (CAL) provides assistance in determining and facilitating appropriate accommodations for students with verified disabilities.

**Tramble center for Accessible Learning**

The Tramble Center for Accessible Learning welcomes students with documented permanent disabilities and offers them a student-centered program of support. Located in Room 108 of the Angus L MacDonald Library, new and returning students meet with program staff to discuss options for support. Deadline for registering with the Center is two weeks prior to the end of classes each semester and 3 Business Days’ notice is required for booking all accommodated tests and exams. To book an appointment please use the following link: <https://tramblecentre.stfx.ca/user/appt/default.aspx>

Phone 902.867.5349 Email: [tramble@stfx.ca](mailto:tramble@stfx.ca)

**Support Services**

There are various support services around campus and these include, but are not limited to:

1. Student Life:

[Student Life | STUDENT SERVICES (mystfx.ca)](https://www.mystfx.ca/student-services/student-life-home)

1. Office of the Registrar:

[Office of the Registrar | OFFICE OF THE REGISTRAR (mystfx.ca)](https://www.mystfx.ca/registrars-office/)

1. Health & Counselling Centre:

[Health and Counselling Centre | HEALTH AND COUNSELLING (mystfx.ca)](https://www.mystfx.ca/health-and-counselling/)

1. Academic Advising:

[Academic Advising | ACADEMIC ADVISING (mystfx.ca)](https://www.mystfx.ca/academic-advising/)

1. Student Success Centre:

[Academic Success Centre | STUDENT SUCCESS CENTRE (mystfx.ca)](https://www.mystfx.ca/student-success/)

1. Student Career Centre:

[Student Career Center | STUDENT CAREER CENTRE (mystfx.ca)](https://www.mystfx.ca/scc/)

1. Office of Internationalization:

[Office of Internationalization | StFX University](https://www.stfx.ca/international/office-internationalization)

1. Financial Aid Office:

[Financial Aid | FINANCIAL AID (mystfx.ca)](https://www.mystfx.ca/financial-aid/)

**Health and Wellness**

As part of a successful undergraduate experience at St. Francis Xavier University, we encourage you to make your health and wellness a priority. StFX provides several on-campus health-related services to help you achieve optimum health and engage in healthy living while pursuing your degree. For example, to support physical activity, all students receive membership to the StFX Athletics & Recreation Centre as part of their registration fees. Please visit the Athletics & Recreation website (<https://www.stfx.ca/student-life/althetics-and-recreation>) for opportunities including intramural sports. Numerous cultural events are offered throughout the year. Please check out the Department of Music web page [Music | MUSIC (mystfx.ca)](https://www.mystfx.ca/music/), the StFX Art Gallery ([Art Gallery | ART GALLERY (mystfx.ca)](https://www.mystfx.ca/art-gallery/) or Theatre Antigonish ([Theatre Antigonish - Festival Antigonish Summer Theatre](https://festivalantigonish.com/theatreantigonish/)) for various events.

Further information regarding health and wellness-related services available to students may be found at <https://www.stfx.ca/student-life/health-and-wellness>. If you are in emotional or mental distress please refer to the various mental health supports provided through Health & Counselling at [Health and Counselling Centre | HEALTH AND COUNSELLING (mystfx.ca)](https://www.mystfx.ca/health-and-counselling/)