**<Course Code + Section> <Credit Hours>: <Short Course Title>**

*Note to outline creators: Add <*Long Course Title*> if different from Short Course Title listed above*

Course Outline

<Term (Fall/Winter/Summer)> <Year>

<Class day[s]>, <Time>, beginning on <month/day>

<Class location>

<Lab day>, <Time> (if applicable)

<Lab location> (if applicable)

| Instructor | Assistant |
| --- | --- |
| <Salutation> <Name><Office location (e.g., N100, Seymour Schulich Building)><Phone (use Area or support staff number)><E-mail>Office hours: <Day[s], Time[s]>, <whether an appointment is required> | <Name><Office><Phone><E-mail> |

<Brief bio/interests of instructor (max 3 lines suggested)>

Brief Description

<Verbatim from Student Handbook>

Prerequisites/Corequisites/Course Exclusions: <Identify by course code or, if applicable, by program>

Contents

*<Note (to be deleted): to update pg. numbers, right click on any heading below & select “Update Field”>*

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*<Note (to be deleted): If this course has no exams, delete “exams” from the three headings above and the text, and omit the academic policy on examinations.>*

# Course Learning Outcomes

<*Insert an expanded statement of purpose that includes expected learning outcomes for the course. Learning outcomes may pertain to depth and breadth of knowledge, understanding of methodologies, abilities in application and/or communication skills. For more guidance, see program-level learning outcomes.*>

# Deliverables at a Glance

<*Comment on course requirements contributing to final evaluation. Indicate whether the work is to be done by a group or each student individually.*> In the table below, the impact of each task on your final grade for the course is indicated in the “% weight” column.

| Assignment/Task | Quantity | % Weight | Total % | Author |
| --- | --- | --- | --- | --- |
| <Component/Deliverable> |  |  |  |  |
| <Component/Deliverable> |  |  |  |  |
| <Component/Deliverable> |  |  |  |  |
| <Component/Deliverable> |  |  |  |  |
| <Final exam?> |  |  |  | <Individual> |
| Class participation  |  |  |  | Individual |
|  |  |  | **100%** |  |

For details, see “Written Assignments/Projects and Exam[s]: Descriptions” (p. <XX>) and “Evaluation …” (p. <XX>).

# Course Material

<*Describe the principal material for the course (e.g., textbook, course kit, CMD), including where students may obtain it, and comment on its use (e.g., required vs. recommended). If no textbook is required for this course, please say so explicitly. For example: “Reading material for the course has been organized in three main locations … Not every source is needed for each class. Every week, you should check the Session-by-Session Syllabus below for readings and their locations (see pp. <XX-XX>).>*

*Required reading* for this course includes the following book[s]. It is (They are) available for purchase from the York University Bookstore (<http://bookstore.blog.yorku.ca>):

1. <author[s]>, <title>, <publisher>, <edition/copyright year>
2. <author[s]>, <title>, <publisher>, <edition/copyright year>
3. <author[s]>, <title>, <publisher>, <edition/copyright year>

*Course kits* are available for purchase from the York University Bookstore.

*Reserved readings* at the library have been selected from periodicals and journals. Go to [http://www.library.yorku.ca](http://www.library.yorku.ca/), click on the “Reserves” tab and type in “<Course Code>” to access these readings.

The *Course Materials Database (CMD)* has been created within Schulich’s Lotus Notes. It contains general information for Schulich students and information and materials specific to this course. Check it frequently.

# Student Preparation for Class and Class Participation: Expectations

<*Include details as appropriate. N.B.: Students appreciate explicit guidance on the amount and type of pre-class preparation expected by an instructor.*>

***Preparation***. <*Comments.*>

***Class Participation (contribution)*.** <*Comments, which could include “ground rules” for classes.*>

# Class-by-Class Syllabus

*<Provide a general orientation as appropriate. For example, if the course is organized into modules, identify the modules. If each class follows a standard format—or not—note that here. >*

Topics, readings, and other preparations for every class are listed below

Note: If any changes in this schedule become necessary, notifications will be posted on the course CMD, and when changes need to be announced between classes, an email will be sent to students’ Lotus Notes email accounts, notifying them of the change.

|  |  |
| --- | --- |
| <session date><(class session)> | <Topic>Prep:Read:Optional:Assignment Due: |
|  |  |
| <session date><(class session)> | <Topic>Prep:Read:Optional:Assignment Due: |
|  |  |
| <session date><(class session)> | <Topic>Prep:Read:Optional:Assignment Due: |
|  |  |

Etc.

# Written Assignments/Projects and Exam[s]: Descriptions

<*Submission instructions, e.g., Please complete all papers below in 12-point font, single-spaced, and adhere strictly to page maxima.*>

| *Due Date* |  |
| --- | --- |
| <Due Date> | <Assignment><Description>*Max length: <max length>**Value: <value>* |
| <Due Date> | <Assignment><Description>*Max length: <max length>**Value: <value>* |
| <Due Date> | <Assignment><Description>*Max length: <max length>**Value: <value>* |

# Evaluation of Written Assignments/Projects and Exams

<*Include details as appropriate, including quality criteria, the weights (importance) assigned to different sections of an assignment if they are not equal, and treatment of late submissions (e.g., not accepted, a specified penalty for each day late, or …* )*.*>

# Calculation of Course Grade

In this class, final course grades will be determined by the following process: <*Spell out how course grades will be computed and assigned, particularly if numerical or percentage grades are used for assignments and exams during the term. The Schulich School does not have a standard policy for translating percentages into letter grades.>*

# General Academic Policies: Grading, Academic Honesty, Accommodations and Exams

*<Note (to be deleted): Keep/delete the program-specific and course-specific information below as appropriate. Take off highlighting for sections that are kept.>*

<Masters> *Grades* at Schulich are based on a 9-value index system. The top grade is A+ (9) and the minimum passing grade is C- (1). To keep final grades comparable across courses, sections of required core courses are normally expected to have a mean grade between 4.7 and 6.1. <*Note: For elective courses, replace the preceding sentence with:*  To keep final grades comparable across courses, elective courses are expected to have a mean grade between 5.2 and 6.2.>

<Undergraduate> *Grades* at Schulich are based on a 9-value index system. The top grade is A+ (9) and the minimum passing grade is D (2). To keep final grades comparable across courses, the average course grade within a section of an undergraduate course is normally between 5.5 and 7.0.

The Schulich School does not use a percentage scale or prescribe a standard conversion formula from percentages to letter grades. Conversions within a course are at the discretion of the instructor.

For more details on the index, grading policy, and grade point average (GPA) requirements, see the Student Handbook or the Student Services & International Relations website:

<Masters> [http://www.schulich.yorku.ca/client/schulich/schulich\_lp4w\_lnd\_webstation.nsf/page/Enrolment+Grades+and+Convocation!OpenDocument#tabs-2](http://www.schulich.yorku.ca/client/schulich/schulich_lp4w_lnd_webstation.nsf/page/Enrolment%2BGrades%2Band%2BConvocation%21OpenDocument#tabs-2)

<Undergraduate> http://schulich.yorku.ca/client/schulich/schulich\_lp4w\_lnd\_webstation.nsf/page/Academic+Policies+BBA?OpenDocument

*Academic honesty* is fundamental to the integrity of university education and degree programs, and applies in every course offered at Schulich. Students should familiarize themselves with York University’s policy on academic honesty, which may be found in the Student Handbook and on the Student Services & International Relations website:

[http://www.schulich.yorku.ca/client/schulich/schulich\_lp4w\_lnd\_webstation.nsf/page/Academic+Honesty!OpenDocument](http://www.schulich.yorku.ca/client/schulich/schulich_lp4w_lnd_webstation.nsf/page/Academic%2BHonesty%21OpenDocument)

*Accommodations*. For accommodations sought due to exam conflicts, religious reasons, unavoidable absences or disabilities, please refer to the Student Handbook or contact Student Services.

For counseling & disability services, contact Student Services or see <http://www.yorku.ca/cds/>.

<Note: Keep/delete the sections below depending on whether or not this course has exams.>

*Exams (Absence from)*

*Mid-term.* Students who miss a mid-term examination must contact their course instructor within 24 hours and provide the course instructor with documentation substantiating the reason for the absence. A copy of the documentation must also be submitted to Student Services; it will be placed in the student’s file.

*Final.* Within 24 hours of missing a final examination, students must contact the <(for Masters) Director of Student Services, (for Undergraduates) Associate Director, Undergraduate Programs Unit> at (416) 736-5060 and must also contact their course instructor. Formal, original documentation regarding the reason for missing the exam must be submitted to the <Director of Student Services, Associate Director, Undergraduate Programs Unit> (SSB Room W262) within 48 hours of missing the final exam. Students who miss a final exam due to illness must have their doctor complete an “Attending Physician’s Statement.” For more details, see:

[http://schulich.yorku.ca/client/schulich/schulich\_lp4w\_lnd\_webstation.nsf/page/Enrolment+-+MBA+Exam+Schedule?OpenDocument](http://schulich.yorku.ca/client/schulich/schulich_lp4w_lnd_webstation.nsf/page/Enrolment%2B-%2BMBA%2BExam%2BSchedule?OpenDocument)

# Quick Reference: Summary of Classes, Activities and Deliverables

| **Class No., Title and Date** | **In-Class Case/Exercise** | **Reading Preparation (excluding cases and optional readings )** | **Written Preparation** |
| --- | --- | --- | --- |
| 1. <Date><Topic(s)> |  |  |  |
| 2. <Date><Topic(s)> |  |  |  |
| 3. <Date><Topic(s)> |  |  |  |
| 4. <Date><Topic(s)> |  |  |  |
| 5. <Date><Topic(s)> |  |  |  |
| 6. <Date><Topic(s)> |  |  |  |
|  | *NO CLASS (Reading Week)* |
| 7. <Date><Topic(s)> |  |  |  |
| 8. <Date><Topic(s)> |  |  |  |
| 9. <Date><Topic(s)> |  |  |  |
| 10. <Date><Topic(s)> |  |  |  |
| 11. <Date><Topic(s)> |  |  |  |
| 12. <Date><Topic(s)> |  |  |  |