

**ANTHROP 1AA3: FOOD, SEX, AND DEATH  
Fall 2021**

**Course Contacts**

**Instructor:** Dr. L. Elizabeth Doyle

**Email:** doylel6@mcmaster.ca

**Office:** Remote only for Fall 2021

**Office Hours:** Use Calendly to make an appointment with Dr Doyle:  
<https://calendly.com/dr-doyle>

**Lectures:** Flipped. Lecture videos to be posted to MacVideo by 23:59h Eastern on the preceding Sunday.

**Instructor contact time:** Class meetings on Zoom, **Tuesdays** at 10:30am Eastern. Links to be provided on A2L

**Email Contact:** Emails to the instructor must come from your McMaster email address and include ANTHROP 1AA3 in the subject line. (Otherwise they are likely to get lost!)

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## **Course Description**

This course will introduce students to the field of Anthropology and its sub-disciplines through the discussion of some big questions that anthropologists investigate in contemporary and past societies. Some of the issues explored in this course include; sex, gender, food, illness, and death from archaeological, biological, cultural and linguistic perspectives. Through this course, you will develop an understanding of how the anthropological approach can be used to better understand the human condition, past and present.

## **Course Objectives**

By the end of the course students should be able to:

- Provide examples of diverse research in the sub-disciplines of anthropology related to specific themes
- Identify and describe the theories, methods, and techniques used by anthropologists
- Recognize the human place in nature from an anthropological perspective
- Give examples of how of anthropological knowledge and practices relate to society as a whole
- Demonstrate critical thinking about contemporary issues and debates
- Distinguish between scholarly and popular sources, use library research tools, and demonstrate good information hygiene skills in writing.
- Practice comparative, analytic, and critical thinking skills through reading, research, and written assignments.

## **Required Materials and Texts**

***Sex, Food and Death – Anthropology 1AA3***. Custom Course Kit for McMaster University. Oxford University Press, 2021. Available in e-versions on [VitalSource](#) and [RedShelf](#), and in hard copy from [McMaster Bookstore](#). \*Info on purchasing from outside Canada below!

**NOTE: This text is new, effective September 2021.** Please DO NOT use or purchase any versions of this text that are older than September 2020 as the readings are completely different, and test and assignment questions are based upon the readings in the new text, not older ones.

**Additional required readings and documentaries will be indicated on A2L.**

**Purchasing outside of Canada on Vitalsource:**

Please see this link on the VitalSource site for assistance with purchasing outside of Canada. Make sure you use your McMaster email address when ordering!

<https://support.vitalsource.com/hc/en-us/articles/360058364553-International-Purchasing-for-Displaced-Students>

If you still need assistance, you can contact VitalSource directly:

<https://support.vitalsource.com/hc/en-us/requests/new>

## **Class Format & Instructor Availability**

### **Lectures**

This is a flipped virtual course. Asynchronous participation is possible, but it is strongly recommended that you do your best to take advantage of opportunities to connect with your professor, TA, and classmates in real time.

Lectures will be recorded and posted to the class's MacVideo channel by 23:59h Eastern on the preceding Sunday. They will be available in the following locations for asynchronous access with an automatically generated transcript:

- On our class's MacVideo channel (linked on A2L under the Lectures module)
- Embedded on A2L (under the Lectures module)

Instructor contact time will be held on Tuesdays from 10:30am to 11:20am, on Zoom. Links will be provided on A2L.

### **Accessibility**

- Zoom provides live automatic captioning.
- MacVideo also provides an automatically generated transcript.
- Additional accommodations will be arranged as needed with SAS.
- You can also individually arrange live transcription of lab and lecture meetings by setting up a free account with Otter.ai

### **Instructor and TA Contact**

Dr Doyle and your TAs are available through the following avenues:

- Via the course's MS Teams channel or direct chat. Tag us using @username for direct notification.
- Via email (please see rules for email contact, below - these will be adhered to strictly).
- Individual video conference: book office hour appointments using **Calendly** (<https://calendly.com/dr-doyle> )

## **Teaching Assistants**

**Who is my TA?** TA names/office hours/contact information will be posted on Avenue. Please visit your TA with any questions about assignments/grading of assignments.

## **Course Evaluation – Overview**

1. Discussion Response -5% = 10 x 0.5%, due by Oct 25, 23:59h and Dec 07 23:59h Eastern
2. Assignment 1- 20%, due by 23:59h Eastern on October 8th
3. Midterm Test - 25%, 60 minutes time availability, administered asynchronously on October 28th
4. Assignment 2 - 25%, due by 23:59 EASTERN on December 3.
5. Final Exam - 25%, administered asynchronously during Registrar's exam period.

Both assignments are to be submitted as a PDF via Avenue 2 Learn.

Please see "Late Submissions", below, for details on late penalties.

## **Course Evaluation – Details**

### **Written Assignments: 2 x 25%**

Finding, reading, and using published research in your own writing is required at every stage of university education, and is a key skill set in professional life both inside and outside academe. The two written assignments for this course will establish and start to build your academic research skills. For fun, you will use those skills to critically analyze a pop culture representation of anthropology.

Discussion Response (5% = 10 x 0.5%), pre-midterm responses are due by Oct 25, 23:59h Eastern and post-midterm responses by Dec 07 23:59h Eastern.

Each week will include one or more discussion prompts related to the topic of the week. These will be introduced and discussed during the weekly live session, but can be completed asynchronously. Dr Doyle will read and discuss exceptional responses in class. You must submit 10 responses to receive the full 5%. Each weekly discussion prompt will be posted as a quiz on A2L under the category Class Discussions. You can view your response and multiple attempts are allowed.

Assignment 1 Annotated Bibliography - How To Find and Use Scholarly Research (20%), due 23:59h EASTERN TIME on October 8th.

Many of us learn about scientific findings through articles in the popular media. In this assignment you will play the role of a science detective and uncover the real story behind a catchy science headline in a 1500-2000 annotated bibliography. In the process, you will learn to distinguish between scholarly and popular sources, how to find scholarly research using library research tools, and how to produce a bibliography. Find a popular article on an anthropological topic, summarize it, then find **four** scholarly sources on that topic using library research tools. Each scholarly source must have a 200-word summary INCLUDING a comment on how it relates to the popular article. A list of recommended anthropological journals and book presses will be provided to help get you started.

Assignment 2 Reflection (25%), due by 23:59 Eastern on December 3

Building on the skills that you established in Assignment 1, in Assignment 2 you will critically review a book, podcast, movie, or television show episode that connects to one of the course topics. The topic MUST be anthropological (Cultural Anthropology of Food, Sexuality, Gender; Medical Anthropology; Infectious Disease, Archaeology or Bioarchaeology, Human Evolution, Primatology, Forensic Anthropology). You are expected to research the subject of your analysis and must cite a minimum of 9 scholarly sources, of which up to 4 can be sources that you included in your annotated bibliography, if the two topics are related. Subjects for analysis may include popular media such as The BBC's *Time Team*, *The Walking Dead*, *The Mummy*, *Contagion*, *Planet of the Apes*, *Indiana Jones*, or even fantasy, speculative, or futurist fiction works, such as Rebecca Roanhorse's *Black Sun*, Nnedi Okorafor's *Binti* series, Bernard Cornwell's *Arthur* series, and more.

Midterm (25%), administered asynchronously on Oct 28th

The midterm test will consist of 50 multiple choice questions. The test will be held asynchronously. It will be open for 24h, but must be completed in one 1h time block from the time you begin the test. Questions will be offered one at a time with no backtracking allowed. The exam will be limited open-book, with slides, textbook, and notes as permitted aids. **This is an individual assessment, to be completed by yourself.**

Final Exam (25%), administered asynchronously on a date selected during the Registrar's exam period.

The final exam will consist of 100 multiple choice questions with 150 minutes to complete. The exam will be cumulative, but more heavily weighted towards material covered after the midterm. It will be held **asynchronously, on the scheduled exam date**. Questions will be offered one at a time with no backtracking allowed. The exam will be limited open-book, with textbook and notes as permitted aids.

## **Email and Tech Support Contact**

### **Dr Doyle's Email Commitment**

I will do my best to provide a timely response to email communications. During the week, I will generally get back to you within 48h. Emails sent during weekends or after 5pm will generally not receive a response until at least the next business day.

### **Rules for Email Contact**

Please help me provide timely responses to email communications by **reserving email for real emergencies**. Questions about course content, deadlines, assignments, and so on, should be addressed **in class**.

### **Email that does not follow these rules may not receive a timely response:**

- Use your **McMaster email address** for all course-related communications. (This will avoid your message being caught in a spam filter.)
- ALWAYS put ANTHROP 1AA3 in the subject line. (Seriously, this is critical.)
- Reserve direct email for personal concerns ONLY (that is: personal emergencies).
- Show that you have tried to troubleshoot first! Troubleshooting is an incredibly valuable professional skill - don't underestimate it! (See below under "Tech Support and Other Matters")
- For all questions about course material /exams/etc, avenues of communication are:
  - ANTHROP 1AA3 discussion boards and/or Teams (accessible through the A2L course website). These are monitored by teaching staff.
  - Tune in to a live session with Dr Doyle!
  - Talk to your TA during their office hours!

### **What To Do if You Encounter Technical Problems**

Do not panic! Follow the below steps to troubleshoot:

1. Document the problem: ESPECIALLY if you are attempting to submit an assignment on deadline. Describe it in detail and take screenshots that include your desktop clock as a time-stamp.
2. Check the Avenue To Learn Support Wiki: <https://wiki.mcmaster.ca/avenue/>

3. Check the manufacturer's help documents!  
<https://documentation.brightspace.com/EN/learners/learners.htm> A2L is McMaster's local version of Brightspace Desire2Learn (D2L), therefore many of its functions and quirks will be the same.
4. Contact the Avenue2Learn help desk directly (during business hours):  
<https://avenue.mcmaster.ca/support.html>
5. If all else has failed ... proceed to contact your professor or TA!

### **After Troubleshooting: contact your TA or prof**

**If you decide to contact Dr Doyle or TA directly for help with resolving a problem, demonstrate that you have attempted to trouble-shoot first:**

- **Provide a screenshot** to show what you are seeing.
- **Describe at least 3 things that you have already tried, and why they didn't work.** (E.g., you checked the syllabus for the answer; you read the assignment guide; you posted your question to the appropriate discussion board; you searched the University website for more information; you reviewed the A2L help pages and Googled the problem; you contacted the A2L help desk).
- **Describe the problem in precise terms.** Include screenshots to show your screen if it is a tech problem.
- If you cannot do either of the above, your TA and/or Dr Doyle will ask you to do so.

### **Weekly Course Schedule and Required Readings**

Sessional Dates:

<https://academiccalendars.romcmaster.ca/content.php?catoid=44&navoid=9034>

**WEEK: 1**

DATES (Mon/Fri): 2021-09-07 to 10

TOPIC: Orientation / What is Anthropology?

READINGS: Chapter 1 - What Is Anthropology?

NOTES /DEADLINES: CLASS TIME WILL BE SYNCHRONOUS IN WEEK 1: Tuesday at 10:30, Thursday at 09:30 Eastern. Both lectures to be recorded and posted for asynchronous access. This week will be devoted to meeting your classmates and professor, and getting oriented to the subject material and expectations for the course. It is expected that you will participate if at all possible. **Note that you are expected to complete the syllabus quiz with a 100% to access course material after Week 1.**



**WEEK: 2**

DATES (Mon/Fri): 2021-09-13 to 17

TOPIC: Sex (Sex & Gender pt 1)

READINGS: Anne Fausto-Sterling. Chapter 6, "The Five Sexes," pp.114-120

NOTES /DEADLINES: This week will introduce Assignment 1 concept and expectations

**WEEK: 3**

DATES (Mon/Fri): 2021-09-20 to 24

TOPIC: Gender (Sex & Gender pt 2)

READINGS: Read: Chapter 5: Spanning the World: Culture Constructs Gender Differences , pp 88-113. \* CW: Book chapter contains outdated language relating to gender & sexual identity.

Read/Listen: "Ain't No Amoeba", Episode 2 of "MEN", radio documentary series by Scene On Radio. Audio and transcript at:

<https://www.sceneonradio.org/episode-48-aint-no-amoeba-men-part-2/>

NOTES /DEADLINES: This week will include a demo on how to use scholarly databases.

**WEEK: 4**

DATES (Mon/Fri): 2021-09-27 to 2021-10-01

TOPIC: Medical Anthropology: Disease, Illness, and Sickness

READINGS: Chapter 9 "Anthropological perspectives on health and disease", pp. 144-153, including box feature on Arthur Kleinman

Chapter 10 Healers & Healing, pp. 171-177; 184-197, including box feature on Joan Cassel.

NOTES /DEADLINES: This week's class will include a unit on How to Distinguish Scholarly and Non-Scholarly Literature.

**WEEK: 5**

DATES (Mon/Fri): 2021-10-04 to 08

TOPIC: Social Determinants of Health and Disease: Infectious Disease, Poverty, and Colonialism

READINGS: Chapter 11: Globalization, Poverty & Infectious Disease

WATCH: *Crash Course World History: Disease* <https://youtu.be/1PLBmUVYYeg>

SUPPLEMENT: *Optional* video, "Secrets of the Black Death" on *Nature Video*:

<https://www.youtube.com/watch?v=pRZYb2JI22g>

NOTES /DEADLINES: **DUE DATE: Assignment 1 due to assignment drop box on Avenue2Learn by 23:59h EASTERN TIME on October 8th.**

**WEEK: 6**

DATES (Mon/Fri): 2021-10-11 to 15

TOPIC: NO CLASS - READING WEEK  
READINGS: na  
NOTES /DEADLINES: na

**WEEK: 7**

DATES (Mon/Fri): 2021-10-18 to 22  
TOPIC: Death and what comes after  
READINGS: Textbook Chapter 23: Forensic Anthropology.  
WATCH: Jason de Léon & the Undocumented Migration Project, 2013 for National Geo Live. <https://youtu.be/vwhbWikqlkw>  
NOTES /DEADLINES: n/a

**WEEK: 8**

DATES (Mon/Fri): 2021-10-25 to 29  
TOPIC: MIDTERM REVIEW on TUESDAY  
READINGS: N/a  
NOTES /DEADLINES: **Midterm will be held asynchronously on October 28th.** You will have 24h to access the test. Once you start it, you will have 60 minutes to complete it. The test will consist of multiple choice questions, drawn randomly from the exam bank.

**WEEK: 9**

DATES (Mon/Fri): 2021-11-01 to 05  
TOPIC: Human & Nonhuman Primate Biology & Evolution  
READINGS: Chapter 2: What Can The Study of Primates Tell Us About Humans?  
NOTES /DEADLINES: This week will introduce the concept & expectations for Assignment 2

**WEEK: 10**

DATES (Mon/Fri): 2021-11-08 to 12  
TOPIC: All Of Human Evolution: Miocene origins to Pleistocene cousins.  
READINGS:  
Chapter 5, What Can The Fossil Record Tell Us About Human Origins?:  
p.46 (What Is Hominin Evolution?) through p. 62 (end of H. erectus The Hunter?)  
Chapter 4, How Did Homo sapiens evolve? :  
p. 67 (How Did Homo sapiens Evolve?) through p. 80 (end of How Many Paleolithic/Late Stone Age Cultures Were There?)  
NOTES /DEADLINES: Class meeting will include midterm recap on condition that make-ups have been completed.

**WEEK: 11**

DATES (Mon/Fri): 2021-11-15 to 19

TOPIC: Origins of Food Production (Domestication, Cultivating, and the Rise of Food Production in the Fertile Crescent)

READINGS: Chapter 12 The Origins of Agriculture excerpts:

Introduction and Agriculture, Domestication and Sedentary Communities (pp.252-260)

Contemporary Models of Agricultural Origins (pp.263-267)

The Post-Palaeolithic Background (pp.267-270)\* CW: use of pejorative term for Inuit.

Southwest Asian Domesticates, the Archaeological Record ... and SW Asian Neolithic (pp. 270-284)

NOTES /DEADLINES: na

**WEEK: 12**

DATES (Mon/Fri): 2021-11-22 to 26

TOPIC: Food and food culture: Indigenous Traditional Foods and Farming

READ: Pringle, Heather. 2017. In The Land of Lost Gardens, June 6 2017. Hakai Magazine. Available in text and audio formats:

<https://www.hakaimagazine.com/features/land-lost-gardens/> ;

LISTEN: Clam gardens have been cultivated by Indigenous people for millennia:

<https://www.cbc.ca/radio/quirks/clam-gardens-have-been-cultivated-by-indigenous-people-for-millennia-1.5047148>

WATCH: Isabella and Henry. 2017. A Wall Worth Building. Hakai Magazine.

Available in text and closed-captioned video:

<https://www.hakaimagazine.com/videos-visuals/wall-worth-building-making-clam-habitat-great-again/>

NOTES /DEADLINES: na

**WEEK: 13**

DATES (Mon/Fri): 2021-11-29 to 2021-12-02

TOPIC: CATCH-UP CLASS: Free discussion, check ins, and assistance on Assignment 2

READINGS: n/a

NOTES /DEADLINES: **DUE DATE: Assignment 2 due at 23:59h EASTERN via Avenue2Learn on December 3.**

**WEEK: 14**

DATES (Mon/Fri): 2021-11-06 to 08

TOPIC: LAST CLASS MEETING: Tuesday Dec 07 at 10:30am Eastern. Course Review and Preparing for Final Exam

READINGS: n/a

NOTES /DEADLINES: n/a

**EXAM PERIOD: 2021-12-09 to 22**

**Final exam held on date set by registrar. TBA**

## **Course Policies**

### **Assignment Submissions**

It is expected that all assignments will be submitted as PDF files to that assignment's dropbox on Avenue to Learn (A2L) **Assignments submitted by e-mail will not be accepted.**

**If you run into technical problems when submitting an assignment or exam, take a screenshot that shows your submission screen and desktop clock as a timestamp!** Then visit the Avenue to Learn Support page for help.

### **Late Submissions**

For fall 2021 there will be a 48h grace period before late penalties are applied for written assignments only (it does not apply to tests or exams). This means that you can submit your assignment up to 48h after a deadline, without losing points.

A late penalty of 2 points (2% of the total course grade) will be deducted from an assignment's total per 24-hour period (or part thereof late) for assignments, up to 72 hours (including weekends). After 72 hours, a grade of 0 is allocated.

### **Absences, Missed Work, Illness**

It is your responsibility to complete all work by the deadline at which it is to be handed in. Extensions will not be available without one of: a McMaster Student Absence Forms (MSAF) if applicable; OR written certification approved by your Faculty office. If you experience an interruption to your attendance that warrants relief, please try to alert Dr Doyle as soon as possible to arrange make-up work.

Please note that policies concerning the use of MSAFs (McMaster Student Absence Forms) have changed (see <https://www.mcmaster.ca/msaf/>).

### **Note that MSAF's cannot be used for:**

- **Any coursework worth 25% or more.**
- Absences lasting longer than 3 days

If you require relief for an assessment worth 25%+ or for longer than 3 days, you must contact your faculty office, with documentation, if you wish to apply for a faculty-issued MSAF. Please note – **all deferred and makeup exams will be in essay format.**

## Assignment Reappraisal

Your assignments are marked by TAs using a grading rubric provided by the instructor, which is based on the criteria outlined in each assignment guide.

**Grades are not awarded based on demonstrated effort, but on demonstrated achievement.** It is normal for a student's average grade in university classes to be somewhat lower than their average grade in high school.

**If you disagree with a grade that you have received, please follow the below steps:**

1. **Wait 24h after viewing your mark.** Re-read your assignment with a cooler head and consider the rubric, your TA's feedback, and grading criteria outlined in the assignment guide.
2. **Seek more feedback:** If you require more information about your grade, contact the grading TA and ask for further feedback.
3. **Formally request a re-appraisal:** Write a 300-word (max) statement, explaining why you believe the grader's assessment was mistaken, and submit it to Dr Doyle along with the original assignment (with TA feedback). **Your statement must directly reference the rubric.** We assess your work based on its demonstrated quality, not based on effort expended. Thus, we need you to engage directly with the feedback you have been given in order to show that the original grading was incorrect.
4. Dr Doyle will re-assess your work using the same rubric as the TA grader.

**Please note that requesting a re-appraisal does not guarantee that your mark will go up. Most re-appraisals do not produce a different mark than the original assessment, and some produce a lower mark.**

If, after reappraisal by the instructor, you still disagree with an assessment, you may apply for a **re-read** via the McMaster Secretariat website:  
<https://registrar.mcmaster.ca/re-read/>

## Grades

Marking rubrics and final grades will be based on the McMaster University grading scale:

MARK	GRADE	Qualitative Scale (Unofficial)
90-100	A+	In general, quantitative & categorical grade ranges reflect the following qualitative scale:
85-90	A	
80-84	A-	80% to 100% (A- to A+): Exceptional performance: strong evidence of original thinking; good organization; capacity to analyze and synthesize; superior grasp of subject matter with sound critical evaluations; evidence of extensive knowledge base.
77-79	B+	
73-76	B	
70-72	B-	68% to 79% (B- to B+): Competent performance: evidence of grasp of subject matter; some evidence of critical capacity and analytic ability; reasonable understanding of relevant issues; evidence of familiarity with the literature.
67-69	C+	
63-66	C	50% to 67% (D to C+): Adequate performance: understanding of the subject matter; ability to develop solutions to simple problems in the material; acceptable but uninspired work, not seriously faulty but lacking style and vigour.
60-62	C-	
57-59	D+	
53-56	D	
50-52	D-	00% to 49% (F): Inadequate performance: little or no evidence of understanding of the subject matter; weakness in critical and analytic skills; limited or irrelevant use of the literature.
0-49	F	

### **Avenue to Learn & Lecture Recording**

In this course we will be using Avenue to Learn. Some real-time lecture sessions may be recorded. Attendees will be warned prior to recording.

Students should be aware that, when they access the electronic components of this course, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course. The available information is dependent on the technology used. Continuation in this course will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure please discuss this with the course instructor.

### **Turnitin.com**

In this course we will be using a web-based service (Turnitin.com) to reveal plagiarism in written work. Students will be expected to submit their work electronically to Turnitin.com and in hard copy so that it can be checked for academic dishonesty. Students who do not wish to submit their work to Turnitin.com must still submit a copy to the instructor. No penalty will be assigned to a student who does not submit work to Turnitin.com. All submitted work is subject to normal verification that standards of academic integrity have been

upheld (e.g., on-line search, etc.). To see the Turnitin.com Policy, please visit:  
[www.mcmaster.ca/academicintegrity](http://www.mcmaster.ca/academicintegrity).

## **University Policies**

### **Academic Integrity Statement**

You are expected to exhibit honesty and use ethical behavior in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity.

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behavior can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: "Grade of F assigned for academic dishonesty"), and/or suspension or expulsion from the university.

It is your responsibility to understand what constitutes academic dishonesty. For information on the various types of academic dishonesty please refer to the Academic Integrity Policy, located at [www.mcmaster.ca/academicintegrity](http://www.mcmaster.ca/academicintegrity).

The following illustrates only three forms of academic dishonesty:

1. Plagiarism, e.g. the submission of work that is not one's own or for which credit has been obtained.
2. Improper collaboration in group work.
3. Copying or using unauthorized aids in tests and examinations.

### **Academic Accommodation of Students with Disabilities**

Students who require academic accommodation must contact Student Accessibility Services (SAS) to make arrangements with a Program Coordinator. Academic accommodations must be arranged for each term of study. Student Accessibility Services can be contacted by phone 905-525-9140 ext. 28652 or e-mail [sas@mcmaster.ca](mailto:sas@mcmaster.ca). For further information, consult McMaster University's Policy for [Academic Accommodation of Students with Disabilities](#).

### **Religious, Indigenous and Spiritual Observances (RISO)**

The University recognizes that, on occasion, the timing of a student's religious, Indigenous, or spiritual observances and that of their academic obligations may

conflict. In such cases, the University will provide reasonable academic accommodation for students that is consistent with the Ontario Human Rights Code.

Please review the [RISO information for students in the Faculty of Social Sciences](#) about how to request accommodation.

### **Faculty of Social Sciences E-mail Communication Policy**

Effective September 1, 2010, it is the policy of the Faculty of Social Sciences that all e-mail communication sent from students to instructors (including TAs), and from students to staff, must originate from the student's own McMaster University e-mail account. This policy protects confidentiality and confirms the identity of the student. It is the student's responsibility to ensure that communication is sent to the university from a McMaster account. If an instructor becomes aware that a communication has come from an alternate address, the instructor may not reply at his or her discretion.

### **Privacy Protection**

In accordance with regulations set out by the Freedom of Information and Privacy Protection Act, the University will not allow return of graded materials by placing them in boxes in departmental offices or classrooms so that students may retrieve their papers themselves; tests and assignments must be returned directly to the student. Similarly, grades for assignments for courses may only be posted using the last 5 digits of the student number as the identifying data. The following possibilities exist for return of graded materials:

1. Direct return of materials to students in class;
2. Return of materials to students during office hours;
3. Students attach a stamped, self-addressed envelope with assignments for return by mail;
4. Submit/grade/return papers electronically.

Arrangements for the return of assignments from the options above will be finalized during the first class.

### **Online Elements**

This course includes on-line elements (e.g. e-mail, Avenue to Learn (A2L), LearnLink, web



pages, capa, Moodle, ThinkingCap, etc.). Students should be aware that, when they access the electronic components of a course using these elements, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course. The available information is dependent on the technology used. Continuation in a course that uses on-line elements will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure please discuss this with the course instructor.

## **Online Proctoring**

Some courses may use online proctoring software for tests and exams. This software may require students to turn on their video camera, present identification, monitor and record their computer activities, and/or lock/restrict their browser or other applications/software during tests or exams. This software may be required to be installed before the test/exam begins.

## **Copyright and Recording**

Students are advised that lectures, demonstrations, performances, and any other course material provided by an instructor include copyright protected works. The Copyright Act and copyright law protect every original literary, dramatic, musical and artistic work, including lectures by University instructors

The recording of lectures, tutorials, or other methods of instruction may occur during a course. Recording may be done by either the instructor for the purpose of authorized distribution, or by a student for the purpose of personal study. Students should be aware that their voice and/or image may be recorded by others during the class. Please speak with the instructor if this is a concern for you.

## **Course Modification**

The instructor and university **reserve the right to modify elements of the course during the term.** The university may change the dates and deadlines for any or all courses in extreme circumstances. If either type of modification becomes necessary, reasonable notice and communication with the students will be given with explanation and the opportunity to comment on changes. It is the responsibility of the student to check their McMaster email and course websites weekly during the term and to note any changes.

## **Conduct Expectations**

As a McMaster student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all of our living, learning and working

communities. These expectations are described in the [Code of Student Rights & Responsibilities](#) (the “Code”). All students share the responsibility of maintaining a positive environment for the academic and personal growth of all McMaster community members, **whether in person or online.**

It is essential that students be mindful of their interactions online, as the Code remains in effect in virtual learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviours that interfere with university functions on online platforms (e.g. use of Avenue 2 Learn, WebEx or Zoom for delivery), will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved students’ access to these platforms.

### **Extreme Circumstances**

The University reserves the right to change the dates and deadlines for any or all courses in extreme circumstances (e.g., severe weather, labour disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, A2L and/or McMaster email.

