SOC SCI 1T03 (C01) – Life, The University, and Everything
McMaster University
Fall, 2022

Class Meets: Tuesdays, 8:30-9:20am   **Instructor**: Dr. Julie Gouweloos
Class Location: **Email**: gouwelj@mcmaster.ca
PGCLL_B138

Instructor's Office: Online   **Office hour:** Tuesdays, 3:30-4:30pm
NOTE: Tutorial Sessions begin Week 3 of the course

COURSE DESCRIPTION

The purpose of this course is to give students a foundation in the Social Sciences and the skills needed to succeed at university. This course will be run in-person and include a blended learning approach wherein students are to complete some elements online each week, attend in-person lectures, and attend in-person tutorial sessions. Class time will also be used to build important university skills, such as critical and reflective thinking, study habits, and time management. Active learning will be a key component of the course (especially tutorials), giving students the chance to interact with materials and peers rather than being solely an audience member. This design will also help students to meet new people and make connections with the Faculty of Social Sciences, McMaster University, and the broader Hamilton area.

COURSE OBJECTIVES

Upon successful completion of this course, students will have demonstrated the ability to:
- Apply the foundational skills and habits necessary for a success in university classes
- Become familiar with the range of subjects in the Faculty of Social Sciences
- Confidently compose and peer edit written and research assignments
- Demonstrate academic integrity by using, citing, and quoting academic sources
- Develop an academic plan that meets students' particular interests and needs
- Engage actively as a participant in interactive lectures & active-learning tutorials
- Manage time, workload, and life responsibilities & solve academic problems
- Make connections with peers at McMaster and in the community

Expected Time Commitment
It is recommended that for every hour of scheduled in-person contact time, students should also budget 1-2 hours per week for reading, preparation, and homework. In this course the recommended time budget is:
- Classes & Tutorial: 3 hours per week x 13 weeks
- Reading & Study: 3 hours per week x 13 weeks
- Assignments: 1-3 hours per week x 13 weeks

If you find yourself unable to meet these commitments during the term, please contact your TA or Instructor.

Textbooks and Course Material
Only one textbook will be required for this course: **Haig, J. and MacMillan, V. (2020). Cites and Sources: Student Guide to APA Style, 6th edition. Top Hat. ISBN: 978-0176921286**

Students can choose to access the online version **or** the hardcopy version.

For the online version ($20):
Go to https://app.tophat.com/register/student
Click "Search by school" and input the name of our school
Search for our course with the following join code: 966142

Should you require assistance with Top Hat at any time please contact their Support Team directly by way of email (support@tophat.com), the in-app support button, or by calling 1-888-663-5491. Specific user information may be required by their technical support team when troubleshooting issues.

For the hardcopy version ($36.95):
Order online here or go into the Bookstore to purchase

Online material will consist of:
- Web-based content developed specifically for this class
- Online articles and media (accessible at no cost via Avenue to Learn (A2L))

IMPORTANT NOTES

Land Acknowledgement

McMaster is located on the traditional territories of the Haudenosaunee and Anishinaabe peoples and within the lands protect by the Dish With One Spoon wampum agreement. We will meet, share, and learn on this land; as such we have a collective responsibility to acknowledge the significance of this agreement. For those of us who are settlers, I believe we have a duty to respect and honour the intimate relationship Indigenous peoples have to this land.

Equity Statement

In this class I will work to promote an environment committed to equity and rooted in a spirit of generosity. As an 'active learning' course, students in this class are encouraged to speak up and participate during class meetings and be open to engage with challenging concepts and processes that help us to better understand the relationship between our personal experiences and larger social issues. Each of us enters the classroom with vastly different experiences and ideologies; therefore, it is important to acknowledge that diverse perspectives are valuable to

classroom conversations; however, we must continually reflect on the how those perspectives can land for others. Further, while we will discuss *issues* including heterosexism, racism, classism, and ableism, behaviour that is heterosexist, racist, classist, and ableist will not be tolerated.

Avenue to Learn
'Avenue to Learn' (A2L or Avenue) is the main portal/course shell we will use for our course. We will use A2L to distribute information about course assignments and expectations including handouts and assignment guides. Students are expected to access A2L frequently to keep up to date with our course. Any announcements about changes to assigned readings, office hours, or class cancellations will also be made through A2L. Students who are unfamiliar with the A2L system should familiarize themselves with the system as soon as possible. Students are encouraged to review the online tips and help available by visiting the [McMaster A2L webpage](#).

Contacting your Instructor and/or TAs
Please submit an email question or request only once; I will respond to your email within 2 weekdays (i.e. Mon-Fri). Email queries should be answerable with a "yes or no" response. For more complex or detailed queries please see your instructor or your TA during office hours. Emails must include the course code in the subject line (e.g. SOCSCI 1T03). Please also note that as per the Faculty of Social Sciences E-Mail Communication Policy*, **all e-mail communication sent from students to instructors (including to 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 choose not to reply.

Course Syllabus
This document you are reading is the course outline (or 'syllabus') for Social Sciences SOCSCI 1T03. At universities, the syllabus document plays an important role in setting out expectations for students, TAs, instructors, and administrators. Simply stated, Instructors really want you to read it. Be sure to read the syllabus in each of your courses carefully. When using email or attending meetings, aim to ask **informed questions** by first consulting the syllabus, the course website, and any other sources of information.

COURSE EVALUATION

Evaluation Breakdown
    Weekly Skills Tasks: 20%
    Tutorial Participation and Activities: 20%
    Annotated Bibliography: 25%
    Online Tests (two tests each worth 10%): 20%
    Final Reflection Paper: 15%

Note: Detailed expectations for major assignments will be posted on our A2L class website under the Content heading.

Weekly Content, Program Spotlights, Module Lessons & Quizzes
Unlike a traditional course wherein students are expected to read a *textbook or journal articles* before attending class, in this course, the weekly content, program spotlights, module lessons and quizzes take the place of traditional weekly readings. This work should happen outside of tutorial or lecture hours. A folder for each week will appear in Avenue to Learn guiding you through opportunities to show thoughtful interaction with the online content:

- **Lecture Material:** Attend Tuesday (C01) lectures in-person
- **Access Course Content:** Work through materials on Avenue to Learn.
- **Review Online Lessons:** Complete the online skills-based lesson modules.
- **Pass the Practice Quizzes:** Earn a passing grade on weekly practice quizzes.
- **Complete Program Spotlights:** Review program materials and submit surveys *see reflection grade below*

All of this material will prepare students for success on the 2 online tests (see details below).

Weekly Skills Tasks (20%)
Each week you will be asked to schedule some time to accomplish a minor but worthwhile task. These will typically be designed to assist you in your overall university experience or show that you have engaged with the week's content. (For example: develop a schedule of your weekly classes and tutorials; plan out your assignments across the term; plot out your exam schedule and identify study times, and so on.)

Time-management, workload pacing, and problem-solving skills are an intended element of this course component. Please note that Task 1 must be completed before Task 2 – even if Task 1 is completed late. Access to the Task 2 digital folder will be 'hidden' until Task 1 is completed. The same is true for Tasks 2, 3, 4 and 5 because those tasks are crucial for success. There will be 12 opportunities to complete these tasks on time, and each time you complete one, on-time, with satisfactory effort, you will earn a full 2% mark (on a pass/fail completion basis) to a maximum of 20 marks. Late or unsatisfactory submissions will be given part marks. Although there will be two more opportunities for on-time completion than you need, please aim to complete them all, saving any non-completion for illnesses and emergencies. ***Please Note: Because of the structure of these opportunities, MSAF submissions will not be accepted for these tasks, though consideration can be given for issues documented at the Faculty Office.***

Online Tests (2 x 10% = 20%)
There will be two (2) online tests in this course. Each of these two tests focuses on key research skills, writing, citation, editing, and other core academic skills. Each test will be cumulative, covering course content from previous weeks. Each of these two tests will be worth 10% of your course grade (for a total of 20%). The tests are for individual completion (not collaboration) and will cover module material as follows:

- Test 1 Covers: Modules from Weeks 1-4 (See Course Schedule, Below)

- Test 2 Covers: Modules from Weeks 6-11 (See Course Schedule, Below)

In order to build your skills and prepare for these tests, a series of online modules will be assigned throughout the course, and should be completed regularly for participation credit:
- One (1) SOCSCI modules introducing the Faculty of Social Sciences at McMaster
- Three (3) BASICS modules covering citations, source, integration, and source synthesis
- Two (2) ESSENTIALS modules covering academic sources and library searching
- Four (4) modules covering writing, grammar, punctuation, and editing

You will typically be asked to complete one of these modules during each week of our course. Each module will be broken up into two parts: a 'Lesson' module aimed at introducing key information and question types, and a 'Practice Quiz' component aimed at reinforcing your knowledge. Neither your score on the 'Lesson' nor your score on the 'Practice Quiz' component will count towards your course grade. ***You are expected, however, to complete the weekly modules before tutorial each week.*** Further information on the modules and tests will be covered in class and tutorials.

Tutorial Participation and Activities (20%)
Each week your course experience will have one **(1) hour of in-person lecture (C01) and** a **two (2) hour in-person tutorial section (T#)**. ***Please note, tutorials do not begin until the third week of class.*** Also, while class lectures may be recorded and available for viewing at a later date, tutorials will <u>not</u> be recorded.

With guidance from your TA, you will apply the online material through discussion, active learning, and experiential activities. Each week will also focus on foundational skills required for success in university. To successfully participate in these activities, it is important that you attend your tutorial section prepared to discuss and interact with the course material. These tutorials are **not interchangeable**. Is important that you attend your assigned section. This semester's tutorial times are:

Tutorial #	Day	Start	End	Location	Tutorial #	Day	Start	End	Location
T01	Tu	14.30	16.20	BSB_B155	T07	Mo	16.30	18.20	LRW_1056
T02	Tu	14.30	16.20	ABB_166	T08	Mo	16.30	18.20	BSB_105
T03	Tu	12.30	14.20	LRW_1056	T09	Mo	16.30	18.20	BSB_121
T04	Tu	12.30	14.20	IWC_E201	T10	Mo	16.30	18.20	LRW_1055
T05	Tu	10.30	12.20	LRW_1056	T11	Mo	16.30	18.20	ABB_270
T06	Tu	10.30	12.20	LRW_1055	T12	Mo	14.30	16.20	LRW_1056

Attending the scheduled weekly tutorials regularly is an essential requirement of your engagement with the course. In-class activities have been designed to be engaging and to include a focus on skills and issues not covered in the online content. Active participation is integral to success in any course but is an essential requirement for this course. Your participation grade will be evaluated based on the overall pattern of your contributions to

discussion, group work, and completion of in-tutorial exercises. You will be given many opportunities to engage actively throughout the tutorials, and while you need not take every opportunity, well-rounded contribution across several dimensions of the course will be necessary to earn an exceptional mark here. This grade component comprises the following elements:

- **Join the Tutorial Sessions:** A large part of success is just showing up!
- **Engage with the activities/discussions:** Share your perspectives.
- **Collaborate with others:** Connect with small groups within the tutorials.
- **Submit Collaborative Exercises:** Complete a team activity, exercise, or worksheet.

Annotated Bibliography (25%)

You will be asked to research an issue related to experiences at university, and to develop an annotated bibliography showcasing three (3) academic sources. An annotated bibliography is a type of assignment that includes the properly formatted bibliographic information for each source, supplemented by the student's own thoughtful commentary and highlighting of key insights, quotations, and summaries. Full details on how to compose this assignment will be posted on Avenue to Learn. Some of the topics you might investigate include:

- Gender Dynamics in Higher Ed
- Diversity & Inclusion on Campus
- Cheating Trends
- First-Generation Issues
- Student wellness

- Accessibility on Campus
- Politics of plagiarism
- Discrimination in university
- Work/life balance
- Or another topic (must be approved by TA)

Final Reflection Paper (15%)

Details will be posted on A2L.

WEEKLY SCHEDULE				
Week	**Social Science Spotlight**	**Tuesdays Lecture (C01)**	**Tutorial Skills**	**Major Assignment**
1-Sept 5-9	*Faculty of Social Sciences* – What is Social Science and why is it important in the 21st Century?	Welcome and course overview	No Tutorials	**Weekly Class Activities, Modules, & Skills Tasks (20%)**
2-Sept 12-16	*Indigenous Studies*	What I wish I knew back then… & Academic Resources	No Tutorials	**Begin Spotlight Surveys (5%)**

3-Sept 19-23	*Health Aging and Society*	Finding your voice and creating your path	Building a Tutorial Community	**Begin Tutorial Participation (20%)**
4-Sept 27-30	*Society, Culture & Religion*	**Test #1 – No Lecture**	Research Topics & Research Questions	**Test #1 (10%)**
5-Oct 3-7	*Labour Studies*	Student Driven Topic	Beginning the research process / Workshops	
Break Week - Oct 10-14 – No tutorials or lecture this week				
6-Oct 17-21	*Anthropology*	Reading Journal Articles & The Annotated Bibliography	Finding and Using Academic Resources and Books	
7-Oct 24-28	*Social Work*	Smart Goal Setting and Time Management	TBD	**Annotated Bibliography Draft Due Friday Oct 28 @11:59pm**
8-Oct 31-Nov 4	*Social Psychology* *Psychology, Neuroscience and Behavior*	Notetaking	Peer Feedback & Reflection	
9-Nov 7-11	*Economics*	Student Driven Topic	Student Finances and Financial Literacy	**Annotated Bibliography (25%) Before Friday Nov 12 @ 11:59pm**
10-Nov 14-18	*Sociology*	Careers and Future Pathways	Debating Social Issues Social Issues, Campus Culture, & Disagreement	
11-Nov 21-25	*Political Science*	**Test #2 – No Lecture**	TDB	**Test #2 (10%) & Reflection Paper Draft Due Friday Nov 25 @ 11:59pm**

12-Nov 28 -Dec 2	*Human Geography & Environmental Studies*	Reflective Writing	Peer Feedback & Reflection	
13- Dec 5-9		Course Wrap-Up	No Tutorials	**Final Reflection Due (15%) Tuesday December 6 @ 11:59pm**

COURSE & UNIVERSITY POLICIES

University and Course Policies
Please note that University-wide policies are marked with an asterisk (*) in this section.

Student Expectations
Here are some key principles that should guide your approach to this course:
- *Engage*. Building community and engaging with others and the process is important.
- *Do Your Due Diligence:* Hope for the best but prepare for the worst. Expect that there will be weeks during the semester when you are sick, dealing with personal issues, or otherwise burdened by unusual circumstances. Plan and adopt skills that will help you stay afloat through the hard times.
- *Stay in Touch:* Don't disappear on us. If you hit problems, please let somebody know, whether it is the Instructor, a TA, or an academic advisor in the KTH Faculty Office (KTH 129).

Missed Classes and/or Tutorials: If you must miss a C01 lecture session, please review the video lecture posted online. If you must miss a tutorial, please contact your TA directly within 24 hours of missing the tutorial. If you would like to make up for a missed tutorial, submit a Missed Tutorial Survey (RESOURCES→SURVEYS→Missed Tutorial #). Once you have completed the survey, you will gain access to the Missed Tutorial Activities for the week. The Missed Tutorial Activities are found within the "Weekly Tutorial Content" folder. Be sure to submit the discussion questions and assignment before the deadline to receive marks for your contribution. Alternate activities will only be provided for students up to a maximum of 2 times. **If you miss more than 2 tutorials, please contact your instructor directly**.

Assignment Formatting
Written assignments should be typed and double-spaced, with standard one-inch margins and 12-point font. Please include your name and student number in the document.

Late Penalties for Major Assignments
A late penalty of **3% per calendar day** (weekends included) will be applied to late assignments (the **Annotated Bibliography and Final Reflection**) submitted after the due date. Contact the Instructor if there is a foreseeable problem or difficulty in your life that may make handing work in on time impossible. With advance notice and planning, a far greater range of adjustments can be made. See below for policies related to illness, emergencies, and accommodations.

Requests for Relief for Missed Academic Term Work - McMaster Student Absence Form (MSAF)*
In the event of an absence for medical or other reasons, students should review and follow the Academic Regulation in the Undergraduate Calendar: "Requests for Relief for Missed Academic Term Work".

Course Policies on McMaster Student Absence Form (MSAF)
About the MSAF: The MSAF is an on-line self-reporting tool for reporting missed academic work that students can access once per semester. The MSAF gives you the ability to request consideration for missed work (worth less than 25% of the final grade) due to illness, injury or personal issues lasting 3 days or less. You must use the tool on MOSAIC to report your absence. This form should be filled out as soon as possible after your absence.

MSAF Follow-Up E-Mail: By university policy, to arrange for MSAF accommodation, you must e-mail the instructor as soon as possible after submitting your MSAF form. It is YOUR responsibility to **follow up with your instructor** immediately (within 48 hours of submitting the MSAF) in person or by email regarding the nature of the relief that may be possible for the missed work. Whether consideration is given for missed work, and the type of consideration provide, is the decision of the instructor. Your message to the instructor should include the following information:
1. If the missed work was an assignment, explain the work that you had completed before your absence and any work you have completed following your absence.
2. Propose a new deadline to submit the assignment, or, for tests, identify blocks of time when you are available to complete the assignment outside of class time.
3. Your tutorial number, TA's name, student number, and McMaster email address.

MSAF Privacy: You must not submit any medical or other relevant documentation to your instructor or TA. Neither instructors nor TAs may ask you for such documentation. You are not required to share the details of your medical or personal situation with any instructor.

Making Up Work: In this class, instructors and TAs will not drop missed work or re-weight assignments when the MSAF is used. Accommodations will be made so that missed work can be completed at the student's earliest possible convenience. For tests, this will typically be in the three-day period following the student's absence. For written assignments, this will typically mean a 3-day reprieve from late penalties.

Longer or Successive Absences: For absences longer than 3 days, for reasons other than illness or injury, or for missed work worth 25% or more of the course grade, you must contact the Faculty of Social Sciences office to request an MSAF exception link. You will be required to provide appropriate supporting documentation to the Faculty office before an exception link with be approved (see below). You may also be required to meet with an academic advisor.

Your Faculty Office Supports
If you are facing short-term, medium-term, or long-term medical issues, personal emergencies, complex family situations, or other difficulties affecting your academic work, you should consider contacting your Faculty Office (KTH 129) for support. Staff at the faculty office will be able to help you communicate with all of your instructors at once. Your Faculty Office is the right place to bring medical or other documentation affecting periods longer than the three days covered under the MSAF system.

If you are a Social Sciences student, your Faculty Office is the Social Sciences Office of the Associate Dean Academic, located at Kenneth Taylor Hall, Room 129. The main desk can be contacted by email at socscfac@mcmaster.ca and at 905-525-9140, extension 23772. Academic advisors can also help provide strategic guidance or referrals. For more information, visit: the Social Sciences Academic Advising Page.

Academic Integrity*
You are expected to exhibit honesty and use ethical behaviour 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 behaviour 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 the McMaster Academic Integrity Website.
The following illustrates only three forms of academic dishonesty:
- Plagiarism, e.g. the submission of work that is not one's own or for which other credit has been obtained
- Improper collaboration in group work
- Copying or using unauthorized aids in tests and examinations

Course Policy on Academic Integrity
A significant part of academic integrity involves learning to use scholarly and non-scholarly sources in a way that gives appropriate credit for other people's ideas, writing and phrasing. Please keep track of the sources from which you gather information and insight.
- You should give credit for others' ideas using academic citations, for example, in-text parenthetical references, footnotes, or endnotes.

- All quoted passages, sentences, and phrases should be acknowledged using quotation marks, e.g. "like this".

Learning how to demonstrate academic integrity is a key learning outcome in this course, and will be supported in course exercises and materials.

Originality Checking*

In some assignments for this course, we will be using a web-based service (Turnitin.com) to reveal plagiarism. Digital work submitted via *Avenue to Learn* will be automatically submitted to Turnitin.com so that it can be checked for academic dishonesty, and so that the paper can be marked digitally using the service's digital feedback system. Students who do not wish to submit their work to Turnitin.com have the right to arrange, with the instructor, an alternate submission method that bypasses Turnitin. 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 go to the McMaster Academic Integrity Website.

Student Rights and Responsibilities
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, Teams 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.

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 Policy on Extended Absences & Re-Engagement

The design and pacing of this course is linked to learning objectives involving strong academic habits, workload management, and engagement with peers. Students are expected to engage with course materials weekly, if not several times per week. See 'Expected Time Commitment', above. You will have plenty of flexibility and options for how to manage your time each week, including in situations where circumstances prevent you from attending a synchronous session. Everybody has difficult days or rough weeks. However, a coping strategy of disengaging for several weeks at a time is not in keeping with the academic goals of the course. Ongoing communication is crucial for addressing difficulties. If you do find yourself unable (e.g. for medical reasons) to engage with our course materials for a period of more than one week, please email the course instructor at your earliest opportunity to develop a plan. Depending on the circumstances. Early and regular contact will help to keep problem-solving options open. While students are always welcome to re-engage after long absences, delays and non-communication will limit the options available for resolution.

Academic Accommodations
All students, please note: If you need to request accommodation or exception for any reason, please note that making your request as soon as possible will allow greater flexibility in making arrangements. Delaying your request will typically result in a progressively narrower range of options being available for accommodation.

Student Accessibility Services (SAS)*
Students with disabilities who require academic accommodation must contact Student Accessibility Services (SAS) at 905-525-9140 ext. 28652 or **sas@mcmaster.ca** to make arrangements with a Program Coordinator. For further information, consult McMaster University's *Academic Accommodation of Students with Disabilities* policy.

Course Policy on SAS Accommodation and Exception
If you require academic accommodation through SAS, be sure that you arrange your accommodations with SAS as early as possible, even if you hope you will not need to make requests based on them. Students registered with SAS are encouraged to note the guidance on the SAS Website: "When your instructor reviews and acknowledges receipt of your accommodations, an auto generated email will be sent to you requesting you to communicate with your instructor. You are expected to communicate at the beginning of the term with each of your instructors for all courses with accommodations requested. SAS strongly recommends you meet with your instructors in person to discuss your accommodation plan and implementation."

Early communication about whether, when and how your registered accommodations might apply to this course will help to identify options and make contingency plans. Please follow-up on the acknowledgment of your letter by making contact with the instructor, even if you do not yet wish to make requests based on your accommodations. Delaying this follow-up communication will typically result in a progressively narrower range of options being available for accommodation. Similarly, when you need to make a specific request regarding a course assignment based on your registered accommodations, getting in touch as early as possible will

help ensure that a greater range of options for accommodation are available. Delaying your request until close to (or after) the assignment or test date will typically result in a progressively narrower range of options being available for accommodation.

Accommodation For Religious, Indigenous Or Spiritual Observances (RISO)*
Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the RISO policy. Students requiring a RISO accommodation should submit their request to their Faculty Office normally within 10 working days of the beginning of term in which they anticipate a need for accommodation or to the Registrar's Office prior to their examinations. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests.

Course Policy on Digital Submissions
The written assignments in this course will be submitted via the digital Assignments function on Avenue to Learn (A2L), found under the Assessments tab. Many file types are compatible with the submission system; however, all course assignments must be submitted in Microsoft Word (.doc or .docx) format. All McMaster students have access to the Microsoft 365 suite for no additional charge. The suite can be downloaded [here](#).

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.

NOTE: At certain points in the course, it may make sense to modify the schedule outlined above. The instructor reserves the right to modify elements of the course. *Please check Avenue to Learn Announcements for the most up-to-date information for this course. The course outline in Avenue to Learn (A2L) will supersede previously published outlines until published course outlines are updated.*