

We will use the following textbook which is available at the Campus Bookstore (<http://www.campusbookstore.com>):

- Myers, D. G., Spencer, S. J., & Jordan, C. H. (2021).
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Queen's University recognizes that the values of equity and diversity are vital to and in harmony with its educational mission and standards of excellence. It acknowledges that direct, indirect, and systemic discrimination exists within our institutional structures, policies, and practices and in our community. These take many forms and work to differentially advantage and disadvantage persons across social identities such as race, ethnicity, disability, gender identity, sexual orientation, faith, and socioeconomic status, among other examples.

TERRITORIAL ACKNOWLEDGEMENT

Queen's University is situated on traditional Anishinaabe and Haudenosaunee Territory. To acknowledge this traditional territory is to recognize its longer history, one predating the establishment of the earliest European colonies. It is also to acknowledge this territory's significance for the Indigenous peoples who lived, and continue to live, upon it – people whose practices and spiritualities were tied to the land and continue to develop in relationship to the territory and its other inhabitants today. The Kingston Indigenous community continues to reflect the area's Anishinaabek and Haudenosaunee roots. There is also a significant Métis community and there are First Peoples from other Nations across Turtle Island present here today.

WEIGHTING OF ASSESSMENTS

Location and Timing t#

The final exam is cumulative and will cover lecture material, assigned readings, and labs. The exam dates for each Term are listed on the Faculty of Arts and Science webpage under "Important Dates." Student exam schedules for the Fall Term are posted via SOLUS immediately prior to the Thanksgiving holiday. Students should delay finalizing any travel plans until after Thanksgiving.

There is no makeup midterm exam in this course. Failure to write an exam as scheduled (or rescheduled under extraordinary circumstances) will result in a "0" for that exam, barring exceptional circumstances. The instructor reserves the right to make exceptions in rare, compelling cases. Extraordinary circumstances include serious illness or ongoing medical issues. The instructor may request material to verify the student's condition. For other activities, including work, family, or other commitments, the student must provide documentation in advance. The instructor will not make exceptions for late work unless the student can provide documentation that meets the criteria for extraordinary circumstances. Approval of the instructor is required for any exceptions.

SYLLABUS TABLE OF CONTENTS

INFORMATION

Course Desc

CONTACTING THE TEACHING TEAM

The teaching team contact information is located on the Homepage of the course (see "Teaching Team").

For general questions about the course, please post to the Questions discussion forum topic, (located in the upper right corner of the homepage of the course). Feel free to help answer your peers' questions on this forum. Most questions are answered within 24 hours.

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Please use your Queen's email for inquires that are more personal in nature, or for issues such as academic accommodations or marking. If you need to have a more detailed conversation, please contact your instructor.

COURSE FEEDBACK

At various points during the course, students may be asked to take part in a variety of feedback activities (such as questionnaires and exit tickets).

This feedback enables the team to make any adjustments necessary to improve the online learning environment. Additional student feedback will be sought throughout the course. All surveys are anonymous, and directly related to activities, assessments, and other course material.

NETIQUETTE

In any course you often communicate with your peers and teaching team through electronic communication. You are expected to use the utmost respect in your dealings with your colleagues or when participating in activities, discussions, and online communication.

Here is a list of netiquette guidelines. Please read them carefully and use them to guide your communication in this course and beyond.

1. Make a personal commitment to learn about, understand, and support your peers.
2. Assume the best of others and expect the best of them.



SYLLABUS TABLE OF CONTENTS

INFORMATION

Course Description

University Operating Dates

Learning Outcomes

Course Materials

Timeline

Suggested Time Commitment

Equity, Diversity and Inclusivity Statement

Territorial Acknowledgement

ASSESSMENTS

Weighting of Assessments

Assessments and Activities Description

Participant Pool Information

Late Assignment Submission Policy

Grading

COMMUNICATION

Contacting the Teaching Team

Course Feedback

Netiquette

3. Acknowledge the impact of oppression on the lives of other people and make sure your writing is respectful and inclusive.
4. Recognize and value the experiences, abilities, and knowledge each person brings.
5. Pay close attention to what your peers write before you respond. Think through and re-read your writings before you post or send them to others.
6. It's ok to disagree with ideas, but do not make personal attacks.
7. Be open to being challenged or confronted on your ideas and to challenging others with the intent of facilitating growth. Do not demean or embarrass others.
8. Encourage others to develop and share their ideas.

QUEEN'S EMAIL

The university communicates with students via Queen's email. Please check your email regularly to ensure you do not miss important information related to your course.

COPYRIGHT

Course materials created by the course instructor, including all slides, presentations, handouts, tests, exams, and other similar course materials, are the intellectual property of the instructor. It is a departure from academic integrity to distribute, publicly post, sell or otherwise disseminate an instructor's course materials or to provide an instructor's course materials to anyone else for distribution, posting, sale or other means of dissemination, without the instructor's express consent. A student who engages in such conduct may be subject to penalty for a departure from academic integrity and may also face adverse legal consequences for infringement of intellectual property rights.

ACADEMIC ACCOMMODATIONS

Queen's University is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging academic accommodations for students with



As a student, you have the right to opt out of Turnitin. You must notify the instructor by the end of Week 3 of the term, and make arrangements for additional work or alternative strategies to ensure the integrity of the work. In such instances, the instructor is still expected to ensure the integrity of your work.

THIRD-PARTY SOFTWARE

This course makes use of <https://implicit.harvard.edu/implicit/> for Assignment 2. Be aware that by logging into the site, you will be leaving onQ, and accessing Project Implicit's website. Your independent use of that site, beyond what is required for the course (for example, purchasing the company's products), is subject to the company's terms of use and privacy policy. You are encouraged to review the applicable privacy statements before using the site: <https://implicit.harvard.edu/implicit/privacy.html>

NOTICE OF RECORDING

Synchronous (live) classes will be delivered in this course through Zoom and/or Teams, video conferencing platforms supported by the University. Steps have been taken by the University to configure these platforms in a secure manner. Classes will be recorded with video and audio (and, in some cases, transcription) and will be made available to students in the course for the duration of the term. The recordings may capture your name, image or voice through the video and audio recordings. By attending these live classes, you are consenting to the collection of this information for the purposes of administering the class and associated coursework. If you are concerned about the collection of your name and other personal information in the class, please contact the course instructor to identify possible alternatives.

To learn more about how your personal information is collected, used and disclosed by Queen's University, please see the Notice of Collection, Use and Disclosure of Personal Information.

COMPUTER REQUIREMENTS

Please note that mobile

- Power
- Dual Core
- GHz processor
- 4 GB RAM
- Sound card
- Headset
- Webcam

STUDENTS STUDYING OR TRAVELLING ABROAD

If you plan to travel, we strongly recommend that you confirm Internet availability in your host country prior to departure. In the past, students in other countries have been blocked from accessing certain websites relevant to their course, as well as onQ. It is the responsibility of all students to book travel around course work, as we cannot change the format or timing of assessments or assignments as a result of travel plans.