**CUMMING SCHOOL OF MEDICINE**



Graduate Science Education

3330 Hospital Drive NW

Calgary, AB, Canada T2N 4N1

# DIRECTED STUDY COURSE REQUEST

**NEW DEADLINE: 2nd Friday of the month before the course is to run**

## **COURSE INFORMATION**

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| Course number: | □ MDCH 700 □ MDGE 755  □ MDSC 755  □ Lab □ Lecture □ both | Semester:Year: | □Fall □Winter □ Fall/Winter □Spring □Summer □ Spring/Summer |
| Course Title: |  | Schedule | Day: Time: |
| Student Name: |  | UCID: |  |
| Instructor:Email*:* |  | Supervisor:Email: |  |
| Co-evaluator: |  | Email: |  |
| Course Note: | □ Directed Study for the above student |  | □ Group or Bridging |

## **SIGNATURES**

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| Instructor: | Date: |  |
| Co-evaluator: | Date: |  |
| Graduate Program Director | Name: |  |
| Signature:  This course has been reviewed and is approved as a relevant course for the above-listed student/s as part of | Date:  their degree program. |  |
| Dr. Tara Beattie  Associate Dean (Graduate Science Education)  **This course has been reviewed to ensure that it is in keeping with University of Calgary regulations.** | Date: |  |

## **NOTES**:

* While students may participate in discussion on the course, it is the instructor’s responsibility to design the course and submit the directed study form and course outline.
* **Course Outline** Please complete the attached course outline and ensure required material accompanies this request.
* **Instructor** must have a TUCFA appointment.
* **Co-Evaluator**: In addition to the course instructor, in order to provide an unbiased and arms-length assessment, an independent assessor (who does not have a conflict of interest with the student, supervisor or the instructor) must participate as an observer and assess all performances on which the grade is based. The independent assessor's evaluation will constitute at least 50% of the weighting for the final overall grade. *Exceptions* may be made in cases where a new course has been developed that is open to all graduate students and/or for which a University Calendar entry has not yet been approved, but which in the interim must be assigned a directed study number.
* **Grades** must be submitted at the end of the semester in accordance with the University’s deadline.

## **Once all relevant signatures are obtained above, please submit the completed form and course outline to** [**gsecourses@ucalgary.ca**](mailto:gsecourses@ucalgary.ca)**.**



**CUMMING SCHOOL OF MEDICINE**

**GRADUATE COURSE OUTLINE**

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| **COURSE** | | | | |
| **Course Name and Number:** |  | | | |
| **Pre/Co-Requisites** |  | | | |
| **Faculty** | Cumming School of Medicine, Graduate Science Education | | | |
| **Instructor Name(s)** |  | **Email** | |  |
| **Office Location** |  | **Office Hours** | |  |
| **Instructor Email Policy** |  | | | |
| **Telephone No.** |  | | | |
| **TA Name** |  | | **Email** |  |
| **Class Term, Days** |  | | | |
| **Class Times** | Indicate time and days of lectures/labs/tutorials | | | |
| **Class Location** | Indicate location of lectures or indicate note as below.  Specify if classes are in person or via Zoom/Yuja  Specify whether synchronous or asynchronous | | | |

***For online courses:***

Include a statement related to how learning will occur in both synchronous (i.e., real-time/Zoom) and asynchronous (i.e., students complete on their own time such as discussion boards, watching videos, etc.) contexts. Ensure that the dates and times for all synchronous sessions are indicated clearly in the course outline. All synchronous sessions must be scheduled during the dates and times already timetabled for this course.

For example:

This course will take place **online** via Desire2Learn (D2L) and Zoom. To best succeed in the course, students are encouraged to participate in the asynchronous learning tasks using the D2L learning environment and synchronous Zoom sessions**.** When unable to participate live due to the time difference or unforeseen circumstances, inform the instructor in advance and propose and implement propose an alternative participation activity (e.g., watch the recordings, submit a brief reflection, and actively contribute to the follow-up online discussion). There will be 4 synchronous Zoom sessions throughout the term (include the time and dates or as indicated in the course schedule), and each will be recorded

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| **COURSE INFORMATION/DESCRIPTION OF THE COURSE** |
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| **LEARNING RESOURCES/REQUIRED READING** |
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| **COURSE OBJECTIVES/LEARNING OUTCOMES** |
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**Communication:**

**Please discuss how you will communicate with your students (including how you provide link to online classes)**

For Example: Brightspace (By D2L) is located on the University of Calgary server and will be used extensively for communication with Students. A link to the zoom class will be provided on D2L. It is the student’s responsibility to ensure that they receive all posted communications and documents and that they receive e-mails send by instructors of fellow students through D2L. Only your @ucalgary.ca e-mail address maybe linked to D2L. Please ensure that you are regularly checking your @ucalgary.ca account

**Learning Technology Requirements**

In order to successfully engage in learning experiences at the University of Calgary, students taking online, remote and blended courses are required to have reliable access to the following technology:

* A computer with a supported operating system, as well as the latest security and malware updates;
* A current and updated web browser;
* Webcam (built-in or external);
* Microphone and speaker (built-in or external), or headset with microphone;
* Current antivirus and/or firewall software enabled;
* Broadband internet connection

Most current laptops will have a built-in webcam, speaker and microphone.

Please see the following for a detailed explanation of the minimal required technology for online learning <https://elearn.ucalgary.ca/technology-requirements-for-students/>

A laptop, desktop, tablet or mobile device is required for D2L access. If you need help accessing or using D2L, please visit the Desire2Learn resource page for students: <http://elearn.ucalgary.ca/d2l-student/>.

If your technology requirements are different from what is noted above, please advise in this section

*The University of Calgary Cumming School of Medicine would like to acknowledge the traditional territories of the people of the Treaty 7 region in Southern Alberta, which includes the Blackfoot Confederacy (comprising the Siksika, Piikani, and Kainai First Nations), as well as the Tsuut’ina First Nation, and the Stoney Nakoda (including the Chiniki, Bearspaw, and Wesley First Nations). The City of Calgary is also home to Métis Nation of Alberta, Region III.*

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| **CUT POINTS FOR GRADES** | | | |
| This course adheres to the grading system outlined in the University of Calgary, Faculty of Graduate Studies Calendar. Grades of A+ and A are not distinguished in the calculation of GPAs. Percentage/letter grade conversion used for this course is as follows | | | |
| **Grade** | **Grade Point Value** | **Percentage Conversion** | **Graduate Description** |
| A+ | 4.00 | 95-100 | Outstanding |
| A | 4.00 | 85-94 | Excellent – superior performance showing comprehensive understanding of the subject matter |
| A- | 3.70 | 80-84 | Very Good Performance |
| B+ | 3.30 | 75-79 | Good Performance |
| B | 3.00 | 70-74 | Satisfactory Performance |
| B- | 2.70 | 65-69 | Minimum Pass for Students in the Faculty of Graduate Studies |
| C+ | 2.30 | 55-64 | All grades below ‘B-“ are indicative of failure at the graduate level and cannot be counted toward Faculty of Graduate Studies course requirements |
| C | 2.00 | 50-54 |

The highlighted section are guidelines for your information – it will **not** be included on the approved outline.

When determining your evaluations please note the following, in keeping with UofC policies:

1) In order to best assess student level of achievement at least two independent methods of assessment must be used, e.g. written and oral. If participation is being included as a component of evaluation it must be clearly outlined what the expectations are for participation. See here for [participation criteria examples](file:///C:\Users\bevan\AppData\Local\Microsoft\Windows\My%20Documents\Courses\Course%20Outlines\Examples%20for%20Participation%20Evaluation%20Criteria.docx).

2) [Scheduling of Tests](http://www.ucalgary.ca/pubs/calendar/current/g-1.html): “… In courses completed over a standard term, any tests carried out during the last 14 calendar days of the term (as defined in the Academic Schedule) may not account in total for more than 10 per cent of the final grade, except in the case of laboratory or oral testing, take-home examinations or terminal projects…”

3 [Scheduling of Examinations](http://www.ucalgary.ca/pubs/calendar/current/g-4.html): “unscheduled (by the Registrar) examinations, assignments, tests, etc., may not be held by instructors after the last day of classes, i.e., during the study break or the examination period at the end of each term. Any such testing should be conducted by the instructor during the regular class periods before the end of a term...”

4) [Examinations and Tests](http://www.ucalgary.ca/pubs/calendar/current/g.html): “…The final exam may not count for more than 50 percent when calculating the final grade…” Exemptions may be made on pedagogical grounds, with the approval of the Dean’s designate (Associate Dean (Graduate Science Education). … In cases where an exception has been granted, the exception must be noted in the approved course outline.

If there is a mid-term or final exam, please indicate whether the use of aids such as textbook, course notes or electronic devices is permitted.

**Start and end dates of courses, university closure and mid-term break dates and the examination period are available at** [\\hydrogen.med.ucalgary.ca\homes$\Christine.Schill\My Documents\Courses\Timetable\2019-2020\Fall 2019-Winter 2020 Academic Dates.doc](file:///\\hydrogen.med.ucalgary.ca\homes$\Christine.Schill\My%20Documents\Courses\Timetable\2019-2020\Fall%202019-Winter%202020%20Academic%20Dates.doc).

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| **Assessment Components:** The University policy on grading related matters is outlined in the [2020-2021 Calendar](http://www.ucalgary.ca/pubs/calendar/current/f-1.html). | | | |
| **Assessment Methods** | **Description** | **Weight**  **%** | **Due Date and Time** |
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| **ASSESSMENT AND EVALUATION INFORMATION** |
| **ATTENDANCE AND PARTICIPATION EXPECTATIONS:**  **GUIDELINES FOR SUBMITTING ASSIGNMENTS:**  **FINAL EXAMINATIONS:**  **EXPECTATIONS FOR WRITING:**  **LATE AND/OR MISSING ASSIGNMENTS:** |

**Is a passing grade on a particular component essential to pass the course as a whole?**

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| **CLASS SCHEDULE** | | | |
| **Course Schedule**  **Date** | **Topic, Activities & Readings** | **Instructor** | **Assignments/Due Dates & Times** |
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Please create a detailed schedule for your course and customize this table if need be.

*For online, remote or blended courses include whether course activities are synchronous or asynchronous.*

*It is recommended that important dates including the first day of classes, holidays, term breaks and last day of classes also be included.*

**Guidelines for Zoom Sessions**

Zoom is a video conferencing program that will allow us to meet at specific times for a ‘live’ video conference, so that we can have the opportunity to meet each other virtually and discuss relevant course topics as a learning community.

To help ensure Zoom sessions are private, do not share the Zoom link or password with others, or on any social media platforms. Zoom links and passwords are only intended for students registered in the course. Zoom recordings and materials presented in Zoom, including any teaching materials, must not be shared, distributed or published without the instructor’s permission.

The use of video conferencing programs relies on participants to act ethically, honestly and with integrity; and in accordance with the principles of fairness, good faith, and respect (as the Code of Conduct). When entering Zoom or other video conferencing sessions, you play a role in helping create an effective, safe and respectful learning environment. Please be mindful of how your behaviour in these sessions may affect others. Participants are required to use names officially associated with their UCID (legal or preferred names listed in the Student Centre) when engaging in these activities. Instructors/moderators can remove those whose names do not appear on class rosters. Non-compliance may be investigated under relevant University of Calgary conduct policies. If participants have difficulties complying with this requirement, they should email the instructor of the class explaining why, so the instructor may consider whether to grant an exception, and on what terms. For more information on how to get the most out of your zoom sessions visit: <https://elearn.ucalgary.ca/guidelines-for-zoom/>.

If you are unable to attend a Zoom session, please contact your instructor to arrange an alternative activity (where available). Please be prepared, as best as you are able, to join class in a quiet space that will allow you to be fully present and engaged in Zoom sessions. Students will be advised by their instructor when they are expected to turn on their webcam (such as for group work, presentations, etc).

The instructor may record online Zoom class sessions for the purposes of supporting student learning in this class – such as making the recording available for review of the session or for students who miss a session. Students will be advised before the instructor initiates a recording of a Zoom session. These recordings will be used to support student learning only.

**Conduct During Lectures**

The classroom should be respected as a safe place to share ideas without judgement - a community in which we can all learn from one another. Students are expected to frame their comments and questions to lecturers in respectful and appropriate language, always maintaining sensitivity towards the topic. Students, employees, and academic staff are also expected to demonstrate behaviour in class that promotes and maintains a positive and productive learning environment.

As members of the University community, students, employees and academic staff are expected to demonstrate conduct that is consistent with the University of Calgary Calendar, the Code of Conduct and Non-Academic Misconduct policy and procedures, which can be found at <https://www.ucalgary.ca/policies/forms/title>.

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| **INTERNET AND ELECTRONIC COMMUNICATION DEVICE INFORMATION** |
| Cell phones must be turned off in class unless otherwise arranged with the instructor.  The use of laptop and mobile devices is acceptable when used in a manner appropriate to the course and classroom activities. Students are to refrain from accessing websites that may be distracting for fellow learners (e.g. personal emails, Facebook, YouTube). Students are responsible for being aware of the University’s Internet and email use policy, which can be found at <https://www.ucalgary.ca/policies/files/policies/acceptable-use-of-electronic-resources-and-information-policy.pdf> |

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| **MEDIA AND RECORDING IN LEARNING ENVIRONMENTS** |
| **Media recording for lesson capture**  Please refer to the following statement on media recording of students: <https://elearn.ucalgary.ca/wp-content/uploads/2020/05/Media-Recording-in-Learning-Environments-OSP_FINAL.pdf>  The instructor may use media recordings to capture the delivery of a lecture. These recordings are intended to be used for lecture capture only and will not be used for any other purpose. Although the recording device will be fixed on the Instructor, in the event that incidental student participation is recorded, the instructor will ensure that any identifiable content (video or audio) is masked, or will seek consent to include the identifiable student content to making the content available on University approved platforms.  **Media recording for assessment of student learning**  The instructor may use media recordings as part of the assessment of students. This may include but is not limited to classroom discussions, presentations, clinical practice, or skills testing that occur during the course. These recordings will be used for student assessment purposes only and will not be shared or used for any other purpose.  **Media recording for self-assessment of teaching practices**  The instructor may use media recordings as a tool for self-assessment of their teaching practices. Although the recording device will be fixed on the instructor, it is possible that student participation in the course may be inadvertently captured. These recordings will be used for instructor self-assessment only and will not be used for any other purpose.  **Student Recording of Lectures**  Audio or video/visual recording of lectures is prohibited except where explicit permission has been received from the instructor. |

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| **UNIVERSITY OF CALGARY POLICIES AND SUPPORTS** |
| **ACADEMIC ACCOMMODATIONS**  Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services; SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit www.ucalgary.ca/access/. Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor. The full policy on Student Accommodations is available at [www.ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf](file:///C:\Users\bevan\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\OUYNKHEQ\www.ucalgary.ca\policies\files\policies\student-accommodation-policy.pdf)  **IMPORTANT INFORMATION**  Any research in which students are invited to participate will be explained in class and approved by the appropriate University Research Ethics Board  **INSTRUCTOR INTELLECTUAL PROPERTY**  Course materials created by professor(s) (including course outlines, presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the professor(s). These materials may NOT be reproduced, redistributed or copied without the explicit consent of the professor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing  **COPYRIGHT LEGISLATION**  All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright [www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright-policy.pdf](http://www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright-policy.pdf)and requirements of the copyright act (<https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>) to ensure they are aware of the consequences of unauthorised sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy  **ACADEMIC INTEGRITY**  **T**he Cumming School of Medicine expects intellectual honesty from its students. Course participants should be aware of University policies relating to Principles of Conduct, Plagiarism and Academic Integrity. These are found in the printed Faculty of Graduate Studies Calendar, or online under Academic Regulations in the Faculty of Graduate Studies Calendar, available at [**Faculty of Graduate Studies Academic Regulations**](http://www.ucalgary.ca/pubs/calendar/grad/current/gs-academic-regulations.html)  **ACADEMIC MISCONDUCT**  For information on academic misconduct and its consequences, please see the University of Calgary Calendar at [www.ucalgary.ca/pubs/calendar/current/k.html](file:///C:\Users\bevan\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\OUYNKHEQ\www.ucalgary.ca\pubs\calendar\current\k.html)  **EMERGENCY EVACUATION AND ASSEMBLY POINTS**  Assembly points for emergencies have been identified across campus. The primary assembly points for South Campus (Health Science Centre (HSC); Health & Research Innovation Centre (HRIC); Heritage Medical Research Building (HMRB) and Teaching, Research and Wellness (TRW)) are:   * HSC and HMRB: HRIC Atrium (alternate assembly point is Parking Lot 6) * HRIC: HMRB Atrium (alternate assembly point is Parking Lot 6) * TRW: McCaig Tower (alternate assembly point is HMRB – Atrium)   **APPEALS**  If there is a concern with the course, academic matter or a grade, first communicate with the instructor.  If these concerns cannot be resolved, students can proceed with an academic appeal, as per Section N of the Faculty of Graduate Studies Calendar. Students must follow the official process and should contact the Student Ombuds Office (www.ucalgary.ca/student-services/ombuds)for assistance with this and with any other academic concerns, including academic and non-academic misconduct  **THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) ACT**  This course is conducted in accordance with the Freedom of Information and Protection of Privacy Act (FOIP) and students should identify themselves on written assignments (exams and term work.) by their name and ID number on the front page and ID on each subsequent page. Assignments given by you to your course instructor will remain confidential unless otherwise stated before submission. The assignment cannot be returned to anyone else without your expressed permission to the instructor. Grades will be made available on an individual basis and students will not have access to other students’ grades without expressed consent. Similarly, any information about yourself that you share with your course instructor will not be given to anyone else without your permission  **WELLNESS AND MENTAL HEALTH RESOURCES**  The University of Calgary recognizes the pivotal role that student mental health plays in physical health, social connectedness and academic success, and aspires to create a caring and supportive campus community where individuals can freely talk about mental health and receive supports when needed. We encourage you to explore the excellent mental health resources available throughout the university community, such as counselling, self-help resources, peer support or skills-building available through the SU Wellness Centre, at [www.ucalgary.ca/wellnesscentre/services/mental-health-services](file:///C:\Users\bevan\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\OUYNKHEQ\www.ucalgary.ca\wellnesscentre\services\mental-health-services) and the Campus Mental Health Strategy website [at www.ucalgary.ca/mentalhealth/](file:///C:\Users\bevan\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\OUYNKHEQ\at%20www.ucalgary.ca\mentalhealth\)  **SUPPORTS FOR STUDENT LEARNING, SUCCESS, AND SAFETY**  **Student Ombudsman**: The Student Ombuds’ Office supports and provides a safe, neutral space for students. For more information, please visit www.ucalgary.ca/ombuds/ or email [ombuds@ucalgary.ca](mailto:ombuds@ucalgary.ca)  **Student Union:**  The SU Vice-President Academic can be reached at (403) 220-3911 or suvpaca@ucalgary.ca; Information about the SU, including elected Faculty Representatives can be found here: [www.su.ucalgary.ca](file:///C:\Users\bevan\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\OUYNKHEQ\www.su.ucalgary.ca)/  **Graduate Student’s Association**: The GSA Vice-President Academic can be reached at (403) 220- 5997 or gsa.vpa@ucalgary.ca; Information about the GSA can be found here: gsa.ucalgary.ca  **SAFEWALK**  Campus security will escort individuals, day or night, anywhere on campus (including McMahon Stadium, Health Sciences Centre, Student Family Housing, the Alberta Children's Hospital and the University LRT station). Call 403-220-5333 or visit [www.ucalgary.ca/security/safewalk](file:///C:\Users\bevan\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\OUYNKHEQ\www.ucalgary.ca\security\safewalk). Use any campus phone, emergency phone or the yellow phone located at most parking lot pay booths. Please ensure your personal safety by taking advantage of this service. |