

Course Name

Course Code

**Course Outline – Fall 2024**

**Description:**

**Instructor:**

**Instructor Contact Information:**

**Course Goals:**

**Course Objectives:** At the completion of this course, the student will be able to:

**Texts:**

**Evaluation:**

**\*\*Please note: if this course is being taken as part of the Human Resources Professional Association’s (HRPA) Certified Human Resources Professional (CHRP) coursework requirement, a minimum grade of 50% or higher is required on this final exam to gain credit for the course.**

**Assignments**

Instructor to add brief assignment details here, including weightings and due dates (full details to be posted in OWL).

**How do I hand in assignments?**

## All assignments will be submitted electronically through OWL using the assignment tool. Failure to meet deadlines without the instructor’s written permission will be subject to the late assignment policy. It is the student’s responsibility to ensure that all assignments forwarded to the instructor arrive before the due date. If you experience difficulty in submitting assignments through OWL, you are responsible for contacting the instructor.

**Policy on Late Assignments:**

Instructor to add late assignment policy and is at their discretion. Example - Late assignment will be subject to 2% per day deduction, including weekends, up to a maximum of XX days, after which assignments will not be accepted and a grade of zero will be assigned unless documentation for accommodation has been provided in advance.

**Notes on assignments (papers and reports):**

* Must be academic in style and content
* Must have a clear focus
* Must present ideas in a logical and well-thought-out flow
* Arguments, analysis and conclusions must be based on clearly identified research and sources
* Must cite all references from other sources
* Must be in paragraph format
* Must be double-spaced, and typewritten
* Must follow APA style

**Course Schedule**:

\*\*Winter Reading Week: February 17-25, 2024. No class, assignments or tests will be due.

Add weekly topics here (i.e. Week 1, Week 2)

**Grading and Program Progression:**

Students in the program are required to maintain a minimum overall grade average of 70% in all courses, with no individual course grade lower than 65% to complete the Diploma in Human Resources. Students must obtain an average of 70% in all ten required courses with no individual course grade below 65% to progress to practicum.

**Policy on Attendance:**

Attendance is mandatory for all scheduled classes (in person and online Zoom sessions). Should a student miss a class due to illness, the instructor must be notified prior to the class start. Students who experience an extenuating circumstance (illness, injury or other,) sufficiently significant to temporarily render them unable to meet academic requirements may submit a request for academic consideration by emailing the instructor of the impacted course and cc’ing the academic program manager on the message.  More than two absences will **require** students to supply the appropriate documentation. Please review the policy on Accommodation for Medical Illness.

**Proctortrack:**

Tests and examinations in this course will be conducted using the remote proctoring service *Proctortrack*. By taking this course, you are consenting to the use of this software and acknowledge that you will be required to provide personal information (including some biometric data) and the session will be recorded. More information about this remote proctoring service is available in the Online Proctoring Guidelines at the following link: <https://www.uwo.ca/univsec/pdf/onlineproctorguidelines.pdf>. Completion of this course will require you to have a reliable internet connection and a device that meets the technical requirements for this service. Information about the technical requirements are available at the following link: <https://www.proctortrack.com/tech-requirements/>

**When will I receive my grades?**

Assignments will be marked, and the grades available, as soon as possible after they are due. Final grades will be available within two weeks after the last scheduled day of the course and can be viewed through the [Student Centre account](https://student.uwo.ca/).

Students taking this course for professional development or as a sample course prior to applying to the program can print a grade report from myWCS.

**Scholastic Offences**

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences; please refer to the section on “Scholastic Offences” in the current [Academic calendar](https://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&Keywords=scholastic%20offences&SubHeadingID=189&SelectedCalendar=Live&ArchiveID=#SubHeading_189). Such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course any academic work for which credit has previously been obtained or is being sought in another course in this University or elsewhere (without the knowledge and approval of the instructor to whom the work is submitted). Students enrolled in non-degree courses are expected to abide by the University’s code of conduct.

**Code of Student Conduct:**

The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at Western University, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed, and set out the disciplinary procedures that the University will follow. For the complete Code of Student Conduct: <http://www.uwo.ca/univsec/pdf/board/code.pdf>.

**Plagiarism:**

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between Western University and Turnitin.com ( <http://www.turnitin.com>).

**Requesting Academic Accommodation:**

We recognize that, from time-to-time, and for varied reasons, students may require accommodation for assignments, tests, or other academic responsibilities. The following information should be used as a guideline for you to balance fairness with personal accountability as you work to fulfill course and program requirements. If you have any questions about these details, please contact the Program Manager.

* [Accommodation for Students with Disabilities](https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_10) - [Academic Support and Engagement](http://academicsupport.uwo.ca/accessible_education/index.html) (ASE) arranges academic accommodation for classes, exams, internships and other course or program activities. ***Note that accommodation from previous studies does not transfer to Diploma/Certificate programs.***
* [Academic Consideration (i.e. medical illness](https://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&Keywords=illness&SubHeadingID=400&SelectedCalendar=Live&ArchiveID=#SubHeading_400))
* [Accommodation for Religious Holidays](https://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&Keywords=accommodation&SubHeadingID=171&SelectedCalendar=Live&ArchiveID=#SubHeading_171)
* If you require accommodation for other human-rights based needs that do not fall under one of the above categories, please contact your instructor directly with your accommodation request. Approval of non-medical or non-human rights-based accommodations is at the discretion of course instructors, who may consult with the Program Manager in some circumstances.