

School of Urban and Regional Planning

Course Management Policy

Course Outlines

Students will be provided with a course outline on the **first day of class**. Course outlines include at minimum, information on items specified in Section 4.0 of the Senate Course Management Policy available online at: www.ryerson.ca/senate/policies/pol145.pdf.

Plagiarism

Plagiarism is a form of academic misconduct and it is considered a serious offence. The Student Code of Academic Conduct: www.ryerson.ca/senate/policies/pol60.pdf, outlines procedures to avoid academic misconduct. Should you be unclear as to what constitutes plagiarism, you are advised to consult your course instructor. Students should be advised that instructors reserve the right to utilize electronic plagiarism detection services.

Appropriate methods for reference notation are expected. The following texts indicate the appropriate methods of referencing for the planning program:

- Publication Manual of the American Psychological Association, 6th edition, July 2009.
- Turabian, K. A Manual for Writers of Term Papers, Theses, and Dissertations, 6th edition, (Chicago: University of Chicago Press, 1996)
- Northey, M. Making Sense: A Student's Guide to Writing and Style, 2nd edition, (Toronto: Oxford Press, 2000)

Missed Tests, Assignments, Examinations

Students are responsible for writing tests/examinations and submitting assignments on the date specified in the course outline. If a student is unable to comply with this responsibility for medical or compassionate reasons, he/she must call the School of Planning office within 24 hours of the missed event to inform the School. A medical certificate must be presented to the School of Urban and Regional Planning (SBB400) in order to avoid a '0' grade for the assignment, test, or examination. The certificate can be downloaded by the student at: www.ryerson.ca/senate/forms/medical.pdf.

Students are also responsible for contacting the appropriate faculty member (course instructor) via email or voicemail, and inform them of the missed assignment/exam/test as soon as possible. Make-up opportunities for those presenting a medical certificate may vary and are determined by the faculty member. A record of missed exams and/or tests will be kept in student files.

Accommodation of Student Religious Observance Obligations

Students and faculty have the option to address observance issues informally and if necessary, to invoke the formal process as outlined in Academic Policy #150 available on the Ryerson Senate web site at: www.ryerson.ca/senate/policies/pol150.pdf. Further instructions regarding the policy and the required form are available at:

www.ryerson.ca/senate/forms/reobservforminstr.pdf . Note the early deadline for informal and formal requests.

Accommodations for Students with Disabilities

The University provides academic accommodations for students with disabilities in accordance with the terms of the Ontario Human Rights Code. Please refer to www.ryerson.ca/senate/policies/pol159.pdf. A student with a disability is identified as a student who, as a result of a physical, sensory or mental impairment of a learning disability, encounters barriers that substantially limits at least one major life activity.

Submissions for Grading

All material submitted for grading must be presented in word-processed or typed form, unless otherwise specified by the faculty or where the material is design work, drawings or plans. The School of Urban and Regional Planning requires that all submissions have a suitable title page identifying: the course number; student name; name(s) of the instructor(s); assignment title; the due date for the assignment; and the date of submission. The School of Urban and Regional Planning also requires properly titled maps, tables, appendices, worksheets, and references as appropriate. Only the original copy of an assignment is acceptable for submission. Students must keep a copy of each assignment on file until the original has been marked and returned.

Late Submission of Work

All student work is to be submitted on or before the deadline (date and time) specified for each assignment, take-home test or examination. All late work will be penalized **5% per day** for each day beyond the due date.

E.g., Original grade on assignment is 78% (78/100, B+) subtracted by a late penalty of 5% per day (10 days late = 50% off) = 28% (28/100, F) on the assignment.

Only late work is to be submitted to the dropboxes on the 3rd floor of the SURP building. Late assignments will not be accepted by the departmental or administrative assistants. Student work must be submitted prior to the last day of class for the academic term.

Incomplete Grades

Should extraordinary circumstances arise, students may apply for an incomplete grade prior to the last day of class with the course instructor. If your incomplete grade is approved, coursework must be completed by **no later than 3 months** following the end of the academic term (in which the course was taken), or you will automatically be assigned an “**F**” in the course.

Examinations

Undergraduate students are required to write final exams at the end of each academic term. Final exams for the Fall term run from early December - mid December and mid-April-end of April for the Winter term. Final exam schedules can be viewed at: <http://www.ryerson.ca/registrar/students/exams/>. For further information regarding exam protocols, please refer to the following: <http://www.ryerson.ca/content/dam/senate/policies/pol135.pdf>.

Grades

For information regarding student grades, CPGA calculations, academic standings, etc. please refer to the Student Guide <http://www.ryerson.ca/studentguide/academics/grades--gpa--academic-standing.html>.

NOTE: The School of Urban and Regional Planning has an Academic Variation.

The second failed grade in any repeated course will automatically lead to suspended status. This includes continuing education equivalents.

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Group Work

1. Group work in a course must be justifiable in terms of content or tasks in the course.
2. Recognizing individual accomplishment (and avoiding the “Free Rider” effect) elsewhere in the course requirements requires a limit of no more than 25% of the grade to be group work, excepting certain studios, field trips, and field camps.
3. There must be very clear guidelines to students as to how group work will be evaluated. These guidelines should be stated on the course outline.
4. Courses in which group work will represent more than 25% of the grade shall contain, or be preceded by, training in how to do group work effectively.

Grading on Participation

Including a portion of the grade for individual participation **must** be justifiable based on the course content or tasks and its administration must be defensible on appeal.

Grading on Attendance

While courses in the School are not to assign grading elements to attendance, faculty members are encouraged to remind students that attendance enhances learning and that it is their responsibility to attend. For most group work in studio, attendance is a necessary condition for satisfactory participation in the project.

In-Class Work

A substantial amount of graded elements are to be completed in-class (approximately 50%) particularly in lower years. Studios are the only exception.

Returning Graded Work

Faculty members are committed to returning marked assignments in a timely manner, preferably within 2 weeks of submission. Students should expect some graded work will be returned prior to the final deadline for dropping courses without academic penalty.

Posting of Grades

Instructors must inform students of both the method and timeframe in which student grades will be returned.

Alterations to Evaluation Scheme

On occasion it is either necessary or desirable for a faculty member to revise the originally outlined evaluation plan. When this is the case, the faculty member will:

1. discuss the changes with the class;
2. make such revision ASAP; and
3. confirm the changes both orally and in writing (i.e., handout or posting to course website).

For further information, see Senate Policy 145 at:

<http://www.ryerson.ca/senate/policies/pol145.pdf>