

COURSE OUTLINE			
<b>TERM:</b> Fall, 2018		<b>COURSE NO:</b> LBST 392	
<b>INSTRUCTOR:</b>		<b>COURSE TITLE:</b> Tutorial III	
<b>OFFICE:</b>	<b>LOCAL:</b>	<b>SECTION NO(S):</b>	<b>CREDITS:</b> 1.0
<b>E-MAIL:</b>	@capilanou.ca		
<b>OFFICE HOURS:</b>			
<b>COURSE WEBSITE:</b>			

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

### **COURSE FORMAT**

Specific course details will be arranged between individual students and faculty advisors.

### **COURSE PREREQUISITES**

LBST 391/LSBA 391

### **CALENDAR DESCRIPTION**

Students will work with an instructor to guide them in a topic-based analytical or creative project(s) approved by the student's tutorial advisor. Specific course details will be arranged between individual students and faculty members. Students may not work with the same instructor more than once when completing their Tutorials, and they may not work with more than two instructors from the same School within the Faculty of Arts and Sciences. Students may work with instructors housed elsewhere in the University. Registration is by permission of the instructor and the Liberal Studies degree coordinator.

### **COURSE NOTE**

LBST 392 is an approved Experiential course for Cap Core requirements.

LBST 392 is equivalent to LSBA 392. Duplicate credit will not be granted for this course and LSBA 392.

### **REQUIRED TEXTS AND/OR RESOURCES**

Texts and resources are chosen by students and their faculty advisors.

**PROGRAM LEARNING OUTCOMES** – The following Liberal Studies program learning outcomes will be met in this course:

#### **PLO 1 – Self-directed learning**

Initiate, execute and take responsibility for a self-directed interdisciplinary research project emerging directly from the student's own academic and/or professional interests.

**PLO 2 – Knowledge**

Describe and integrate concepts, theories, and practices from across core academic disciplines with an awareness of limits of knowledge

**PLO 3 – Application**

Apply foundational learning (knowledge, critical thinking, research skills, imagination, and judgment) and holistic problem solving skills in academic work.

**PLO 4 – Synthesis**

Synthesize to produce critically searching interdisciplinary work.

**PLO 5 – Research methods**

Apply quantitative and qualitative reasoning and research methods while identifying and understanding the application of ethical reasoning with a particular emphasis on working appropriately with human subjects and conducting field work.

**PLO 6 – Communication**

Produce well-organized and coherent university-level materials, individually or in a group, which meet stated objectives and audience needs in written, oral, digital and/or visual forms.

**PLO 7 – Local and global consciousness**

Consider and assess the potential impact of interpretative frameworks, decisions and actions on people and the environment, locally and globally.

**COURSE LEARNING OUTCOMES**

**Upon successful completion of this course, the student will be able to:**

Course specific outcomes are chosen by the student and instructor from the PLOs above.

**Students who complete this Experiential course will be able to do the following:**

- Critically reflect on their progress and development in the context of the course and assess the utility of the acquired knowledge, skills, and values in the learner's personal, academic, or professional trajectory.
- Apply the skills and knowledge of a given discipline or professional context, including working collaboratively in both leadership and team roles.

**COURSE CONTENT**

Specific tutorial content is arranged between individual students and their faculty advisors.

**EVALUATION PROFILE**

Evaluation in part will be based on the Liberal Studies rubric for Tutorials and Graduating Projects. Specific course details will be arranged between individual students and their faculty advisors.

**GRADING PROFILE**

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

## Grading System explanation

### 1. Assignments

Tutorials will normally culminate in an approximately 3000 word analytical or creative project approved by the student's tutorial advisor. In part, the tutorial assignments will be informed by selected program and tutorial learning outcomes.

Tutorial assignments may include one or more of the following:

- Develop a topic-appropriate course of reading;
- Produce an annotated bibliography;
- Analyze and critique reading materials;
- Write response papers;
- Creative project;
- Service learning;
- Self-submission (Required in all LBST Tutorials).

### 2. Self-Submission

All tutorials must include a self-submission. The self-submission does not have to be graded, but it shall not exceed 25% of the course grade. The self-submission prompts are available in the Tutorial Resources section of the LSBA Student Resources site on Moodle.

All Liberal Studies students admitted into the program from Fall 2015 onwards are required to post their self-submissions on their portfolios. If the self-submissions are not made public, please ensure that your advisors and the degree coordinator can access them.

### Incomplete Grades

Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

### Late Assignments

Assignments are due at the beginning of the class on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

### Missed Exams/Quizzes/Labs etc.

Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.

### Attendance

Students are expected to attend all classes and associated activities.

### English Usage

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

### Electronic Devices

Students may use electronic devices during class for note-taking only.

### On-line Communication

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or Moodle; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

## UNIVERSITY OPERATIONAL DETAILS

### Tools for Success

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <http://www.capilanou.ca/services/>

**Capilano University Security: download the [CapU Mobile Safety App](#)**

### Policy Statement (S2009-06)

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

### Academic Integrity (S2017-05)

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy S2017-05 for more information: <http://www.capilanou.ca/about/governance/policies/Policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

**Academic dishonesty** is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

**Cheating:** Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,

- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

**Fraud:** Creation or use of falsified documents.

**Misuse or misrepresentation of sources:** Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

**Plagiarism:** Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

**Self-Plagiarism:** Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

**Prohibited Conduct:** The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

### **Sexual Violence and Misconduct**

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including [B.401 Sexual Violence and Misconduct Policy](#) and [B.401.1 Sexual Violence and Misconduct Procedure](#).

**Emergencies:** Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.