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School of Public Policy and Administration

Practicum in Public Administration
PPAS 4995 6.0 A
2022-2023 Fall/Winter (SEMR)

Course Information

Course Instructors: Dr. Peter Constantinou and Professor Fausto Natarelli
Course Days and Time: Designated Mondays 4:00pm - 7:00pm First Class: Monday September 12, 2022
Class Location: Ross Building S101 (SEMR - In Person)
Course eClass Site: https://eclass.yorku.ca/course/view.php?id=69801

Teaching Team

Dr. Peter Constantinou is one of Canada's leading practitioner-academics and an award-winning university lecturer. Peter has spent more than a decade as a civil servant at the federal and provincial levels of government, as Chief of Staff to the Ontario Minister of Education and Training, as a lobbyist in the college/ university sector, and as an academic. He has been teaching in the School of Public Policy and Administration at York University for over 25 years. He regularly provides advice and training to governments around the world and has completed over 480 projects with governments in China and is currently providing advice and training to the International Finance Corporation of the World Bank in Ghana and Peru. He holds a Ph.D. in Higher Education from the University of Toronto, a MA and BA in Public Policy and Administration from McMaster University and York University respectively.

Professor Natarelli is an Adjunct Professor with the York University School of Public Policy and Administration. Prior to joining York University, he was a distinguished provincial, regional municipal senior public servant. Over the course of his public service career, he held progressively responsible roles in policy development, executive support, strategic planning, communications/issues management, operational policy and coordination. Professor Natarelli concluded his public service career leading the development and delivery of large transportation capital projects.

Office Hours and Course Communications
Office hours are flexible, made by appointment only and will occur via video conferencing or telephone.

Dr. Constantinou can be reached by email at peter.constantinou@rogers.com or by cell phone at (647) 278-8790.

Professor Natarelli can be reached by email at natarel1@yorku.ca or by cell phone at (416) 803-9092.

The Course Directors will regularly respond to student emails according to the following email policy:
- Students are asked to email both Course Directors on each communication.
- Students are asked to use a single email account throughout the duration of this course for greater likelihood of timely and problem-free email interactions. It is strongly recommended your York University assigned email account be used for all school related interactions.
- Responses to student emails will be provided from Monday to Friday generally between 8:00 AM and 8:00 PM. Normally, there will be no email response on the weekends. If you are experiencing an emergency, please include 'URGENT' in the subject line of your email.
- Responses to student emails will be provided generally within 48. Please wait 48 hours before sending an identical email to the Course Directors.
- Where multiple emails occur related to the same topic, students are to preserve the email string in their communication to maintain information continuity.

Land Acknowledgment

York University recognizes that many Indigenous Nations have longstanding relationships with the territories upon which York University campuses are located that precede the establishment of York University. York University acknowledges its presence on the traditional territory of many Indigenous Nations. The area known as Tkaronto has been care taken by the Anishinabek Nation, the Haudenosaunee Confederacy, and the Huron-Wendat. It is now home to many First Nation, Inuit, and Métis communities. We acknowledge the current treaty holders, the Mississaugas of the Credit First Nation. This territory is subject of the Dish with One Spoon Wampum Belt Covenant, an agreement to peaceably share and care for the Great Lakes region (LA&PS Land Acknowledgement).

Course Overview

Course Description

Public Policy and Administration (PPA) students in their fourth year may take an independent, individually supervised reading and research course which combines virtual/on-line volunteer work experience in a government department/agency, or a nongovernmental organization interacting extensively with government, with an academic analysis of that experience. Students work as a volunteer in an agency approved by the Course Director the equivalent of a full day per week (about 7.5 hours) over a period of September/October to March/April. Enrolment is subject to agreement with the placement agency and the Course Director. **Prerequisite: AP/PPAS 3190 6.00. Note: Enrolment in this course is on a competitive basis and by permission only. Students should bring their resume and be prepared to be interviewed by the Course Director during the first class.**

Learning Objectives

Students are expected to:

- Explore public sector career alternatives prior to graduation.
- Integrate theory and practice in real work experiences.
- Assess interests and abilities in their field of study.
- Learn to appreciate public sector work and its role in society and in the economy.
- Develop an understanding of public sector work expectations, habits and attitudes necessary for public sector job success.
- Develop communication, interpersonal and other critical public sector job skills.
- Build a record of work experience.
- Foster positive relationships with colleagues and supervisor(s).

Course Format and Organization - Volunteer Work Placement

The Course Directors will present students with a range of work placement opportunities in the government and broader public sector (opportunities in each of these sectors may vary in any given school year subject to partnerships secured). **Work placements may be virtual/remote, in person or hybrid. Work placement organizations are implementing return to work policies. Confirmation of placement engagement (virtual/remote, in person or hybrid) will occur at the start of the school year.** While students are encouraged to select from pre-arranged placements, where significant interest lies in another area or organization, the Course Director will try to accommodate the student's interest in securing a placement opportunity.

Admittance to the Course

Due to the limited number of placement opportunities, entrance to the course is on a competitive basis. Priority is given to students in the Public Administration Honours or Specialized Honours program with strong grade point averages. **Students may register their interest in the practicum by filling out the School of Public Policy and Administration (SPPA) online course waiting list at https://www.yorku.ca/laps/sppa/undergrad/waitlist-request-form/.** Students who qualify will be invited to an interview with the Course Director which will take place during the first class in week 1. Candidates

will be asked to submit a resume prior to the interview. Students will be notified regarding the permission to enroll in the course during the first week of the Fall term.

Course Expectations

Teaching Methodology

The Course Directors will maintain an ongoing dialogue with students throughout the placement process and because of the specific nature of discussions, conversations about individual placements are managed one-on-one via phone/Zoom, and email as appropriate/necessary.

The entire class gathers in-person on six instances (please refer to the Course Schedule below for specific dates), four instances in the fall term and two instances in the winter term. The classes are intended to be a forum to discuss the placement experiences and ideas/research for the major paper. Each student is expected to participate fully in these discussions, in hopes that bringing individual experiences and the work of their placement agency forward, others will gain a sense for the work of the public sector and the issues that these organizations face. It is fully expected that the Course Directors will work one-on-one with students in support of their major paper expectations and any specific placement issues that may arise.

Course Evaluation

Assignment	Value	Due Date
Research Paper Proposal, Thesis Statement and Bibliography	15%	November 18, 2022 (5:00 pm Toronto Time)
Research Paper	40%	January 27, 2023 (5:00 pm Toronto Time)
Evaluation by Placement Supervisor	40%	April 9, 2023
Reflective Summary	5%	March 30, 2023 (5:00 pm Toronto Time)

- **Research Paper Proposal, Thesis Statement and Bibliography** (Online submission via eClass and *Turnitin*)
  It is important to pick a topic for your final paper. The purpose of this assignment is to have you pick a topic and think about your thesis statement – what you will argue in your paper. You are welcome to pick any topic related to Canadian public administration **(NOT Canadian public policy)**. The assignment should include the following:
  1. An introduction that tells the reader something about the topic, why it is a problem or relevant today.
  2. A clear research question that your final research paper will attempt to answer in a persuasive way.
  3. Your thesis. What the paper will argue. I would like to see the following phrase "This paper will argue that …" in your paper.
  4. An outline of the principal sections of your paper and the arguments that you will likely present in each section.
  5. Bibliography – List of at least 10 academic sources – peer reviewed journal articles and books and government documents. You should not be using newspaper or magazine articles or websites.

  The Research Paper Proposal must be 3 pages in length (double spaced, 12-point font, using standard margins, APA style formatting for references); excluding cover. It is expected the Research Paper will rely on these references, so students should be mindful of the relationship between these two assignments. The references may change as research progresses; however, the initial references are required to demonstrate that students have conducted some research and that acceptable sources are available. The Proposal will be reviewed and graded expeditiously affording students the feedback they need to advance their research and complete the Research Paper in a timely manner. Grades will be deducted for typos and other grammatical errors. It is recommended the paper be read and edited by someone else before it is submitted for evaluation.

  The bibliography section should include - at a minimum - 10 sources of information related to your selected topic. These sources can only be academic journal articles, academic books, government documents that include reports, position papers, policy statements, and so on. You cannot use non-peer reviewed sources. The paper proposal, thesis

statement and bibliography assignment should be no more than five pages long, single spaced. Be sure to use APA Style for all referencing. **The topic must be pre-approved by the Course Director in advance of starting the assignment.**

- Research Paper <mark>(Online submission via eClass and *Turnitin*)</mark>
  The research essay must focus on an aspect of public administration – not public policy. Topics must be approved by the course instructor prior to beginning your research through the research proposal. Papers that have topics that have not been approved in advance of the paper due date will not be accepted. The research essay must be a minimum of 20 pages in length (5,000 words = 250 words per page, double spaced, not including cover page, table of contents, graphs, charts, tables, and bibliography) using 12-point font and standard one-inch margins. The research paper must be professional in all aspects. The essay should include the following:
  - Title page (title of paper, author's name and student number, professors name, course number and date);
  - Introduction;
  - Research question;
  - Thesis statement;
  - Body of the essay – arguments supported by evidence and research from the literature;
  - Recommendations (as may be appropriate) and conclusion(s);
  - References (APA Style).

  You must have page numbers. The research essay must be a holistic work that demonstrates considerable research, writing and thinking. Grades will be deducted for typos and other grammatical errors. You must have the paper read (edited) by others before submitting it. You must cite the sources that you have used, using APA Style.

- Reflective Summary <mark>(Online submission via eClass and *Turnitin*)</mark>
  Students will be asked to reflect on their placement experiences by way of a three-page (double-spaced, 12-point font) approximately 750-word summary. The summary will respond to questions provided by the Course Director early in the winter term including:

  Reflect and convey your reflections on any **three** of the following:
  1) How has the experience informed your thinking of public service as a career aspiration?
  2) What have you observed through the experience about the nexus of theory and practice of public policy and administration?
  3) In what way has your appreciation of public sector work and the role it can play in society and the economy been affected?
  4) Can you say that because of your experience you have a better understanding of public sector expectations, habits, and attitudes necessary for a successful career in the public service? if so, in what way(s)?
  5) Are you able to identify how your communication, interpersonal and other key skills have been augmented or strengthened because of the practicum experience?
  6) How has the experience contributed to a strengthened network of relationships with either your placement supervisor or colleagues?
  7) Knowing what you know now, with the benefit of the experience, how might you approach a future work opportunity to contribute to the organizations' business objectives more rapidly and effectively?

Late Work Policy
All assignments are expected to be handed in on time. If you expect to have difficulty in completing an assignment on time, please discuss this with the course director. Otherwise, a late penalty of 10% per day will be strictly applied – no exceptions.

Grading
The grading scheme for this course conforms to the 9-point system used in undergraduate programs at York University. For a full description of the York grading system, visit the York University Academic Calendar.

GRADE	GRADE POINT	PERCENT RANGE	DESCRIPTION
A+	9	90-100	Exceptional
A	8	80-89	Excellent
B+	7	75-79	Very Good
B	6	70-74	Good
C+	5	65-69	Competent
C	4	60-64	Fairly Competent
D+	3	55-59	Passing
D	2	50-54	Marginally Passing
E	1	40-49	Marginally Failing
F	0	0-39	Failing

Re-grading Policy and Procedure

If, after looking over the written comments of the Course Director, and the marks you have received, you feel that your work deserves re-consideration, you must observe the following procedures:

- Create a typed note containing the following: (i) your name, (ii) your Student Number, (iii) the criteria against which you believe you have been graded incorrectly, and (iv) an explanation of why the course director has overlooked or misunderstood your exam's merits, or as re-acted too severely to your exam answers' shortcomings.
- Submit your note via email to your professor. Handwritten submissions will not be considered.
- Re-grading will be based only on what you submit in writing.
- Your professor will re-grade the entire written material. Re-grading means that your answers will be re-evaluated, and a new grade may be assigned. This means that it is possible to lose marks as well as to gain marks through re-grading.
- Please do not submit your written request for re-grading to your professor unless you are confident that a grading error has occurred. Re-graded materials will be made available to you as expeditiously as possible and no later than two weeks from receipt of the written request.

Addition Errors

If there is an error in the arithmetic calculation of your mark advise your professor by email immediately. Indicate what you think the total should be. Return this within two weeks of receiving the original grade. Addition errors will not be considered after two weeks.

Citations

In this course the APA Style of citation is required for course assignments. In support of the university's academic integrity policies, it's essential students appropriately reference sources relied upon in written submissions. Additional information on the APA Style can be found at:

- SPARK Student Papers & Academic Research Kit
- APA Style Overview, YorkU Libraries
- Drop-in Research Support, YorkU Libraries

- [Writing Centre](#)

Course Schedule: Readings and Activities

Course Schedule

The number of meetings/sessions involving the entire class will be limited as the focus of the course is centred primarily on the practicum placement arrangements. Attendance at the following meetings/sessions is mandatory:

Session	Meeting Date	Focus
1	September 12, 2022	Interview and Enrollment
2	September 19, 2022	Orientation and Placement Administration (Full Class followed by One-on-One Sessions for Orientation and Placement Follow-Up)
3	October 3, 2022	Briefing Note Writing Simulation
4	October 17, 2022	Fundamentals of Writing a Paper in Public Administration
5	January 9, 2023	Placement Status and Updates (Full Class followed by One-on-One Sessions)
6	March 6, 2023	Preparations for Placement Sunset (Full Class followed by One-on-One Sessions)

Course Readings

There are no required texts or reading kits for this course. Students are expected to collect research appropriate to their major paper topic and in consultation with the instructor, via approval of the research paper proposal.

Recommended Readings

- Eddy, S., and Gossett, C. (Fall 2016). Millennials and public service renewal: Introduction on millennials and public sector motivation. Public Administration Quarterly. Vol. 40(3), p. 412-428.
- Fedorko, J. (2006). The Intern Files: How to Get, Keep, and Make the Most of your Internship. Simon & Schuster
- Glenn, T. (2012). The state of talent management in Canada's public sector. Canadian Public Administration. March, Vol. 55(1), p. 25(27).
- Gower, R. and Mulvaney, M. (2012). Making the most of your internship: A strategic approach. Sagamore Publishing.
- Harvard Business Review. (2013). Guide to Managing Up and Across. Boston: Harvard Business Review Press.
- Hobby, P. (2007). Managing in the public sector: how do public sector challenges differ from those in the Private sector, and what professional skill sets are needed to provide effective solutions? The Public Manager, Winter, Vol. 36(4), p. 78(5).
- Sweitzer, H. and King, M. (2019). The Successful Internship: Personal, Professional and Civic Development in Experiential Learning. Fifth Edition. Cengage Learning.

- Baglione, Lisa A. 2012. *Writing a Research Paper in Political Science: A Practical Guide to Inquiry, Structure, and Methods*, Second Edition, Saint Joseph's University, ISBN 9781608719914

Making the Most of Your Practicum Placement

Practicum placements are an opportunity to learn and gain new skills. You should set goals and milestones in order to assess your progress and achievements. Discuss these goals with your supervisor and discuss areas of improvement and learning outcomes. You are encouraged to approach your supervisor if you have particular interests or want to learn more about a role or function. This is an opportunity to test a potential career option and the more you expose yourself to, the better assessment you can make.

Keep an inventory of everything you learn and undertake, this way you will have new skills and qualifications to add to your resume and discuss in future interviews. This will also assist with the preparation of your reflective assignment.

Remote/Virtual Placements

The COVID-19 pandemic has meant that increasingly work in all sectors in the economy may at times be done virtually or remotely. Placements may be virtual/remote due to their headquarters location or as a result of COVID pandemic protocols. **Confirmation of whether placements will take place in-person, remote/virtual or hybrid will be confirmed at the start of the school year.** The highest standards of behaviour in representing your program and university must be always maintained and in all formats.

Should your placement be remote/virtual, be sure to arrange your computer camera in a manner that is flattering with good lighting and appropriate, professional background so that your on-screen presence is professional and engaging. Consider each remote, or work from home engagement as an online job interview where you are selling yourself to a prospective employer.

Orientation Checklist for Students

Some practicum supervisors will provide some formal orientation and others will be more informal. By the end of your first day, or after your orientation session, you should know most of the following:

- Your supervisor's name, title, phone number, and email address;
- Start and end times for your work sessions;
- Lunch and break policies;
- Who to contact if you will be late or absent;
- Access to the workplace network including an email account and what equipment you may use and/or be provided with;
- Any codes or username/passwords, access to VPN applications for remote access, you will need in order to perform your role or access equipment;
- Assuming access to the workplace has been restored, eating areas (are you allowed to eat and drink at your desk or in a public space?);
- The organization's office address, mailing address, phone number;
- Reference materials, libraries, manuals which you are allowed to use;
- Employee access to the facility (times, keys, etc. assuming access to the workplace has been restored);
- Parking facility for your car (if driving);
- Phone policies;
- How to request assistance and from whom;
- How to access supplies;
- Confidentiality policies;
- Punctuality & Attendance expectations.

By the end of September or early October, your supervisor should be able to confirm with the student the placement assignment description as submitted to the Course Director or an updated iteration. The placement supervisor should also indicate the desired outcomes along with supporting performance measures. Students are expected to treat their placement and internship as a regular job. You should be aware of schedules and your supervisor's attendance expectations. Report any absences to your direct supervisor as soon as possible – remember – they are expecting you to work that day and they need to know if you are unavailable because of illness, etc. Makeup days should be scheduled to ensure all required hours are completed before semester deadlines.

Professional Dress

Before reporting for your first day of employment, be aware of the dress code of the organization. Practicum students must follow the same expectations of regular staff.

Working Remotely or from Home

Be sure to arrange your computer camera in a manner that is flattering with good lighting and appropriate, professional background so that your on-screen presence is professional and engaging. Consider each remote, or work from home engagement as an online job interview where you are selling yourself to a prospective employer.

Accountability and Conduct
- Be productive and meet deadlines.
- Collaborate rather than compete.
- Be encouraging and helpful to others, always offering to go the extra mile.
- Be flexible, versatile, and able to adapt to change.
- Make good decisions and ask for advice if unsure.
- Be attentive and confident in yourself but ask your supervisor to clarify instructions if you are unsure of how to follow through on an assignment.
- Demonstrate enthusiasm.
- Above all, utilize this as a learning experience. Take notes, listen actively, and show a willingness to learn and eagerness to excel.

Confidentiality
You are expected to share relevant and appropriate information about your placement and internship experience in a classroom setting. You should always maintain confidentiality and be sensitive with private organizational information. You may sign a confidentiality agreement as a condition of your placement.

Practicum Placement Communications
Be very aware of how you communicate with others in a professional setting. Avoid every inclination to use short forms or lingo in professional communication forms, such as emails and letters. Always address the person in writing with Hello or Dear, and always sign an email or letter with Best Regards, Sincerely, or Thank you. When communicating in person, remember that you are speaking to a professional, and you should conduct yourself accordingly.

Conflict Resolution
Always maintain professionalism. If you cannot resolve the conflict on your own, follow these guidelines:
1. Speak to your supervisor in a professional and calm way.
2. Have a clear sense of the problem and present a possible solution.
3. If you are uncomfortable approaching your supervisor, do not hesitate to contact the Practicum Course Directors at any time for advice.

Expectations for the Wind Down of the Placement
Students are expected to meet with their supervisor as the term comes to an end. You are to provide your supervisor with required documentation (i.e. Record of Hours, Evaluation, etc.). Advise your supervisor of all the relevant information including, but not limited to:
- The number of hours you have completed.
- The date you require the forms back (it is suggested you collect the forms at least 2 business days prior to the due date).

Submit the required documentation to your employer well in advance of your exit meeting. Your supervisor should review their evaluation with you and provide you with the documents.

Be sure to thank your supervisor for the opportunity. If you think you would be a candidate for opportunities within the organization, be sure to express your interest and ask to be informed should any opportunities arise. Above all else, be sure to leave on a positive note.

Videoconferencing
Even though this course meets in person, there may be instances where synchronous videoconferencing will take place to allow for participation by guest speakers, etc. In such instances students will be <u>required</u> to participate in this course

through videoconferencing and they will also appear on video (e.g., for discussion sessions either with the whole class or in groups). To participate reliably, students will need a stable, higher-speed Internet connection, a computer with webcam and microphone, and/or a smart device with these features. Below are some useful links for student computing information, resources, and help: Here are some useful links for student computing information, resources, and help:

- Zoom@YorkU Best Practices (https://yorku.zoom.us/)
- Student Guide to eLearning at York University (https://elearning.laps.yorku.ca/)

Audio-visual recordings of live synchronous meetings may be posted on the course page on eClass. Please note:

- The recordings are to be used for educational purposes only and as a means for enhancing accessibility.
- Students do not have permission to duplicate, copy and/or distribute the recordings outside of the class (these acts can violate not only copyright laws but also Freedom of Information and Protection of Privacy Act (FIPPA); and
- All recordings will be destroyed after the end of the 2021-2022 Fall/Winter term.

Even though this course meets in person, it may occasionally involve Hyflex sessions when guest speakers join parts of a class remotely via Zoom.

> Hyflex sessions are digitally transmitted and may be recorded to support teaching and learning in the classroom. As a result, York University may collect your image, voice, name, personal views and opinions, and course work under the authority of The York University Act, 1965, and for use in related educational purposes. Students who participate in a Hyflex session are consenting to have their video or image transmitted and/or recorded. If you have concerns with such transmission or recording, sit in the designated seating area which is outside of the camera range. In addition, students who participate orally are consenting to have their voices, personal views and opinions transmitted and/or recorded. If you do not consent to the transmission or recording of your voice, please use the text-based chat function to communicate during class. Students are not permitted to use any third-party software or application to record a transmitted Hyflex session. If you have any questions about the collection or use of your personal information, please contact your instructor or the Privacy Office at info.privacy@yorku.ca.

Using Zoom
Students shall note the following:

- Zoom is hosted on servers in the United States and Canada. Recordings done since May 1, 2022 are stored in Canada. For more information, please refer to the notes on Zoom Privacy and Security provided by Information Security at York.
- If you have privacy concerns about your data, provide only your first name or a nickname when you join a session. If you choose to rename yourself, please let your professor know immediately and especially in advance of the first session.
- The system is configured in a way that all participants are automatically notified when a session is being recorded. In other words, a session cannot be recorded without you knowing about it.

About eClass
eClass is the learning platform used by York University to allow us to have a personalized learning platform/environment for our course. The free site allows us to access all the materials, such as slide decks, assignments, and videos, as well as a secure site for us to upload student work for assessment.

Here are some useful links for student computing information, resources, and help:

- Student Guide to eClass
- Zoom@YorkU Best Practices
- Zoom@YorkU User Reference Guide

- University Information Technology (UIT) Student Services
- Student Guide to eLearning at York University

To determine Internet connection and speed, there are online tests, such as Speedtest, that can be run. If you need technical assistance, please consult the University Information Technology (UIT) Student Services web page. For more specific assistance, please write to askit@yorku.ca.

Course Policies

All students are expected to familiarize themselves with the following information:

- Student Rights & Responsibilities
- Academic Accommodation for Students with Disabilities

Academic Integrity

In this course, we strive to maintain academic honesty to the highest extent possible. Please familiarize yourself with the meaning of academic integrity by completing SPARK's Academic Integrity module at the beginning of the course. Breaches of academic honesty range from cheating to plagiarism (i.e., the improper crediting of another's work, the representation of another's ideas as your own, etc.). All instances of academic dishonesty in this course will be reported to the appropriate University authorities and can be punishable according to the Senate Policy on Academic Honesty.

Turnitin

To promote academic integrity in this course, students will normally be required to submit their written assignments to Turnitin (via the course's eClass site) for a review of textual similarities and the detection of possible plagiarism. In so doing, students will allow their material to be included as source documents in the Turnitin.com reference database, where they will be used only for the purpose of detecting plagiarism. The terms that apply to the University's use of the Turnitin service are described on the Turnitin.com website. York students may opt out of using Turnitin. If you wish to opt out, you should contact your instructor as soon as possible.

Accessibility

While all individuals are expected to satisfy the requirements of their program of study and to aspire to achieve excellence, the University recognizes that persons with disabilities may require reasonable accommodation to enable them to perform at their best. The University encourages students with disabilities to register with Student Accessibility Services to discuss their accommodation needs as early as possible in the term to establish the recommended academic accommodations that will be communicated to Course Directors through their Letter of Accommodation (LOA).

Please let your instructor know as early as possible in the term if you anticipate requiring academic accommodation so that we can discuss how to consider your accommodation needs within the context of this course. Sufficient notice is needed so that reasonable steps for accommodation can be discussed. Accommodations for tests/exams normally require three (3) weeks (or 21 days) before the scheduled test/exam to arrange.

Religious Observance Accommodation

York University is committed to respecting the religious beliefs and practices of all members of the community, and making reasonable and appropriate accommodations to adherents for observances of special significance. Should any of the dates specified in this syllabus for course examinations, tests, or deadlines conflict with a date of religious significance, please contact the instructor within the first three (3) weeks of class. If the date falls within the formal examination periods, you must complete and submit a Religious Accommodation for Examination Form at least three (3) weeks before the start of the exam period.

Intellectual Property

Course materials are designed for use as part of this particular course at York University and are the intellectual property of the instructor unless otherwise stated. Third-party copyrighted materials (such as book chapters, journal articles, music, videos, etc.) have either been licensed for use in this course or fall under an exception or limitation in Canadian copyright law. Students may not publish, post on an Internet site, sell, or otherwise distribute any course materials or work without the instructor's express permission. Course materials should only be used by students enrolled in this course.

Copying this material for distribution (e.g., uploading material to a commercial third-party website) may lead to a charge of misconduct according to York's Code of Student Rights and Responsibilities, the Senate Policy on Academic Honesty, and/or legal consequences for copyright violations.

Student Conduct in the Learning Environment

York University is committed to fostering teaching and learning environments that are free of disruptive and/or harassing behaviour, are physically safe, and conducive to effective teaching and learning. Students and instructors are expected to maintain a professional relationship characterized by courtesy, civility, and mutual respect and to refrain from actions disruptive to such a relationship. Individuals who fail to adhere to such standards and who violate University or public law may be subject to disciplinary action by the University.

For more information, see the policies on Disruptive and/or Harassing Behaviour in Academic Situations, the Student Conduct and Responsibilities, and the Code of Student Rights & Responsibilities.

Health and Safety

All York students and instructors share responsibility for the safety and well-being of the community while on York's campuses. Please continue to check YUBetter Together for the latest information on health and safety.

Student Support and Resources

To help you succeed academically, York University offers a wide range of resources and services. Everything from writing workshops and peer mentorship to wellness support and career guidance is available to fulfill our LA&PS students' needs. Explore the links below to access these on-campus resources:

- Academic Advising is available to provide students support and guidance in making academic decisions and goals.
- Student Accessibility Services are available for support and accessibility accommodation when required.
- Student Counselling, Health & Wellbeing offers workshops, resources, and counselling to support your academic success
- Student Numeracy Assistance Centre at Keele (SNACK) supports students in courses involving math, stats, and Excel.
- The Writing Centre provides multiple avenues of writing-based support including drop-in sessions, one-to-one appointments, a Multilingual Studio, and an Accessibility Specialist.
- ESL Open Learning Centre (OLC) supports students with building proficiency in reading, writing, and speaking English.
- Learning Skills Services provides tips for time management, effective study and learning habits, keeping up with coursework, and other learning-related supports.
- Learning Commons provides links to supports for time management, writing, study skills, preparing for exams, and other learning-related resources.
- Roadmap to Student Success provides students with timely and targeted resources to help them achieve academic, personal, and professional success.
- Office of Student Community Relations (OSCR) is responsible for administering the Code of Student Rights & Responsibilities and provides critical incident support.

- **goSAFE** is staffed by York students and can accompany York community members to and from any on-campus location, such as the Village Shuttle pick-up hub, parking lots, bus stops, or residences.

For a full list of academic, wellness, and campus resources visit Student Support & Resources.