

Fundamentals of Emergency Management

York University, School of Administrative Studies

Course Outline

Course Details

- **Course Code:** AP/DEMS2700 W 2023
- **Location:** Ross South 137
- **Prerequisites:** None
- **Course Director:** Mike O'Brien MA CBCP
- **E-Mail:** mdobrien@yorku.ca
- **Office / Zoom hours:** By appointment

COURSE DESCRIPTION

This introductory course presents the basic theories, principles, and approaches to comprehensive emergency management. The main purpose is to introduce students to the discipline of emergency management, and to familiarize students with fundamental concepts, methods, and issues in mitigation, preparedness, response, and recovery. Various disaster and emergency case studies from both within Canada and internationally will be presented.

COURSE OBJECTIVES

Upon completion of this course students should be able to:

- Critically reflect on the relationship of humans with planet earth, and the interaction of natural hazards with human risk and vulnerability.
- Understand the need for emergency/disaster management, and how they interlink with sustainable development.
- Discuss emergency and disaster situations affecting people across the world today.
- Explain the framework of comprehensive emergency management and its mitigation, preparedness, response, and recovery phases.
- Understand the variety of hazards that exist and discuss hazard-specific and all-hazard approaches to emergency management.
- Explain various aspects of emergency preparedness in theory and practice, including government preparedness and public education, and obstacles to effective preparedness measures.
- Describe the main activities of the emergency response phase, such as early warning, evacuation, needs assessment, and search and rescue.
- Understand the main concepts, functions and activities associated with disaster recovery, with an emphasis on reconstruction efforts and fostering resilience.
- Explain the main players, processes and agreements shaping emergency mitigation and responses internationally.
- Articulate the function of Emergency Operation Centres (EOCs) and the Incident Management System (IMS) in disaster management.
- Critically reflect on the role of media, social media, and disaster communications in disaster/emergency management.

CLASS SCHEDULE

Week	Key Dates	Topic	Activities / Submissions
1	12 Jan	Introduction to DEMS 2700	Orientation
2	19 Jan	Management of Disasters and Emergencies	Topic 1
2	24 Jan 11 pm EST	Introduction Posts	Online Submission
3	26 Jan	Introduction to Incident Management System	Topic 2
4	2 Feb	Hazards Pt 1	Topic 3
4	7 Feb 11pm EST	Incident Management System Course	Assignment 1
5	9 Feb	Hazards Pt 2	Topic 3 part 2
5	14 Feb 11pm EST	Disaster Consequences	Assignment 2 (via Turnitin)
6	16 Feb	Mitigation	Topic 4
7	23 Feb	Reading Week	
8	28 Feb 11pm EST	Hazard Discussion	Assignment 3
8	3 Mar	Risk and Vulnerability	Topic 5
9	7 Mar 11pm EST	Mitigation Paper	Assignment 4 (via Turnitin)
9	9 Mar	Whole Community Emergency Preparedness	Topic 6
10	14 Mar 11 pm EST	Risk and Vulnerability Discussion	Assignment 5
10	16 Mar	Preparedness Planning and Management	Topic 7
11	21 Mar 11 pm EST	Whole Community Emergency Preparedness	Assignment 6
11	23 Mar	Response Planning and Management	Topic 8
12	28 Mar 11 pm EST	Response Discussion	Assignment 8
12	30 Mar	Recovery Planning and Management	Topic 9
13	4 Apr 11 pm EST	Emergency Preparedness Campaign	Assignment 7 (via Turnitin)
13	6 April	Participants – Governmental Disaster Management	Topic 10
14	11 Apr 11 pm EST	Recovery Discussion	Assignment 9

NOTE: The course calendar on eClass is the master calendar for this course. If the course calendar is modified on eClass you will receive notification via eClass from the instructor.

READINGS

Required: Damon Coppola, 2020, *“Introduction to International Disaster Management”*, Butterworth-Heinemann. Fourth Edition.

*Note this textbook is available on the York University website as an ebook.

DETAILED COURSE OUTLINE

Topic 1. Management of Disasters and Emergencies

Content:

- Disasters and Emergencies throughout History
- The History of Disaster and Emergency Management
- Modern Disaster Management
- Disaster Trends

Required Readings: Chapter 1: The Management of Disasters (textbook)

Topic 2. Incident Management System

Content:

- Introduction to Ontario Incident Management System

Required Readings:

- Ontario Incident Management System 100 (manual)

Topic 3. Hazards

Content:

- Hazard Concepts
- Hazard Identification
- Hazard Analysis
- Types of Hazards

Required Readings: Chapter 2: Hazards (textbook)

Topic 4. Mitigation

Content:

- Definitions and Concepts
- Types of Mitigation Measures
- Mitigation Planning
- Obstacles to Effective Mitigation

Required Readings: Chapter 4: Mitigation (textbook)

Topic 5. Risk and Vulnerability

Content:

- Definitions and Concepts
- Components of Risk
- Risk Analysis
- Risk Policies
- Vulnerability

Required Readings: Chapter 3: Risk and Vulnerability (textbook)

Topic 6. Whole Community Preparedness Planning and Management

Content:

- Definitions and Concepts
- Components of Emergency Preparedness
- Emergency Preparedness Planning and Plans
- Obstacles to Effective Emergency Preparedness

Required Readings: A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action (provided)

Topic 7. Preparedness Planning and Management

Content:

- Definitions and Concepts
- Components of Emergency Preparedness
- Emergency Preparedness Planning and Plans
- Obstacles to Effective Emergency Preparedness

Required Readings: Chapter 5: Preparedness (textbook)

Topic 8. Response Planning and Management

Content:

- Definitions and Concepts
- Emergency Response Process
- Issues in Emergency Response

Required Readings: Chapter 6: Response (textbook)

Topic 9. Recovery Planning and Management

Content:

- Definitions and Concepts
- Components of Recovery
- Types of Recovery
- Recovery Planning
- Main Issues in Disaster Recovery

Required Readings: Chapter 7: Recovery (textbook)

Topic 10. Participants – Governmental Disaster Management

Content:

- Governmental Emergency Management Structures
- Emergency Management Participants
- Organizational Structures
- Bilateral Assistance

Required Readings: Chapter 8: Participants (textbook)

TEACHING METHODS

The course will consist of in-person activities and computer-mediated activities (electronic learning). The in-person activities will occur during class time and include lectures, discussions, and group work. The electronic learning will take place through eClass and include online discussions and assignments.

Teaching methods and use of technology in this course are as follows:

- eClass – This course has an eClass page. All students who register for the course should be able to access the course at: eClass.yorku.ca using their York Passport IDs and Passwords.
- Open discussion – Group discussions are encouraged using online forums on the course eClass page, as well as during class..
- Interviews Videos – Interviews with Subject Matter Expert practitioners directly involved in the topics and contexts under discussion will be used to augment course content.

Some materials from lectures will be on eClass but not all of it. To ensure success in the course, it is highly recommended that students attend the in-person lectures. There are also materials on eClass that will not be covered in lectures but students are still responsible for familiarizing themselves with the materials.

Please be advised that lecture and course materials, including lecture notes, assignments, and quizzes, are solely for the use of course participants. They are not to be recorded for any other use nor are they to be reproduced or distributed by any means, including online. Strict measures will be implemented for those that breach this class policy. Please respect this request.

COURSE EVALUATION

The final grade for the course will be based on the following items weighted as indicated:

- **Online Participation** 10%
- **Three Academic Papers** 85%
- **IMS 100 Training** 5%

A detailed description of course evaluation criteria is as follows:

Participation: Online participation is an important component of the course and should be taken seriously. It is expected that students will participate in online forum discussions throughout the semester. Students should make at least **five substantial contributions** to discussion forums.

- Posts should be at least 200 words and can include references in a recognized bibliographic format where necessary. Posts should demonstrate reflection on material. Marks are provided for completion and quality, and additional marks are awarded if a student posts more than the required amount.

- Students will make at least one comment / response to other contributors' contributions in each discussion forum.

IMS 100 Training: Students are required to complete the free online IMS 100 training offered through Emergency Management Ontario. Students should do either the self-study or e-learning version.

- The training takes roughly 3 hours to complete. Visit the training portal at www.emergencymanagementontario.ca to access the course. Once you complete and pass the exam, you

will receive your IMS 100 certificate. Students should upload their electronic IMS 100 training certificates on eClass once received. The certificate is worth 5%.

Academic Papers: Effective writing skills are important in Disaster and Emergency Management. Students will be required to write academic papers each on disaster management topics (details to be provided).

Assignments submitted after their deadline will be subject to a 5% reduction in marks per day, including weekends, for up to 10 days. Thereafter, students will receive a mark of zero. If a student needs extra time, valid written proof for the delay must be provided at least 3 days prior to the deadline date for consideration. Papers with aspects plagiarized will receive a mark of zero.

MISSED AND LATE ASSIGNMENT POLICY

Proper academic performance depends on students doing their work not only well, but on time. Accordingly, assignments for this course must be received/completed in the time frame specified.

- Please note that there will be no make-up for missed online participation at any time. If all 5 posts are not made by the due date, the student will only be marked on those submissions that they have made, if any.
- Academic Papers and received later than the due date will be penalized. 5% of the final grade will be deducted for each day that the project is late, including weekends. Requests for extensions will only be granted if valid reasons are provided at least 3 days prior to the assignment being due.

RELEVANT UNIVERSITY REGULATIONS

Should there be any updates to these regulations, you can review the most recent Faculty of Liberal Arts and Professional Studies regulations, which are used by SAS (the School of Administrative Studies) at:

<https://www.yorku.ca/laps/sas/academic-resources/common-course-policies/>

Deferred Final Exams: Deferred standing may be granted to students who are unable to write their final examination at the scheduled time or to submit their outstanding course work on the last day of classes. Details can be found at <http://myacademicrecord.students.yorku.ca/deferred-standing>

In order to apply for deferred standing, students must register at:

<https://www.yorku.ca/laps/sas/academic-resources/deferred-exam-requests/>

Followed by handing in a completed original Deferred Standing Agreement (DSA) form and supporting documentation directly to the main office of the School of Administrative Studies (282 Atkinson) and add your ticket number to the DSA form. The DSA and supporting documentation must be submitted no later than five (5) business days from the date of the exam. These requests will be considered on their merit and decisions will be made available by logging into the above-mentioned link. No individualized communication will be sent by the school to the students (no letter or e-mails).

IMPORTANT NOTE: Any request for deferred standing on medical grounds must comply with university regulations. At the time of writing of this outline, the requirement for APS forms had been suspended due to COVID-19. If it resumes, the University will inform you of such resumption,

and you would include an Attending Physician's Statement form; a "Doctor's Note" will not be accepted.

Students with approved DSA will be able to write their deferred examination during the School's deferred examination period. **Deferred exams might take place during the regular exams period or in subsequent weeks depending on the course;** precise dates are known when the Office of the Registrar publishes the final exam schedule of the term. No further extensions of deferred exams shall be granted. The format and covered content of the deferred examination may be different from that of the originally scheduled examination. The deferred exam may be closed book, cumulative and comprehensive and may include all subjects/topics of the textbook whether they have been covered in class or not.

Academic Honesty: The Faculty of Liberal Arts and Professional Studies considers breaches of the Senate Policy on Academic Honesty to be serious matters. The Senate Policy on Academic Honesty is an affirmation and clarification for members of the University of the general obligation to maintain the highest standards of academic honesty. As a clear sense of academic honesty and responsibility is fundamental to good scholarship, the policy recognizes the general responsibility of all faculty members to foster acceptable standards of academic conduct and of the student to be mindful of and abide by such standards. Suspected breaches of academic honesty will be investigated and charges shall be laid if reasonable and probable grounds exist.

Students should review the York Academic Honesty policy for themselves at:

<https://secretariat-policies.info.yorku.ca/policies/academic-honest-senate-policy-on/>

Students might also wish to review the interactive on-line Tutorial for students on academic integrity, at: <https://spark.library.yorku.ca/academic-integrity-what-is-academic-integrity/>

Grading Scheme and Feedback Policy: The grading scheme (i.e. kinds and weights of assignments, essays, exams, etc.) shall be announced, and be available in writing, within the first two weeks of class, and, under normal circumstances, graded feedback worth at least 15% of the final grade for Fall, Winter or Summer Term, and 30% for 'full year' courses offered in the Fall/Winter Term be received by students in all courses prior to the final withdrawal date from a course without receiving a grade, with the following exceptions:

Note: Under unusual and/or unforeseeable circumstances which disrupt the academic norm, instructors are expected to provide grading schemes and academic feedback in the spirit of these regulations, as soon as possible. For more information on the Grading Scheme and Feedback Policy, please visit: <https://secretariat-policies.info.yorku.ca/policies/grading-scheme-and-feedback-policy/>

In-Class Tests and Exams - the 20% Rule: For all Undergraduate courses, except those which regularly meet on Friday evening or on a weekend, tests or exams worth more than 20% will not be held in the two weeks prior to the beginning of the official examination period. For further information on the 20% Rule, please visit: <https://www.yorku.ca/secretariat/policies/policies/limits-on-the-worth-of-examinations-in-the-final-classes-of-a-term-policy/>

Reappraisals: Students may, with sufficient academic grounds, request that a final grade in a course be reappraised (which may mean the review of specific pieces of tangible work). Non-academic grounds are not relevant for grade reappraisals; in such cases, students are advised to petition to their home Faculty.

Students are normally expected to first contact the course director to discuss the grade received and to request that their tangible work be reviewed. Tangible work may include written, graphic, digitized, modeled, video recording or audio recording formats, but not oral work. Students need to be aware that a request for a grade reappraisal may result in the original grade being raised, lowered or confirmed. For reappraisal procedures and information, please visit the Office of the Registrar site at: <http://myacademicrecord.students.yorku.ca/grade-reappraisal-policy>

Accommodation Procedures: LA&PS students who have experienced a misfortune or who are too ill to attend the final examination in an ADMS course should not attempt to do so; they must pursue deferred standing. Other students should contact their home Faculty for information. For further information, please visit: <http://ds.info.yorku.ca/academic-support-accomodations/>

Religious Accommodation: York University is committed to respecting the religious beliefs and practices of all members of the community and making accommodations for observances of special significance to adherents. For more information on religious accommodation, please visit: <https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/wa/regobs>

Academic Accommodation for Students with Disabilities (Senate Policy)

The nature and extent of accommodations shall be consistent with and supportive of the integrity of the curriculum and of the academic standards of programs or courses. Provided that students have given sufficient notice about their accommodation needs, instructors shall take reasonable steps to accommodate these needs in a manner consistent with the guidelines established hereunder. For more information, please visit the Student Accessibility Services (formerly known as Counselling and Disability Services) website at <https://accessibility.students.yorku.ca/>

York's disabilities offices and the Registrar's Office work in partnership to support alternate exam and test accommodation services for students with disabilities at the Keele campus. For more information on alternate exams and tests please visit <http://www.yorku.ca/altexams/>

Please alert the Course Director as soon as possible should you require special accommodations.

Please alert the Course Director as soon as possible should you require specific accommodations. 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.

Accommodation Procedures

LA&PS students who have experienced a misfortune or who are too ill to attend the final examination in an ADMS course should not attempt to do so; they must pursue deferred standing. Other students should contact their home Faculty for information. For further information, please visit: <http://ds.info.yorku.ca/academic-support-accomodations>.

Religious 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 professor 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.

RESOURCES FOR STUDENT SUCCESS & WELL BEING

How to Use Citations

Proper citation in academia is important for academic-level quality writing and also for academic integrity by linking information back to an identifiable source. Please use APA version 7:

- **APA Style Overview, YorkU Libraries**
- **Drop-in Research Support, YorkU Libraries**
- **Writing Centre**

Health and Safety

All York students and professors 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.

Peer-Assisted Study Sessions (PASS) Program provides student study sessions for students to collaborate and enhance their understanding of course content in certain courses.

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.

Content Advisory

Emergencies and disasters create chaos and destruction, as well as opportunities for learning and changes. Studying topics related to disaster and emergency management include

human suffering and anti-social behaviors that may depict course language, graphic images, and controversial materials, that may be disturbing to some persons. Emergency managers and frontline workers working in these difficult contexts often experience burnout, stress, and trauma. Course content will cover skills for stress and trauma management. If you feel that you have reached your maximum level of discomfort during a lecture covering sensitive materials, feel free to quietly exit the room and return later. Please notify me about your experience, concerns, or requests for accommodation, so that we can discuss it and that I can identify potential resources that can help with the discomfort.

TECHNOLOGY-RELATED

Technical Requirements

Several platforms will be used in this course (e.g., eClass, Zoom, , etc.) through which students will interact with the course materials, the course instructor, as well as with one another.

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.

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.

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.

INTELLECTUAL PROPERTY

Course materials are designed for use as part of this particular course at York University and are the intellectual property of the professor 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 professor'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.

Please be advised that lecture and course materials, including lecture notes, assignments, and quizzes, are solely for the use of course participants. They are not to be recorded for any other use nor are they to be reproduced or distributed by any means, including online. Strict measures will be implemented for those that breach this class policy. Please respect this request.

STUDENT CONDUCT & PROFESSIONALISM

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 professors 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.

Netiquette for eClass and Online Learning

Students and professors have a joint responsibility to create and maintain a welcoming and inclusive learning environment. All students are expected to conduct themselves in accordance with the Code of Student Rights and Responsibilities. Please review and familiarize yourself with behaviours that support “netiquette” in virtual classrooms by consulting the Guide to Netiquette and Student Guide to eLearning.

On Class Format, Ground Rules & Being Respectful

This class follows a lecture and group work format intermixed with audio and video to stimulate thought, illustrate concepts, and provoke and promote discussion. In order to make this format more interactive, I ask that you respect the following ground rules:

Students are expected to review the required readings and other materials prior to class so that we can have informed and relevant discussions.

I strongly advise regular attendance in class. Students who attend regularly and read the assigned chapters and readings in advance have greater comprehension and retention and perform better on various forms of evaluations. Assigned readings and lectures overlap and, while not identical, are complementary and mutually reinforcing. If you decide to not attend class, you should be aware of the risk. The University holds students responsible for any information provided during class time. If you will be missing classes occasionally, or regularly, I recommend you find a classmate who is willing to lend you their notes and fill you in on what was missed.

Due to the increasing number of emails, I receive requesting information on materials already covered in lecture, I reserve the right to reply that you should speak with your classmates who were in attendance or to come and see me upon appointment.

I will not discuss any grades through e-mail, nor will I discuss your course and assignment grades in comparison to other students in the class. Grades can be accessed through the eClass site, and you can discuss them with me in person by appointment.

While this should go without saying, I will not ‘raise’, ‘increase’, ‘upgrade’, or ‘bump up’ your grade at your request at any time in the course, or after the final exam.

Cell phones must be turned off or always silenced during class and exams. If it is an expected emergency (i.e. family illness, child care issue, etc.) please quietly step out into the corridor before taking the call.

Arriving late and/or leaving early disturbs others. If it is unavoidable, sit in a place such that you will create the least disruption – for example if you come in late, sit in the nearest seat or if you must leave early, find a seat that will allow you to leave with as little disturbance as possible. If coming late or leaving early on a regular basis cannot be avoided, please let me know.

I expect that students express their views, raise questions, and challenge taken for granted assumptions. For this to be possible, it is necessary that we all come to class with an open mind and willingness to listen to other points of views and perspectives that may challenge our own values and ways of thinking. Therefore, whoever is speaking (professors or fellow students) must be heard in silence. Talking and whispering disturbs others who are listening and is a sign of disrespect. If you have something to contribute to the discussion, or topic under consideration, share it with the class; otherwise save it for a later and more private opportunity outside of class.

Students are required to check and use their York University email accounts for all York University communication. Emails sent from accounts other than York University will not be opened or responded to. Please use formal language and proper grammar in your e-mail as communication is an important professional skill. Please write “AP/DEMS 2700: [key words regarding the question or issue]” in subject line of emails. Allow 2-3 business days for professor to respond. Use eClass to ask questions that are also applicable to peers for discussion.

Finally, and perhaps most importantly, if you are having trouble in this class, please come see me sooner rather than later: Sooner – there is a good chance that we can work together to address your problems in the course. Later – there is a good chance that you will be left with a lower grade than you would like.

STUDENT NOTICE OF RECORDING FOR ONLINE TEACHING AND LEARNING

Activities for this course involve recording, in partial fulfillment of the course learning outcomes. Images, audio, text/chat messaging that have been recorded may be used and/or made available by the University to students enrolled in the course and those supporting the course for the purpose of materials review, for assessment, etc. Recordings will be managed according to the University’s Common Record Schedule and will be securely destroyed when no longer needed by the University. Your personal information is protected in accordance with York University’s Guidelines on Access of Information and Protection of Privacy and the Freedom of Information and Protection of Privacy Act. Access to online materials, including recordings or live meetings, is subject to York University’s Senate Policy on Computing and Information Technology Facilities.

The University will use reasonable means to protect the security and confidentiality of the recorded information but cannot provide a guarantee of such due to factors beyond the University’s control, such as recordings being forwarded, copied, intercepted, circulated, disclosed, or stored without the University’s knowledge or permission, or the introduction of malware into computer system which could potentially damage or disrupt the computer, networks, and security settings. The University is not responsible for connectivity/technical difficulties or loss of data associated with your hardware, software, or Internet connection.

By engaging in course activities that involve recording, you are consenting to the use of your appearance, image, text/chat messaging, and voice and/or likeness in the manner and under the conditions specified herein. In the case of a live stream recording, if you choose not to have your image or audio recorded, you may disable the audio and video functionality. If you choose to participate using a pseudonym instead of your real name, you must disclose the pseudonym to your professor in advance to facilitate class participation.

You are not permitted to disclose the link to/URL of an event or an event session recording or copies of recording to anyone, for any reason. Recordings are available only to authorized individuals who have been directly provided the above instructions/link for their use. Recordings for personal use, required to facilitate your learning and preparation of personal course/lecture notes, may not be shared with others

without the permission of the professor or event coordinator, and may not be published, posted, linked to, or otherwise made available online, including on social media feeds, even if those feeds are private.

*****Please note that you are responsible for familiarizing yourself with all of the content in the course syllabus, textbook, and eClass, including materials that are not covered by the instructor.*****