

Elements of Law: Part One

AP/ADMS 2610 3.0 – SECTION Q
Winter 2024

Prerequisite: AP/ADMS 1000 3.00

Course Information

Course Instructor: Rudi M. Lof
E-mail: rlof@yorku.ca
Office Hours & Location: Wednesday
5:30pm online

Course Time & Days: online
asynchronous

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

This course is intended to provide students with an introduction to the basic legal principles and frameworks that are necessary when one is operating within a business context. The course will introduce students to the fundamental building blocks of business law, contracts and torts (e.g., negligence). This will be followed by a discussion of the legal aspects of the different forms of business organization including: sole proprietorships; partnerships; and corporations. Other important areas of business law to be covered include: employment law; consumer law; competition

law; environmental law; bailment; real estate law (including mortgages); as well as intellectual property. The course is not designed to turn students into lawyers, but to provide them with the basic knowledge and understanding of legal principles so that they are more fully aware of the legal implications of their actions in business and can more easily navigate within the Canadian legal system. Students will be asked to think critically about legal principles and their application in contemporary society.

Course Learning Objectives

By the end of this course, students will be able to:

- have a basic understanding of the key legal concepts and principles that relate to business activity, whether as an owner, professional, employee, manager, executive, or director;
- become more aware of the legal implications that can arise while engaged in business activity in order to know when to engage the assistance of a lawyer, as well as how to be a more informed and knowledgeable legal client; and
- develop critical decision-making skills via the application of concepts and legal principles to business cases.

Course Format and Organization

This course includes asynchronous online and online office hours. It is recommended to attend the weekly office hours to help enhance your understanding and have the opportunity to ask questions.

Additional learning activities will also take place on the course's eClass site. You can complete those learning activities at your own pace, following the schedule of readings and activities.

Meeting / Activity	Day	Time	Description
Lecture (asynchronous)			Posted in advance
Virtual Office hours (Zoom)	Wednesday	5:00 pm	Office hour will end at 5:30 p.m. if no student is in the waiting room
Assignments and Learning activities on Connect via the course's eClass site	To be completed asynchronously		Assignments will be completed via Connect. Students may be asked to review pre-recorded lectures and other learning activities. See the course's eClass site. Review course announcements on a

Meeting / Activity	Day	Time	Description
			regular basis.
Readings	Prior to each lecture		The readings each week for the course will be quite heavy, but it is important that you take the time to do the readings prior to each lecture and not fall behind. This will help with one's understanding of the material presented during the lectures. See "Course Schedule: Weekly Readings and Activities" below.

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 director, 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 4, 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](#)
- [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 Communication Plan and Office Hours

Course webpage: eClass

eClass contains all the course material and announcements. The website contains this course outline and the following:

- Announcements on all important matters in the course. You should check these several times a week and especially before class in case there is a class cancellation
- Pre-recorded videos
- Lecture slides to print as course notes
- Link to Connect
- Exam information

Access to the course web site is restricted to students enrolled in the course. You will have to register and then log in with your York Passport account in the eClass @York University link.

Email Protocol

- Questions re course admin and grades: email the course instructor (email address listed above)
- Questions re computing issues: email York helpdesk (helpdesk@yorku.ca)
- Questions re textbook access: www.mcgrawhill.ca/support

It is essential that the following e-mail protocol be observed (this course does not check or use eClass messaging or chat):

- E-mail from your York Computing E-mail Account (username@my.yorku.ca) under all circumstances. Email from Hotmail, gmail, yahoo or other sources might be recognized as spam and never reach the course instructor.
- On the subject line, provide the course number, your section number (e.g., Sect. S), student number, last and first names and a brief description of the purpose of your e-mail.
- To RECEIVE a response to your e-mail, you must include your Full Name, Student Number and section at the end of every email.
- If you are emailing for assistance with a mini-case problem or case problem, your email should be related to access issues. If your question is related to your answer please attend office hours.
- If your enquiry cannot be addressed via e-mail, the course instructor may ask you to drop by the office hours.

Course Expectations

Weekly Routine Suggested for ADMS 2610

Step 1: Preparation (5 to 6 hours)
1) Check the course outline to identify the activities of the week. 2) Read the relevant chapters in the book to familiarize yourself with the topic. Take notes. Highlight terms or concepts that you do not understand. 3) Solve some of the end of chapter mini-case problems (available in the book).
Step 2: Identify the gaps in your knowledge and ask questions (3 to 6 hours)
4) Watch your weekly class lecture. 5) Solve some end of chapter case problems (available in the book). 6) Participate in the eClass forum discussions (if any). You can consult the textbook and lecture notes in order to provide more meaningful comments. 7) Drop by during the office hours to discuss any questions about the live lecture, readings, or case problems.
Step 3: Consolidate your knowledge (3 to 6 hours)
8) Check the course outline to determine what learning activity is due next. Read the instructions and work on it according to the timelines specified. 9) In preparation for exams and learning activities make sure you do not violate academic honesty policies. 10) After writing exams or completing learning activities check the answers and solutions to find out what needs improvement.
Step 4: Use the acquired new knowledge in future courses you will do in the BCom

Course Evaluation

Assessment	Start Date	Due Date	Weight %
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Smartbook Assignment # 1	January 4 @ 9 am	January 18 @ 4 pm	2.5
Smartbook Assignment # 2	January 18 @ 9 am	February 1 @ 4 pm	2.5
Mandatory Learning Activity # 1	February 1 @ 9 am	February 8 @ 4 pm	3
Mandatory Learning Activity # 2	February 8 @ 9 am	February 15 @ 4 pm	4
Mid-term (in-person, on campus)		March 1 From 6:00 to 9:00 pm	34
Mandatory Learning Activity # 3	February 29 @ 9am	March 7 @ 4 pm	4
Mandatory Learning Activity # 4	March 14 @ 9 am	March 21 @ 4 pm	4
Smartbook Assignment # 3	March 14 @ 9am	March 28 @ 4 pm	2.5
Smartbook Assignment # 4	March 21 @ 9 am	April 4 @ 4 pm	2.5
Final exam (in-person, on campus)		During official exam period	41
			100%

Assessment Descriptions

Smartbook assignment questions (asynchronous via Connect): Marks may be earned by answering multiple choice questions. There will be four (4) assignments. Students have two (2) weeks to complete each Smartbook assignment. More information will be provided.

Mandatory learning activities (asynchronous via Connect): There will be four (4) mandatory learning activities on Connect via eClass. They must be completed

according to the specific timelines and instructions. They will be submitted to the course director. Students have one (1) week to complete each mandatory learning activity. More information will be provided on eClass.

Mid-Term (in-person): The Mid-term Exam will cover materials discussed during Weeks 1 through 5 of the course. The Mid-term exam will take place on campus during on Friday, March 1, from 6:00 to 9:00 pm. It will consist of a series of short answers and case analysis questions. More information will be provided. Students must attend the in-person mid-term on campus.

Final Exam (in-person): The final exam is cumulative of all of the material assigned in the course, and will take place during the final exam period. The exam period is from April 10 to 26. It is your responsibility as a student to ensure that you are available to sit for examinations during the entire exam period for the term corresponding to your course. *We strongly recommend that you do not make any travel arrangements prior to the end of the term's examination schedule.* Students must attend the in-person final exam on campus.

Note 1: There are no deviations from this published grading scheme. The most common request is “If I do better on the final, can I count the midterm less?” The answer is no.... so plan on doing well on all assignments. It is essential that you write out a study plan that dedicates at least six hours a week of study on 2610 (in addition to the 3 hours of lecture).

Note 2: No two exams can ever be of equal difficulty. York requires that second year courses in honours professional programs be submitted with predetermined normal grade distributions. Accordingly, grades in this course will be adjusted up or down to conform to York requirements.

Note 3: Be smart and actually learn the material. Please use all the resources available in this course. You may be bombarded with flyers from outside “tutoring companies” that offer various services and products related to the completion of the assignments. You may or may not be required to pay for such services and products. Accessing or acceptance of such services and products – regardless of payments – may affect your ability in upholding the integrity of the academic experience.

Note 4: No student can miss the final exam and receive a passing grade in the course. Deferred status is available for authorized absence in the final exam. Students missing the final exam must satisfy all requirements of the Deferred Exam policy of the School of Administrative Studies (Deferred Standing Agreement).

Submitting Assignments

Assignments for this course must be received within the timeframe specified for the assignment and are to be handed in via Connect.

Late Work Policy

Proper academic performance depends on students doing their work not only well, but on time. Accordingly, assignments for this course must be received on the due date specified for the assignment.

Lateness Penalty: Assignments received later than the due date will be penalized (10% per day that assignment is late). Exceptions to the lateness penalty for valid reasons such as illness, compassionate grounds, etc., may be entertained by the Course Instructor but will require supporting documentation (e.g., a doctor's letter). Assignments will not be accepted after four (4) days of the due date unless students have valid reasons.

Missed Tests and Exams

Missed Mid-Term: Students with a documented reason for missing the mid-term, such as illness, compassionate grounds, etc., which is confirmed by supporting documentation may request accommodation from the Course Instructor. Students must submit their requests within 3 days of the scheduled mid-term. Students will be allowed to write a make-up mid-term at a later date. Further extensions or accommodation will require students to submit a formal petition to the Faculty.

If students miss the mid-term without a documented reason such as illness, compassionate grounds, etc., the weighting of the grades will be changed. The final will weight 61 %, the mid-term will weight 14 %. In other words, the students will get 0 out of 14% for the mid-term. Students will not be permitted to write the make-up mid-term.

If students miss any of the Smartbook assignments or asynchronous Mandatory Learning Activities without documented reasons such as illness, compassionate grounds, etc, they will get 0 for that activity. The weighting of the final will not be changed.

In this course, we strive to maintain academic integrity 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 integrity 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](#).

Missing the Final Exam

Deferred 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. 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 Deferred Standing Agreement DSA form (if not temporarily suspended due to COVID-19) 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 following link <https://www.yorku.ca/laps/sas/academic-resources/deferred-exam-requests/>.

No individualized communication will be sent by the School to the students (no letter or e-mails).

Students with approved DSA will be able to write their deferred examination during the School's deferred examination period(s). 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 will be cumulative and comprehensive and may include all subjects/topics of the textbook whether they have been covered in class or not.

DSA Form: http://www.registrar.yorku.ca/pdf/deferred_standing_agreement.pdf

Under no circumstances is the result of an examination changed once it is written. If you don't feel well, go to the doctor and not to the examination site.

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	(marginally below 50%)	Marginally Failing
F	0	(below 50%)	Failing

Concerns with Marking

If you have any concern with the marking of your work, contact your course instructor in class or through email to have your concern addressed. Note, as there is a certain amount of judgment in marking, the entire exam or assignment may be re-marked, and the overall mark could go up, stay the same, or fall.

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 instructor 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>

How to Use Citations

Provide citation expectations in the course assignments and links to appropriate citation references and guidelines. Explain why citation practices are important, and how they support academic integrity by linking information back to an identifiable source. Specify what kinds of citation format students should use and list available resources to support research and citation. For example:

- [SPARK Student Papers & Academic Research Kit](#)
- [Drop-in Research Support](#), YorkU Libraries
- [Writing Centre](#)
- [ESL Open Learning Centre](#)

Course Schedule: Weekly Readings and Activities

Required Course Materials

The required text for the course is *Contemporary Canadian Business Law, Principles and Cases*, (2020) 12th Edition, J.A. Willes & J.H. Willes, McGraw-Hill Ryerson (“Textbook”) which is available in the York University Bookstore. Connect is mandatory.

It is unlikely that students will be able to receive a passing grade for this course without reading the textbook. There are many purchase options.

Course Schedule

Week/Module Dates	Topics	Assessment Due Dates	Readings
Week 1 January 8 Introduction	• Overview of course content • Sources of law (Common law, Equity, Statute law) • Constitution • Canadian Charter of Rights and Freedoms • Judicial System • Civil Court Procedure • Administrative Tribunals • Alternative Dispute Resolution (ADR)	No assignment due this week.	Chapter 1 Chapter 2 Chapter 3 (pp 58-60 “Government Regulation of Business” only)

Week/Module Dates	Topics	Assessment Due Dates	Readings
	Legal Profession		
Week 2 January 15 Contract – Part 1	- Legal reasoning - The Elements of a Valid Contract and Intention to Create a Legal Relationship - Offer and Acceptance - The Requirement of Consideration - Quantum Meruit - Debtor-Creditor - The Legal Capacity to Contract and the Requirement of Legality - The Requirement of Form and Writing	Smartbook Assignment # 1 due Jan. 18	Chapter 7 Chapter 8 Chapter 9 (except pp 194 – 196) Chapter 10
Week 3 January 22 Contracts – Part 2	- The Failure to Create an Enforceable Contract; Mistake, Misrepresentation and Undue Influence - The Extent of Contractual Rights; Privity; Assignment - The Performance of Contractual Obligations; Discharge - Breach of Contract and Remedies for Breach; Fundamental Breach; Remedies; Damages; Mitigation; Specific Performance; Enforcement of Judgments	No assignment due this week.	Chapter 11 Chapter 12 Chapter 13 Chapter 14
Week 4 January 29 Torts	- Intentional Torts - Business and Related Torts & Crimes - Unintentional Torts - Elements of the Tort of Negligence	Smartbook Assignment # 2 due Feb. 1	Chapter 4 Chapter 5

Week/Module Dates	Topics	Assessment Due Dates	Readings
	- Tort Defenses - Remedies		
Week 5 February 5 Torts and Business	Tort: Professional Standards and Professional Obligations, Professional-Client Relationships	Mandatory Learning Activity # 1 due Feb. 8	Chapter 6
Week 6 February 12 Forms of Business Organization	Sole Proprietorship - Partnership - Partnership Liability for Acts of Employees - Rights and Duties of Partners to One Another - Dissolution of Partnership, - Limited Partnership - Limited Liability Partnership Nature of a Corporation - Obtaining a Corporate Name - Methods of Incorporation - The Indoor Management Rule - Articles of Incorporation and the Incorporation Process - Shareholders' Agreements - Corporate Securities - Division of Corporate Powers - The Taxation of Corporations - Duties and Responsibilities of Directors - Director's Liability and Defense of Due Diligence - Shareholders' Rights	Mandatory Learning Activity # 2 due Feb. 15	Chapter 16 Chapter 17

Week/Module Dates	Topics	Assessment Due Dates	Readings
	Purchase and Sale of a Corporation Note: Part of the lecture will be devoted to review for mid-term		
Reading week: February 17 - 23			
February 26	Mid-term review	No assignment due this week	
	The mid-term (in-person) is scheduled for March 1, from 6 to 9 pm. Students must attend the in-person mid-term on campus.		
Week 7 March 4 Employment and Agency	Employment Law: - Contract of Employment, Dismissal and Wrongful Dismissal, Employer Misrepresentation, Employer Liability to Third parties, Employer Liability for Employee's Injuries Agency: - Role of an Agent, Agency by Express Agreement, Duties of Parties, Agency by Conduct or Estoppel, Agency by Operation of Law, Ratification of contracts by the Principal, Agency Relationship	Mandatory Learning Activity # 3 due Mar. 7	Chapter 19 Chapter 9 (pp 194 – 196) Chapter 15
Week 8 March 11	Sale of Goods: Codification of the Law, Nature of a Contract of Sale,	No assignment due this week	Chapter 21 Chapter 27 Chapter 32

Week/Module Dates	Topics	Assessment Due Dates	Readings
Government regulation of businesses	Contractual Duties, Remedies, Electronic Sale of Goods Consumer Protection Legislation: - Consumer Safety, Consumer Information, Consumer – Product Quality and Performance Protection, Consumer Protection Related to Business Practices, Credit-Granting Consumer Protection, Credit Reporting Consumer Protection Restrictive Trade Practices: - Mergers, Conspiracies and Combinations in Restraint of Trade, Offences Relating to promotion and advertisement of Products		
Week 9 March 18 Real property and mortgage	Real Property Law: - Easements, Restrictive Covenants, Title to Land, Registration of Property Interests Leasehold Interests: - the Creation of a Tenancy, Rights and Duties of the Landlord and the Tenant, Rights of the Landlord for Breach of the Lease, Rights of the Tenant for Breach of the Lease Mortgages: - Priorities, Rights and Duties of the Parties, Special Clauses, Discharge of Mortgage, Assignment, Sale of Mortgaged	Mandatory Learning Activity # 4 due March 21	Chapter 22 Chapter 23 Chapter 24

Week/Module Dates	Topics	Assessment Due Dates	Readings
	Property, Default: Foreclosure and Sale, Business Applications of Mortgage Security		
Week 10 March 25 Environmental law Security for Debt and Negotiable Instruments	Environmental Law: • Common Law, Environmental Legislation, “The Polluter Pays” Principle, Responsibility for Contamination Security for Debt: • Forms, Statutory Protection for Creditor Security, Priorities Negotiable Instruments: • Bills of Exchange, Cheques, Promissory Notes, Defences, Consumer Protection and Negotiable Instruments	Smartbook Assignment # 3 due Mar. 28	Chapter 34 Chapter 29 Chapter 28
Week 11 April 1 Intellectual Property Law and International Business law	Intellectual Property Law: • Patents, Trademarks, the Trademarks Act, Franchises, Copyright, the Copyright Act International Business Law: • Importing and Exporting Goods to and from Canada, International Trade Regulation, International Trading Relationships and Contracts of	Smartbook Assignment # 4 due Apr. 4	Chapter 26 Chapter 33

Week/Module Dates	Topics	Assessment Due Dates	Readings
	Sale, International Trade Dispute Arbitration Part of the class will be devoted to preparation for the final exam.		

Course Policies

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

- [Student Rights & Responsibilities](#)
- [Academic Accommodation for Students with Disabilities](#)

Please also review the following course policies:

Academic Integrity

As a student at York University, you have a responsibility to both understand and uphold the integrity of the academic experience. The Faculty of Liberal Arts & Professional Studies supports the International Center for Academic Integrity's [definition of academic integrity](#). That is, you will be committed to acting in all academic matters, even in the face of adversity, with honesty, trust, fairness, courage, respect and responsibility. Here is how you can demonstrate academic integrity in the completion of this course:

- Respect the ideas of others: Your course work should represent your own knowledge and ideas. [You should not falsely claim credit for ideas that are not your own, by presenting another's work as yours](#). If you are quoting, paraphrasing, or summarizing another person's work in order to support your own ideas, identify the work and the author through proper citation practices. For more information about how to cite properly, use the [Student Papers and Academic Research Kit](#) (SPARK). You can improve your writing, research, and personal learning abilities through the [Learning Commons](#), or by visiting the [Writing Centre](#) or [ESL Open Learning Centre](#).
- Respect your peers: [Know when you are allowed to collaborate](#). Ask your instructor about what group work entails when it comes to the [sharing of work](#). In test situations and assignments, don't steal or give answers to your peers, whether in-person or online (e.g., in group chats and/or on [third-party content-sharing websites](#), such as Chegg, Course Hero, etc.). Both cheating and aiding in

a breach of academic honesty are violations of York University's academic honesty policy.

- Respect your course instructor(s): Understand what your instructors are asking of you in class, as well as on assignments, tests and/or exams. If you are unsure, ask your professor or teaching assistant. They are committed to making you feel supported and want to assess you fairly and with integrity. Please do not submit the same piece of work for more than one course without your instructor's permission. That can be considered an act of cheating.
- Respect yourself: When you act with integrity, you know that your work is yours and yours alone. You do not allow others to take tests for you. You do not buy or otherwise obtain term papers or assignments. You do the work. As a result, you know that you *earned* the grades that you receive, so you can be proud of your York degree. By acting with integrity in your course work, you are also practicing a valuable professional skill that is important in all workplaces.
- Take responsibility: If you have acted in an academically dishonest way, you can demonstrate courage and take responsibility for your mistake. You can admit your mistake to your course instructor as soon as possible.

Students who engage in academic dishonesty can be subject to disciplinary action under the Senate Policy on Academic Honesty. Your lack of familiarity with the Senate Policy does not constitute a defense against its application. Some academic offences can also constitute offences under the Criminal Code of Canada, which means that you may also be subject to criminal charges.

Using Generative Artificial Intelligence in this Course

Students are not permitted to use generative artificial intelligence (AI) in this course. Submitting any work created through the use of generative AI tools will be considered a violation of York University's Senate Policy on Academic Honesty. If you do not know whether an online resource or tool can be used in this course, please contact your instructor for guidance. For more information, please review AI Technology & Academic Integrity: Information for Students.

Turnitin

To promote academic integrity in this course, students may 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](#) and [Student Conduct and Responsibilities](#), as well as the [Code of Student Rights & Responsibilities](#).

Netiquette for eClass and Online Learning

Students and instructors 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 [Student Guide to eLearning](#).

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 to Student Records 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 instructor 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 instructor 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.

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](#).