

## **AP/DEMS3705 A - Emergency Management: Field Experience (Fall 2024-2025)**

**Disaster & Emergency Management**

**School of Administrative Studies**

**York University, Toronto, Ontario**

Pre-requisites: AK/ADMS3700 3.00 and AK/ADMS3701 3.00

Open to: Open only to those students enrolled in the Emergency Management Certificate or BDEM.

**Course Instructor:** Ali Asgary

**Email:** [asgary@yorku.ca](mailto:asgary@yorku.ca)

**Phone:** 416 736 2100 ext. 22879

**Office Hours & Location:** By appointment

**Class Location:** Field Placement Agency

**Course Time & Days:** Field Placement Agency (No scheduled class for this course)

### **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 Description**

This course provides students with the opportunity of working in various organizations to observe professional Emergency Managers, and to apply theoretical knowledge in the field. Students will have taken two of the core courses as pre-requisites (ADMS 2700 and ADMS 3701) which will provide the foundational knowledge about the four pillars of mitigation, preparedness, response

and recovery, as well as the assessment of risk. Students will relate this knowledge to projects or situations in the field and will critically reflect on the integration of both theory and experience in in-vivo situations. Pedagogically, the course design is based on the principles of experiential education.

The field experience fosters the deepening of learning through reflection on the theory experience dynamic. Additionally, students acquire experience that may benefit them in terms of future academic work or in terms of career preparation.

### **Course Learning Objectives**

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

- Learn how emergency management works in practice
- Enhance administrative and professional skills in an emergency management workplace
- Learn how to communicate professionally and work as a team in an EM professional context
- Apply academic learnings in practical projects and activities
- Prepare yourself for emergency career
- Examine emergency management workplaces

### **Course Format and Organization**

Students can use the list of organizations that have taken our students in the past to see if they are interested in having field placement students. You can find other agencies. Once the initial agreement made between the agency and student, student can go to the <https://experience.yorku.ca/home/home.htm> to start the formal process.

### **Course Communication Plan and Office Hours**

- All communications about this course will be made through course announcements via eClass and emails
- Students are encouraged to use the eClass forum discussion to communicate with each other and share experiences
- If you have questions or need additional information or help with this course feel free to post your questions to the eClass forum.
- While most of this course will be done in the field placement organization, course instructor would be happy to meet in person or online by appointment in case you need help or have questions.

### **Course Expectations**

- Students are responsible for finding their own placements, which must be suitable to the university as a positive learning environment for the student.
- Students are expected to work 12 hours per week for 11 weeks (132 hours) with the host institution.

- Students are expected to follow the host organizations roles and requirements during their field work.
- Students are expected to take regular notes on their daily activities as they will be needed for final report.

## Course Evaluation

Items	Marks	Due Date
<b>Interim Report</b>	10%	First month after the placement
<b>Forum Participation</b>	5%	Participating in knowledge and experience sharing regarding your field placement using the course Forum discussion.
<b>Work Term Report:</b>	30%	December 14
<b>Final Oral Presentation (Final Exam):</b>	15%	During the Final Exam Period
<b>Field Placement Supervisor Evaluation:</b>	40%	December 20 or earlier

### A. Interim Report Students & Forum Participation

Students write a two-page report after completing their first month of the field placement by answering some specific questions related to the field placement activities. Question will be posted in the first half of September. Students are encouraged to share their experiences and challenges regarding their field placement with classmate through the course Discussion Forum. Students will receive 1% mark for each quality participation.

### B. Work Term Report Contents

*Students submit a field experience report by stated due date.*

*The report should be a professional report covering the following items:*

- 1. Introduction (about yourself before going to the field experience course- courses taken, 1 page)*
- 2. About the Field Experience Organization (Maximum 1 page)*
- 3. About the Field Experience Office and Supervisor (Maximum 1 page)*
- 4. About your time schedule in the organization (Maximum 1 page)*
- 5. About the projects/tasks that you were involved in (Minimum 6 pages). Explain the projects goals and objectives, components, stakeholders, your role in the project, etc*

6. *Relationship between what you learned in the program with the projects that you were involved in the field experience (2 pages)*

7. *Lessons learned (2 pages maximum)*

6. *Issues and challenges (1 page maximum)*

7. *Conclusion (1 page maximum) and suggestions for future students. 8.*

*Appendices*

*a Complete daily work schedule (Date, Location, Activity, Supervisor, Outcome) b Other appendices (as needed- sample of works if shareable, photos if shareable, etc.)*

### **C. Final Presentation**

Students prepare a presentation based on their report and present it to the class at a time and date specified during the final exam period by the registrar office. Depending on the class size each student will be provided up to 10 minutes to present her/his Field Placement experience to other students in the class and in the BDEM program. This session may be online or in person.

### **D. Field Placement Supervisor Evaluation**

Students upon completion of their work download and provide an evaluation form to their host organization's supervisor. He/she completes the form and send it to the course director by email at [asgary@yorku.ca](mailto:asgary@yorku.ca). It is up to the supervisor to share or not to share the evaluation form with the student.

You should provide a copy of the "evaluation form" to your supervisor at the end of your work. He/She need to fill it in and either email it directly to me or give it to you to download it in Moodle.

### **Submitting Assignments**

All reports for this course will be submitted electronically through eClass. Assignments must be received within the timeframe specified for the assignment and are to be submitted via eClass assignment section.

### **Late Work Policy**

Students are expected to submit all course related reports and assignment on due date. A penalty of 5% per day will be implemented to late assignments. If late submission is due to the nature of the field placement organization or supervisor, student should inform the course instructor in advance to avoid late penalties.

### **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

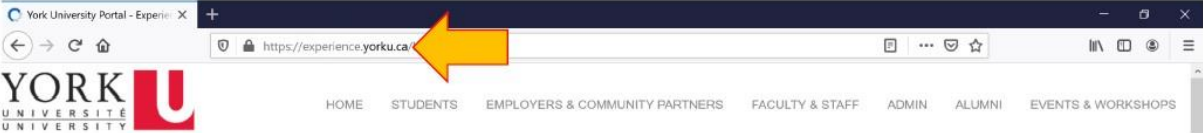
**Field Placement Application Process**

# DEMS 3705 Student Placement Paperwork Tutorial

After securing your placement, you will need to sign into Orbis to complete the rest of your placement paperwork.

### Step 1:

Go to [experience.yorku.ca](https://experience.yorku.ca):



Click STUDENTS button at the top:



Sign in with your PPY:

**Username:**

**Password:**

## Step 2:

1. After you log in, click on 'Liberal Arts & Professional Studies' from the left-hand menu bar.
2. Click on 'Placement Courses'
3. Click on 'View' under Current Experiences. This will take you to your Placement Course Module.

The screenshot shows a user interface for 'My Experience' under 'Placement Courses'. On the left is a dark navigation menu with 'LIBERAL ARTS & PROFESSIONAL STUDIES' (marked with a red '1') and 'PLACEMENT COURSES' (marked with a red '2') highlighted. The main content area has a header 'My Experience Placement Courses'. Below this are four cards: 'Current Experiences' (1 icon, 'View 3' button), 'Past Experiences' (0 icon, 'View' button), 'Pending Experiences' (0 icon, 'View' button), and 'Inactive Experiences' (0 icon, 'View' button). A large image of a student writing in a notebook is at the bottom, with a 'My Profile' section (1 icon, 'View' button) overlaid on it.

## Step 3:

Click into your placement course module. You will only be able to see the module of the placement course you are enrolled in.

\*If you don't see your course listed here, please send an e-mail to [eelaps@yorku.ca](mailto:eelaps@yorku.ca) with your full name and student number.

The screenshot shows the 'Current Experiences Placement Courses' module. The left navigation menu is the same as in Step 2, with 'PLACEMENT COURSES' highlighted. The main content area has a header 'Current Experiences Placement Courses' and a pagination bar showing '1' of 1 page. Below is a card for '2021 - Winter DEMS 3705 3.0 - M - Emergency Management: Field Experience' with '0 of 1 experiences completed'. A progress bar shows 'Current step' as 'Placement Information & Agreement Check'. A yellow arrow points to the course title. A second pagination bar is at the bottom.

## Step 4:

From here, click on Accept Terms and Conditions to read over the terms and conditions for placement students:

Test, your details for:

PLACEMENT

You haven't been placed yet.

STEPS

This experience has 4 steps. You've completed 0 of the 4 required steps.

Current step

**1 Terms and Conditions**

Please make sure to read the following terms and conditions listed below.

By clicking accept you agree that you have read over the full terms and conditions for your placement and agree to all terms of service.

Accept Terms and Conditions

2 Placement Information & Agreement Check

3 Placement Agreement In Progress

4 Health & Safety Checklist

Please make sure to read the following terms and conditions listed below.

By clicking accept you agree that you have read over the full terms and conditions for your placement and agree to all terms of service.

### Terms and Conditions

#### SECTION 1

##### Unpaid Placement:

- Maintain status as a registered student of the University;
- Adhere to the University student Code of Conduct during the placement;
- Maintain the privacy of the clients, residents and/or other persons in all instances and to respect the confidential nature of the information to which they are exposed;
- Act in accordance with the Learning Site's regulations, rules, policies, and procedures including appropriate laws as they apply to the Learning Site;
- Obtain all security clearances, immunizations, and tests required by the Learning Site before commencing the course required placement (CRP);
- Meet with representative(s) of the Learning Site and the Faculty of Liberal Arts & Professional Studies to arrange, before or at the beginning of the CRP, the nature of the learning experience including hours, days, responsibilities, and meeting schedule with the staff supervisor;
- Provide a copy of the Learning Plan, including learning objectives to the Learning Site and the Faculty of the Liberal Arts & Professional Studies early in the CRP (normally by the 2nd week); and
- Agree to fulfill the obligations listed above as part of the course required placement;
- I understand that WSIB or private insurance coverage will be provided through the Ministry of Colleges and Universities while on placement as arranged by the University as part of my program of study. I understand the implications and have had any questions answered to my satisfaction.

#### SECTION 2

##### Paid Placement:

I acknowledge and understand that as a paid employee of the Placement Centre, I am not eligible for WSIB for unpaid learning sponsored by the Ministry of Colleges and Universities. Further, I acknowledge and understand that as a paid employee of the Placement Centre there is no coverage under the University general liability and malpractice liability insurance. I agree that York University shall not be liable for any injury, loss or damage to my property during the placement.

By clicking accept you agree that you have read over the full terms and conditions for your unpaid or paid placement and agree to all terms of service.

Accept



## Step 6:

Once you click 'accept', you will automatically be redirected to the main page of the module.

Student Action: Click on Create a Placement Record to upload your placement information for the EE Office.

The screenshot shows a user interface for a placement process. On the left, a box labeled 'PLACEMENT' contains the text 'You haven't been placed yet'. On the right, a 'STEPS' section indicates that the user has completed 1 of 4 required steps. The steps are: 1. Terms and Conditions (completed), 2. Placement Information & Agreement Check (current step), 3. Placement Agreement In Progress, and 4. Health & Safety Checklist. The current step includes instructions to submit placement information by clicking 'Create Record', a note about placement start dates, and a 'Create Placement Record' button highlighted with a yellow arrow.

A pop-up will appear, click on Create a Record:

The screenshot shows a pop-up window titled 'Create Placement Record'. The text inside reads: 'Once the Record is created, you will no longer be able to search for opportunities. Select 'Create Record' to proceed, or 'Close' to not create the record.' A red 'Create Record' button is highlighted with a yellow arrow.

## Step 7:

Fill out all the following fields with your placement information. If you do not have a job title for your placement, you can put N/A.

PLACEMENT DETAILS	
Placement position title	<input type="text"/>
* Placement Organization Name	<input type="text"/>
* Placement Address	<input type="text"/>
* Placement City	<input type="text"/>
* Placement Province	<input type="text"/>
* Placement Postal Code	<input type="text"/>
* Placement Country	<input type="text"/>
* # of Placement Hours	<input type="text"/>
* Will your placement take place on-site? Virtually? Mix?	<input type="text" value="-select-"/>
* Paid? Unpaid?	<input type="text" value="-select-"/>

Scroll down to the bottom and you will also need to submit your supervisor information. Once you have filled out all the fields, please click 'Save'.

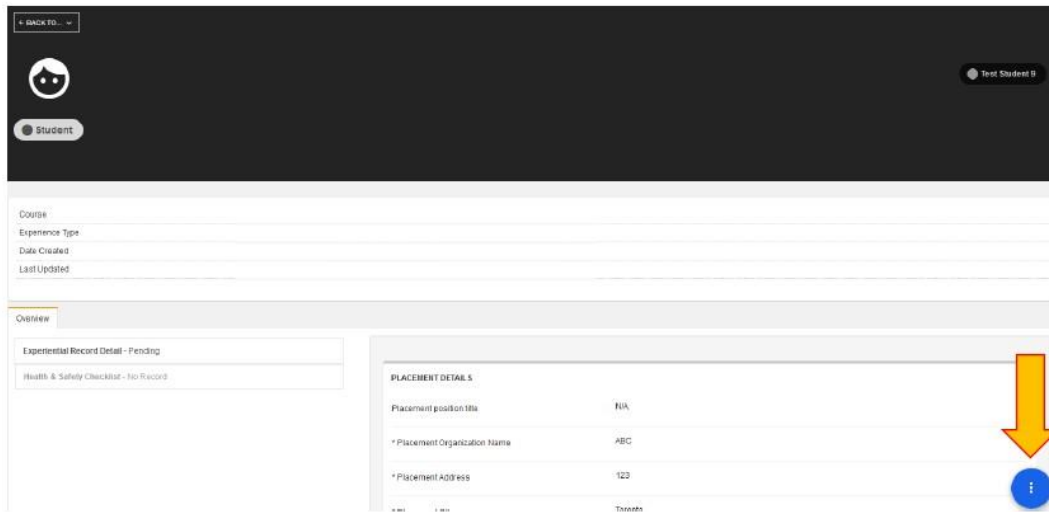
SUPERVISOR INFORMATION	
* Supervisor #1 First & Last Name	<input type="text"/>
Supervisor #2 First & Last Name (if applicable)	<input type="text"/>
* Supervisor Title	<input type="text"/>
* Supervisor Email	<input type="text"/>
* Supervisor Phone	<input type="text"/>

Save

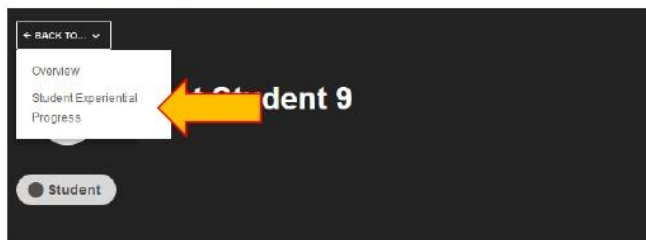


Once you click save, you will be shown a summary of your placement information. If you made a mistake, you can edit the record by clicking the blue button at the bottom right of the screen and click 'Edit'. If you do not need to edit the information, you can click 'Back to' → 'Student Experiential Progress' at the top left of the screen to return to the main module.

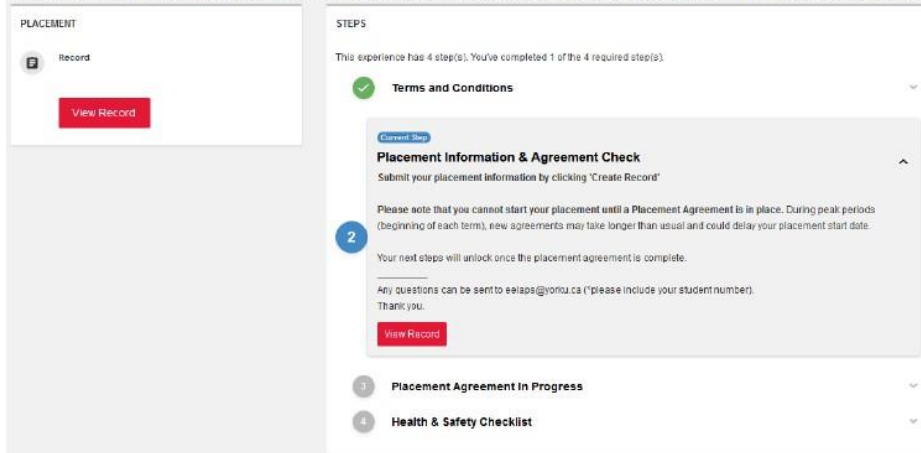
To Edit:



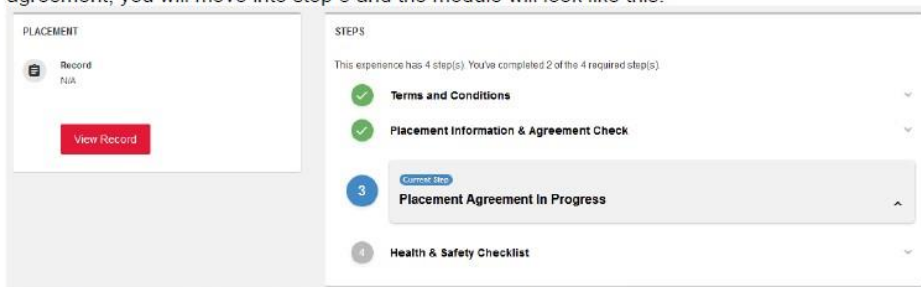
To return to the main module:



When you click 'Back to' → 'Student Experiential Progress', you will be redirected to the main page module. Your status will stay on Placement Information & Agreement Check until the details are reviewed and approved by the EE Office.



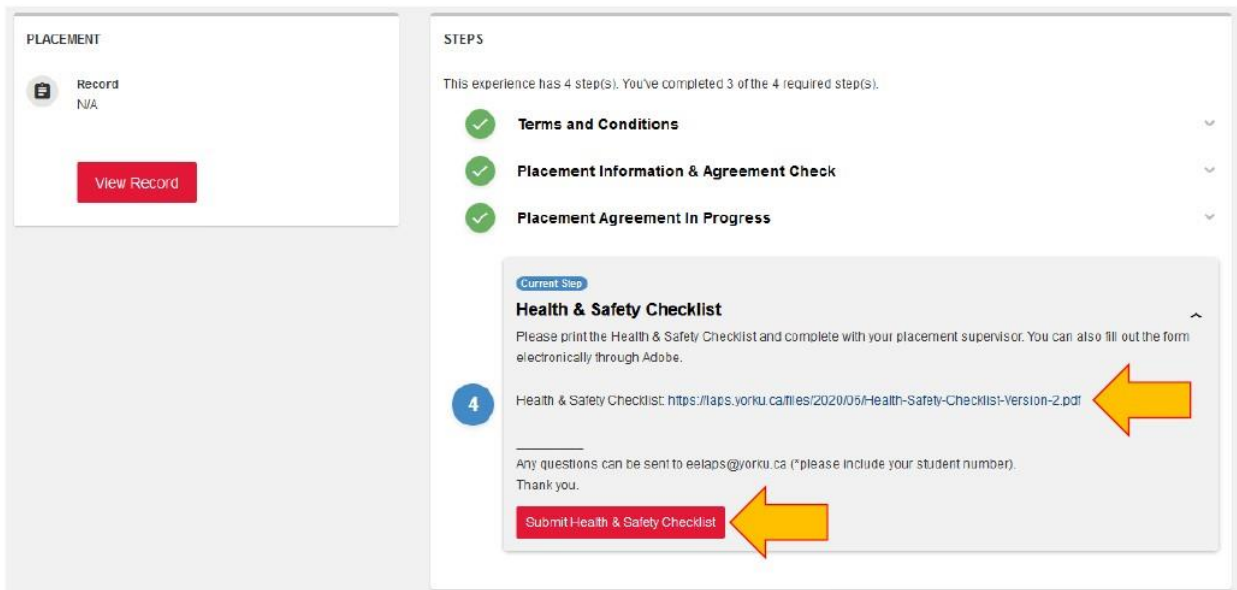
Now all you need to do is wait. The EE Office will review your placement information and if all the appropriate information has been submitted, the EE Office will send out a Placement Agreement to the placement organization. Once we send out a placement agreement, you will move into step 3 and the module will look like this:



Once the Placement Agreements are complete, you will receive an e-mail indicating that you can start your placement and the final step in the module will unlock. Please remember that placement agreements need to be in place before you can start your placement.

### Step 8:

Click on the Health & Safety Checklist link to download/print. You will need to fill out the checklist with your supervisor on your first day of placement. You can use Adobe to complete and sign the form electronically if you are working remotely. Once you have completed the form with your supervisor, click on 'Submit Health and Safety Checklist'



To submit your completed Health & Safety Checklist:

Click on 'Submit Health & Safety Checklist' → 'Upload New File'

Choose the completed Health & Safety Checklist from your files → Click 'Submit'

NEW CATEGORY

\* Submit your Health & Safety Checklist

Upload New File

Submit

All steps complete! Thank you for accepting all terms & services for placement students and completing the Health & Safety Checklist.

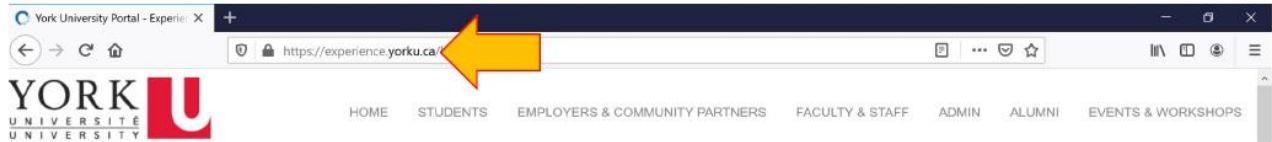
If you have any questions, please e-mail: [eelaps@yorku.ca](mailto:eelaps@yorku.ca) (include your full name and student number in the e-mail).

# DEMS 3705 Viewing Placement Records

Course Directors can check which students have submitted their placement records on Orbis by following the steps below:

## Step 1:

Go to [experience.yorku.ca/](https://experience.yorku.ca/):



## Step 2:

Click **FACULTY & STAFF** button at the top:



## Step 3:

Sign in with your YorkU e-mail address and password (will send password in separate e-mail):

### Login

If you are posting On-Campus, Research at York (RAY), or Work/Study (for faculty and research units only) positions, please register using the Employer tab above.

LOGIN

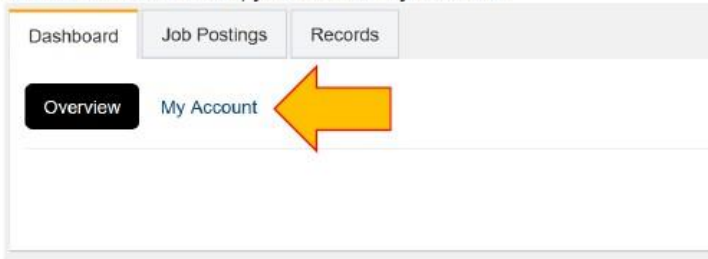
PASSWORD

**SUBMIT**

## Step 4 (optional, but recommended):

If you would like to change your password:

On the main dashboard, you will see 'My Account'.



Type in your new password twice and click save.

A screenshot of the 'My Account' page. At the top, there are three tabs: 'Dashboard', 'Job Postings', and 'Records'. Below the tabs, there are two buttons: 'Overview' and 'My Account'. The 'My Account' button is highlighted. Below the buttons, there is a section titled 'Your Account Information'. Underneath, there is a section titled 'USER INFORMATION'. The 'USER INFORMATION' section contains three fields: 'Login ID:\*', 'Password:\*', and 'Please re-type the password:\*'. The 'Password:\*' and 'Please re-type the password:\*' fields are both masked with dots. A large yellow arrow points to the 'Password:\*' field.

## Step 5:

1. From the main page, click on 'Liberal Arts & Professional Studies' from the left-hand menu bar.
2. Click on 'Placement Courses' - this will bring you to your Placement Course Dashboard. This dashboard will show your placement course and provides an overall summary of how many students have submitted their placement information, how many students have not submitted their placement information, and how many students have completed all their required paperwork.
3. To check student statuses, click on the 'Placed', 'Unplaced', 'Completed' tiles.

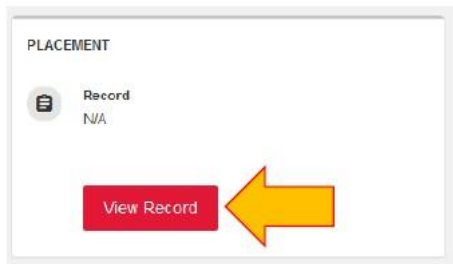
\*Student Enrollment: Before courses begin, the EE Coordinator will enroll students into the module based on data from SIS. If your students require permission to enroll in the course, please reach out to [iseo@yorku.ca](mailto:iseo@yorku.ca) with a list of students who will be enrolling that term.

When you click into 'Placed', select 'View' to access the student's placement information:

Student		Experience						
Name	Username	Status	Course/Program	Code	Section	Term	Experience Type	Date Enrolled
Test Student 0	Student0@noemail.com	In Progress			W	2021 - Winter		12/09/2020 02:43 PM



Click on 'View Record'

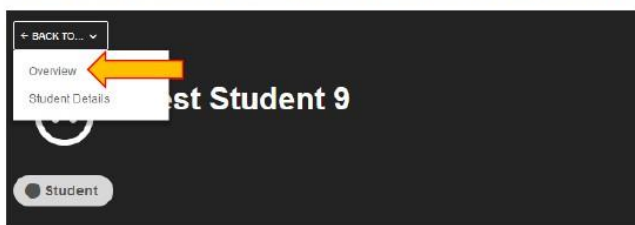


You will then be able to view the placement and supervisor information of the student:

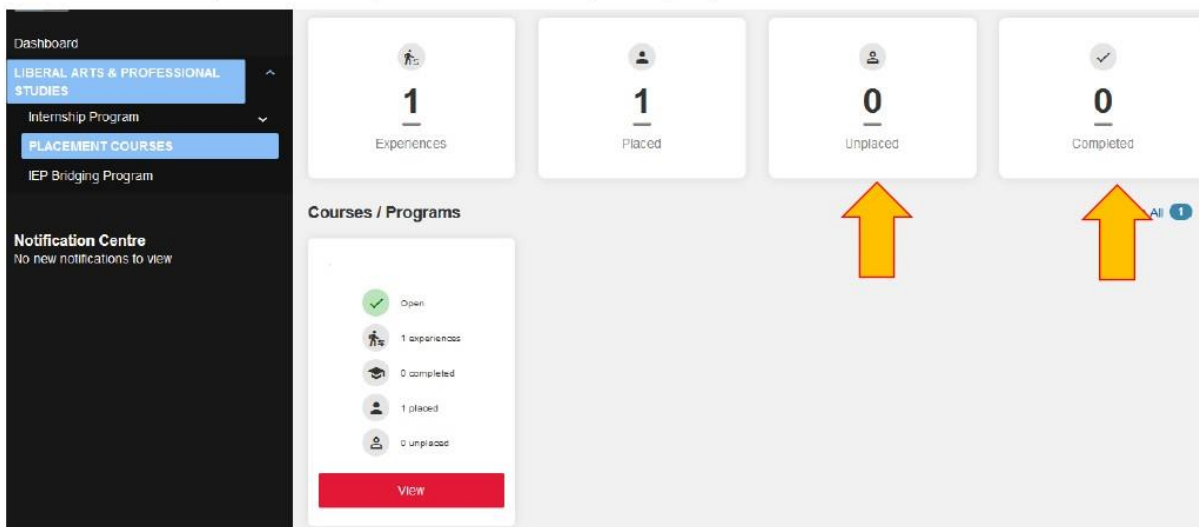
PLACEMENT DETAILS	
Placement position title	N/A
* Placement Organization Name	ABC
* Placement Address	123
* Placement City	Toronto
* Placement Province	ON
* Placement Postal Code	1A2 E3C
* Placement Country	Canada
* # of Placement Hours	120
* Will your placement take place on-site? Virtually? Mix?	Virtual
* Paid? Unpaid?	Unpaid

SUPERVISOR INFORMATION	
* Supervisor #1 First & Last Name	Supervisor 1
Supervisor #2 First & Last Name (if applicable)	
* Supervisor Title	Supervisor
* Supervisor Email	super@visor.ca
* Supervisor Phone	416-555-5555

To view the other students, scroll up and click 'Back To' at the top left and choose 'Overview' to return to the main screen shown in Step 5:



To view students who have completed all placement steps including the health & safety checklist, click 'Completed'. You can also view the students who have yet to submit their placement information by clicking 'Unplaced'.



## 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 practising 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

[Please include a written policy on whether students are allowed to use generative AI tools, such as ChatGPT, in your course. For sample language, please consult the [note on student uses of generative AI on page 1 of this template](#).]

### Turnitin

[This is only required if Turnitin will be used in your course.]

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](#) 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.

## Hyflex Course Policy

[This section applies only to HYFLX courses.]

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. In addition, students who participate orally are consenting to have their voices, personal views and opinions transmitted and/or recorded. If you have concerns regarding the digital transmission or recording of your image or voice, please communicate with your instructor; you may be referred to the Associate Dean or Information and Privacy Office. Students are not permitted to use any third-party software or application to record a transmitted Hyflex session.

Recordings of Hyflex course sessions will be retained along with other posted course materials in accordance with York's Common Record Schedule. Access to any recordings should be limited to the instructor, the TA(s), and the students enrolled in the course. Instructors, TA(s) and students may not post, share, or otherwise publish recorded materials outside of the Hyflex course. Student access will be removed following the end of each term. Instructors are not to keep a copy of the recorded Hyflex session or store a copy locally on their own device or in a cloud-based service other than eClass. Recordings that include student images or audio may not be used for a subsequent offering of the course.

As always, 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](mailto:info.privacy@yorku.ca). **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](#).