

## An Introduction to Accounting for Human Resource Professionals

AP/ADMS1500A 3.0

Summer 2025

### Course Information

Course Instructor:

**Samique Haynes**

E-mail: [samique@yorku.ca](mailto:samique@yorku.ca)

Phone: email preferred

Office Hours & Location: **Posted on e-class**

Course Time & Days: **Thurs @ 2:30-5:30PM**

Class Location: **ACW 004**

Course E-Class site: TBA

### Teaching Team and Tutorials or Labs

Course TA: Kiera Defreitas

E-mail: [kierad@yorku.ca](mailto:kierad@yorku.ca)

Tutorial Date and time: Saturday, **9:00 to 10:30 am**, Virtual via Zoom meeting.

*Please refer to the Weekly Tutorial Schedule for details (page 11)*

### 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 accounting course is designed to meet the needs of professional managers who do not intend to pursue a BCom degree, professional accounting designation or degree for which technical accounting skills are required. As such, it is intended for others needing familiarity with accounting including for, human resources management, owner managed businesses and professional practices, general management, marketing, and operations. It stresses the way in which accounting information is used in integrated decision making, rather than the way in which accounting numbers are calculated. This course satisfies the curriculum requirement of the Human Resources Professional Association of Ontario. Note: This course does not qualify towards any Bachelor of Commerce. degree. Course credit exclusions: AP/ADMS 2500 3.00, AP/ADMS 2510 3.00 and former AK/ADMS2500 3.00 and AK/ADMS 2510 3.00.

### Course Learning Objectives

The purpose of this course is to assist students in acquiring a critical overview of the accounting process and a broad understanding of the role of accounting in modern society. Special attention is devoted to:

- 1) the financial statements prepared for use by those outside the enterprise and how those statements contribute to financial decisions and capital markets, and
- 2) internal information reports prepared by managerial accountants for use by those within the enterprise and how those reports affect managers' day to day and long-term decisions.

This course is designed to help you understand why managers need to know about accounting. In particular, the course is designed to allow you to gain knowledge, insights, and analytical skills related to the basic language of accounting and some of the basic techniques. By the end of this course, students will be able to:

- develop an understanding of essential accounting language and basic financial decision-making techniques needed by managers, and
- give to each student the opportunity to acquire and improve critical skills for future career success by working on assignments involving:
  - a) integrative problem-solving skills,
  - b) analytical skills,
  - c) communication skills and understanding how a real business function.

**Course prerequisite:** None

## Required Course Materials

### Textbook:

P.D. Kimmel, J.J. Weygandt, Survey of Accounting, 3rd edition, November 2022.

**Textbook access info:** A student may buy any of the following packages of Kimmel's textbook with Wiley Plus access:

- I. a standalone New Wiley Plus code (**TBA**) an e-text version of the textbook comes free with the Wiley Plus code. So, no need to buy an additional copy of the textbook. You can buy the New Wiley Plus Code from the York University bookstore at a subsidized price.

The link to purchase Wiley Plus code from YU bookstore at a **subsidized rate**: [Price: \$60]

[https://www.bookstore.yorku.ca/sell\\_access\\_codes.asp?](https://www.bookstore.yorku.ca/sell_access_codes.asp?) **OR**

- II. a loose-leaf version of the textbook- A loose-leaf version of the textbook comes with a free New Wiley Plus code. [Price: \$169.95]

**\*\* Each student is required to purchase a Wiley Plus online access code in order to participate in online quizzes, assignment and to have access to the e-text book.**

Note: Photocopying more than 10% of a textbook is illegal and may involve penalties. Do not duplicate textbooks or obtain these photocopies. The same restriction applies to the Pdf version of the textbook.

- *The most recent cost to date is shown above and is subject to change.*
- *No restrictions prevent a student from using a second-hand copy of the physical textbook.*

## Important Information Before You Decide to Enroll

This course outline has been designed to provide you in advance with detailed guidance on every conceivable rule and regulation in the course. It represents a contract between you as a student and the Course Directors, and there should be no deviations from these rules by either party. There will be no exceptions to examination dates, and grade weighting. You should print out this document and keep it handy for reference throughout the course.

## Enrolment Deadline

All sections for this course normally fill months in advance so early registration is important. If you did not get into the course before classes started, your chances of successfully enrolling are very slim. However, by contacting [apsas@yorku.ca](mailto:apsas@yorku.ca) you can request your name be added to a list that is maintained with the only purpose of estimating the unsatisfied demand for the course, but students are not contacted when vacancies occur. The Course Directors are not involved in the registration process in any way and cannot assist you with this process. Due to the high volume of material covered (five chapters in the first three weeks) and because of early dates of examinations, no registration is permitted after the "last date to enroll without permission".

Be aware of the important dates that apply to this course by checking the following site:

<https://registrar.yorku.ca/enrol/dates/2024-2025/summer>

## Course Format and Organization

### Lectures

The course is offered on-campus in-class. There will be a three-hour lecture each week. The lecture is scheduled each -->**Thursday, from 2:30 pm to 5:30 pm in person in room TBA.** The class ends 10 minutes early to allow for travel time for all students.

The lecture heavily concentrates on each weekly coverage mentioned in the weekly schedule. Students are strongly encouraged to attend the weekly lecture to strengthen the chance of completing this course with a decent grade.

### Tutorial Sessions

*Please refer to the Weekly Tutorial Schedule (page 11) for details.*

## Technical Requirements

This course has an extensive computer interface, and you will need access to a multi-media computer with a high-speed Internet connection. The most recent versions of Adobe Reader and Apple QuickTime are required to view course materials, available by free download from [www.adobe.com](http://www.adobe.com) and [www.quicktime.com](http://www.quicktime.com), respectively. A computer and speakers (or headphones) will be required to read and listen to the recorded material that complements the text. 'Adobe Reader' and 'QuickTime' are needed to view the multimedia clips that illustrate and explain the concepts. There are free computer labs on campus for registered students who do not possess these computing resources. Campus computers do not have speakers, so you will have to supply your own headphones.

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/TA, 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](mailto:askit@yorku.ca).

### Course Communication Plan and Office Hours

- You can communicate with one another the class in discussion forum created on eClass or use the eClass message function.
- *All administrative questions, textbook materials, and chapter problems* – contact the Course Directors using email or eClass message. The Course Director answers all administrative questions and questions related to the textbook materials and end-of-chapter questions. In addition, you can use the chapter-focused discussion forum on eClass to communicate your queries, additional insights, and observations with your professor and other students. In addition, your professor will hold office hours each Friday from 7 to 8 pm to provide opportunities to bring up course related issues/queries to your professor. This meeting is by appointment only.
- This term, tutorials will be hosted virtually using Zoom conferencing. Attendance at tutorial sessions is highly recommended but not mandatory. Tutorial sessions are designed to cover a set of problems and exercises, but beyond them, they are largely unstructured. There will be a weekly tutorial, where the TA will go through worked examples of textbook problems and assist students in areas where they have concerns. You are invited to attend all the sessions offered each week. In addition to this, recorded tutorial videos will also be posted on the e-class website. **Please refer to page 1 of this course outline for tutorial location and the course appendix (page 11) for detailed tutorial schedule.**
- Questions on technical content should be addressed in person with your teaching assistant at tutorials. Kiera DeFreitas, the teaching assistant for this course, can also message or email the TA at [kierad@yorku.ca](mailto:kierad@yorku.ca).
- ***When do I contact the Course or Area Coordinator?*** Email the Course or Area Coordinator if you do not hear from the email sent to the Course Directors within 72 hours (excluding weekends and holidays), or if you feel your questions/concerns are not properly addressed by the Course Directors.

## Course Expectations

This course covers both financial and managerial accounting topics and is full of technical jargon. Students are strongly suggested to read the assigned chapters (from Kimmel's textbook) prior to joining the weekly lecture. In addition, the self-study questions and the adaptive practices must be studied and completed prior to each class. Assigned end of chapter problems must be attempted prior to the relevant tutorial. Students are recommended to be fully prepared to take necessary notes during lecture time.

Please attempt the practice problems at the end of each chapter in the textbooks and compare your solution with the one provided. If unsure about your solution, please discuss it with your course director or TA during the virtual office hour or message the course director or TA via eClass's instant messaging option. Additionally, the publishers' web sites offer a multiple-choice quiz for each chapter. Each question in the quiz has a complete solution and you can use it to test your comprehension of the chapter's materials.

## Course Evaluation

Grades are a measure of the performance of a student in individual courses. Each student shall be judged on the basis of how well they have command of the course materials.

Assessment	Due Date	Weight %
Adaptive Practice (on Wiley Plus)	Due each week (excluding Week 1, 5, and 9 content)	5%
Online Assignments (on Wiley Plus)	Best 3 assignments out of 4 (5%x3) (3 attempts, no time limit)	15%
Online Quizzes (on Wiley Plus)	Best 3 quizzes out of 4 (6.67%X3) (1 attempt, 30 mins)	20%
Midterm (Week 1 to 6 coverage)	Saturday, June 21, 2025 at 2 to 5pm	25%
Final Examination (cumulative)	Final Exam Period	35%
		100%

## Assessment Descriptions

### *Adaptive Practice (5%)*

To expose students to the financial and managerial accounting concepts and calculations prior to each lecture, there are 8 adaptive reading practices available through the Wiley publisher's online access portal. These adaptive practice readings will be available for a duration of approximately one week before each lecture and will be due by some selected Thursdays, 11:59pm. **Students have to complete adaptive practice reading by the deadline mentioned in the detailed course schedule on page 11.** Note that extensions are not possible, given the pedagogical role of these activities.

### *Online Assignments (15%)*

To enhance students' understanding of financial and managerial accounting concepts and calculations, there are 4 online assignments available through the Wiley publisher's online access portal. All online assignments will consist of multiple-choice questions, true/false, and multi-step problem-solving. Of these 4 assignments, the best 3 results will count towards your final grade. These assignments are intended to act as graded practice for your online quizzes and other exams. **Students must complete online assignments by the deadline mentioned in the detailed course schedule from page 11.** There will be three attempts and unlimited time for each attempt. Note that extensions are not possible given the pedagogical role of these activities.

### *Online quizzes (20%)*

To enhance students' understanding of financial and managerial accounting concepts and calculations, there are 4 online quizzes available through the Wiley publishers' online access portal. All quizzes are multiple choice questions, true/false, and multi-step problem solving in nature. Of these 4 quizzes, the best 3 results will count towards your final grade. These quizzes are intended to test your understanding of the course work and to inform your preparation for your exams. **Students have to complete quizzes by the deadline mentioned in the detailed course schedule from page 11.** There will only be one attempt and 30 minutes allocated to each quiz. Note that extensions are not possible given the pedagogical role of these activities.

### *Midterm Exam (In-Person) (25%)*

To minimize the time conflict, the midterm test in ADMS1500 is scheduled outside of scheduled lecture times. This assessment will be held in person. The midterm test will consist of multiple choice and short answer questions covering conceptual, definitional and calculation questions. Questions will be based on conceptual discussion during the class and exercises and problems from the assigned textbook chapters. You should not take this course if you are unable to attend the midterm test. Details of the midterm exam will be posted on the e-class website as soon as it becomes available.

**Alternative Midterm:** For religious accommodation/conflicts with main scheduled sitting, please see instructions under [University Regulations and Procedures](#) on how to apply to write during an alternative sitting.

**Important:** Once a midterm test is attempted, you are considered a sitting writer (your midterm will be marked, and your grade recorded). Your midterm grade is not eligible to be transferred or reweighted due to poor performance, or if you choose to not continue to write or leave early.

If you are unable to attend the regular midterm sitting (due to medical/religious/time conflict only), then you should make arrangements to write the alternative sitting, typically earlier on the same day or the day before. To do so, please email your Course Directors at least two weeks in advance of the midterm test. Students who miss the midterm will automatically have the weight (25%) transferred to the final exam. **Most importantly, due to the departmental maximum weight transfer rule, the final exam's weight (after reallocation) should not exceed 70%.**

### *Final Exam (In-person Cumulative final exam) (35%)*

The final exam is scheduled by the York University Registrar Office for the formal examination period, and thus the date of the final exam is not known when this course outline is issued. The course has a comprehensive final exam, containing multiple choice, conceptual, definitional, and calculation questions. Questions will be based on exercises and problems from the assigned textbook chapters. The exact date, time and location will be published by week 10. Consult the York University website for official timetable information.

If for any reason you will have to miss the final exam, you need to submit a formal request to the school (not to the course directors) by following procedures specified in the "Relevant University Regulations" section of this course outline, before the stated deadline.



## University Midterm and Final Exam ID Verification

**Please remember to bring your valid YorkU Student ID, which is required.** As noted on the [YU-card site](#), a Driver's License will no longer be an acceptable form of identification for exams. Students must present photo identification at each exam. The following forms will be accepted: a) physical/mobile YU-card with a photo; b) physical/mobile YU-card without a photo plus valid passport; c) A valid physical passport.

Please see the Division of Students Exam website for more information.

<https://students.yorku.ca/exams>

Students who do not yet have student cards can apply for YU-card by following the instructions found on the YU-card website. <https://www.yorku.ca/yucard/>

## Submitting Assignments

All assignments, quizzes, and adaptive readings must be completed online on the Wiley plus section. The eClass general section contains information on how to register for the Wiley Plus section. In addition, your professor will walk you through the registration process during the first lecture session.

## Late Work Policy

There is no late work policy for this course. Please update your calendar with all due dates to be mindful about all the deadlines. Note that extensions are not possible given the pedagogical role of the term activities.

## Missed Tests and Exams

Students who miss the midterm will automatically have the weight (25%) transferred to the final exam. Most importantly, due to the departmental maximum weight transfer rule, the final exam's weight (after reallocation) should not exceed 70%.

## 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

## How to Use Citations

In case you need to cite in academic research, please follow the appropriate citation style.

Below are some links for your reference:

- [SPARK Student Papers & Academic Research Kit](#)
- [Chicago Style Overview, YorkU Libraries](#)
- [MLA Style Overview, YorkU Libraries](#)
- [APA Style Overview, YorkU Libraries](#)
- [Drop-in Research Support, YorkU Libraries](#)
- [Writing Centre](#)

## Course Schedule: Weekly Lectures and Activities

Appendix to Course Outline: ADMS 1500A S25			
WEEKLY SCHEDULE AND DUE DATES			
<b>Note:</b> Dates and coverage are subject to change as circumstances dictate. You should check the schedule and announcements sections of the eClass course website regularly for updated information			
<b>&gt;&gt; Assignments and Exams &gt;&gt; Voluntary Sessions &gt;&gt; Administrative Information</b>			
Week #	Dates	Chapters	Activities
1	Week of May 8 to May 14	Chapter 1: Introduction to Financial Statements and Chapter	Introduction to the course and to accounting and financial statements. Practice Exercises# 1: Assigned exercises and problems.
2	<b>Sat May 10</b>	<b>From 9:00 to 10:30 am</b>	<b>Tutorial 1: Signing up for and purchasing the Wiley Plus textbook. Chapter 1 problems.</b>
	Week of May 15 to May 21	Chapter 2: The Financial Statements Chapter 3: The Accounting Information System	A further look at Balance Sheet and Introduction to accounting equation. Practice Exercises# 2*
	<b>Adaptive Practice on Chapters 2 and 3</b>		<b>Availability: May 8- May 15, 11:59 pm</b>
	<b>Sat May 17</b>	<b>From 9:00 to 10:30 am</b>	<b>Tutorial 2: Problem Review from Chapters 2 &amp; 3 Problems</b>
<b>Final date to enroll in the course without permission: Tuesday, May 20, With permission Monday, May 26</b>			
3	<b>Adaptive Practice on Chapter 4</b>		<b>Availability: May 15- May 22, 11:59 pm</b>
	Week of May 22 to May 28	Ch 4: Accrual Accounting Concepts	Introduction to accrual basis accounting, Practice Exercises # 3.
4	<b>Sat May 24</b>	<b>From 9:00 to 10:30 am</b>	<b>Tutorial 3: Problem Review from Chapters 4</b>
	Week of May 29 to June 4	Chapter 8&9: Reporting and Analyzing Liabilities and Shareholder's Equity	Reporting and Valuation of Assets and Liabilities. Practice Exercises# 4
	<b>Adaptive Practice on Chapter 8 &amp; 9</b>		<b>Availability: May 22- May 29, 11:59 pm</b>
	<b>Fri May 30</b>	<b>Assignment 1: Ch 1, 2, 3, 4, (3 attempts, unlimited time)- Available from May 22 to May 30, 11:59 pm</b>	
	<b>Sat May 31</b>	<b>Quiz 1: Ch 1, 2, 3, 4: Available from 12 pm to 10 pm (timed for 30 minutes, 1 attempt)</b>	
	<b>Sat May 31</b>	<b>From 9:00 to 10:30 am</b>	<b>Tutorial 4: Problem Review from Chapters 8 &amp; 9</b>
5	Week of June 5 to June 11	Chapter 19: Cashflow Statement (Indirect Method)	Preparation of cashflow statement. Practice Exercises# 5.
	<b>Sat June 7</b>	<b>From 9:00 to 10:30 am</b>	<b>Tutorial 5: Problem Review from Chapter 19.</b>

6	<b>Adaptive Practice on Chapter 10</b>		<b>Availability: May 29 – June 12, 11:59 pm</b>
	Week of June 12 June to 16	Chapter 10: Financial Analysis: The Big Picture	Financial Statement analysis tools and techniques. Practice Exercises# 6
<b>Summer Break: Tuesday, June 17 to Friday, June 20- NO CLASSES during this break</b>			
	<b>Sat June 21</b>	<b>From 9:00 to 11:00 am</b>	<b>Tutorial 6: Chapter 10 and Midterm review</b>
<b>Sat June 21, Midterm Exam (Time: 2 to 5 pm) and location: TBA, Chapters 1, 2, 3, 4, 8, 9, 19, and 10</b>			
7	<b>Adaptive Practice on Chapter 11</b>		<b>Availability: June 12 to June 26, 11:59 pm</b>
	Week of June 26 to July 2	Chapter 11: Managerial Accounting and	Concepts and calculation on the fundamentals of Managerial Accounting. Practice Exercises # 7.
	<b>Fri June 27</b>	<b>Assignment 2: Chapters 8 &amp; 9 (3 attempts, unlimited time)- Available from Jun 17 to Jun 27, 11:59 pm</b>	
	<b>Sat June 28</b>	<b>Quiz 2: Chapters 8, 9 Will be available from 12 pm to 10 pm (timed for 30 minutes, 1 attempt)</b>	
8	<b>Adaptive Practice on Chapter 13</b>		<b>Availability: June 26 to July 3, 11:59 pm</b>
	Week of July 3 to July 9	Chapter 13: Cost-Volume-Profit	Concepts and calculation on CVP. Practice Exercises # 8
	<b>Sat July 5</b>	<b>From 9:00 to 10:30 am</b>	<b>Tutorial 7: Problem Review from Chapter 11 and 13.</b>
<b>Final withdrawal date without receiving a grade: Monday, July 7</b>			
9	Week of July 10 to July 16	Appendix F: Activity-Based-Costing	Concepts and calculation of ABC. Practice Exercises # 9
	<b>Fri July 18</b>	<b>Assignment 3: Chapters 11 &amp; 13 (3 attempts, unlimited time)- Available July 9 to July 18, 11:59 pm</b>	
	<b>Sat July 19</b>	<b>Quiz 3: Chapters 11 &amp; 13 Will be available from 12 to 10 pm (timed for 30 minutes, 1 attempt)</b>	
	<b>Sat July 12</b>	<b>From 9:00 to 10:30 am</b>	<b>Tutorial 8: Problem Review from Appendix F.</b>
10	<b>Adaptive Practice on Chapters 15 and 16</b>		<b>Availability: July 3 to July 17, 11:59 pm</b>
	Week of July 17 to July 23	Chapter 15: Budget Planning and Chapter 16 Budgetary Control and Responsibility Accounting	Budgeting as planning and controlling vehicle. Practice Exercises # 10:
	<b>Sat July 19</b>	<b>From 12:00 to 1:30 pm</b>	<b>Tutorial 9: Problem Review from Appendix F, Chapters 15 and 16.</b>
11	<b>Adaptive Practice on Chapter 14</b>		<b>Availability: July 17 – July 24, 11:59 pm</b>
	Week of July 24 to July 30	Ch 14: Incremental Analysis	Concept and calculations on Incremental Analysis techniques. Practice Exercises # 11.

	<b>Fri July 25</b>	<b>Assignment 4: Chapters 15 and 16 (3 attempts, unlimited time)- Available from July 17 to July 25, 11:59 pm</b>	
	<b>Sat July 26</b>	<b>Quiz 4: Chapters 15 and 16 Will be available from 12 to 10 pm (timed for 30 minutes, 1 attempt)</b>	
	<b>Sat July 26</b>	<b>From 9:00 to 10:30 am</b>	<b>Tutorial 10: Problem Review from Chapter 14.</b>
12	Week of July 31 to Aug 5	Appendix H: Pricing	Pricing strategies and transfer pricing. Practice Exercises # 12.
	<b>Sat Aug 2</b>	<b>From 9:00 to 10:30 am</b>	<b>Tutorial 11: Practice Exam (Final); Problem Review from Appendix H and Ch 14</b>
<b>End of Course Withdrawal Period without receiving a grade- Aug 5</b>			
<b>Summer Classes end – Aug 5</b>			
<b>Final Exam Period: Aug 07 to Aug 14</b>			
<b>(The final exam is comprehensive and cover all chapters covered in lectures 1 to 12)</b>			

## 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

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

### Accessibility

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

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

### **Religious Observance Accommodation**

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

### **Intellectual Property**

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

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

### **Student Conduct in the Learning Environment**

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

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

## 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 [Guide to Netiquette](#) and [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 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 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.

## Health and Safety

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

## Student Support and Resources

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

- [Academic Advising](#) is available to provide students support and guidance in making academic decisions and goals.
- [Student Accessibility Services](#) are available for support and accessibility accommodation when required.
- [Student Counselling, Health & Wellbeing](#) offers workshops, resources, and counselling to support your academic success.
- [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](#).