

Fundamentals of Canadian Business Law and Ethics

AP/ADMS 3060 3.0, Section A

Fall 2025

Course Information

Course Instructors: Difana Damiani &
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Office Hours & Location: By
appointment. Please email to confirm a
time.

Course Time & Days: Thursdays from
7:00 p.m. to 10:00 p.m. EST

Class Location: NONE. This is a
blended/hybrid course (virtual Zoom
lectures with in-person exams)

Zoom Link: <https://yorku.zoom.us/j/91721871710>

Course eClass site: <https://eclass.yorku.ca/course/view.php?id=148504>

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

There are two components to the course: Business Law and Business Ethics. Both components will be taught through lectures in the form of Zoom lectures, written lecture summaries, practice questions, assigned readings and/or videos where possible.

This course is intended to provide students with the basic legal and ethical principles and frameworks that are necessary when one is operating within a business context. The course is designed to essentially combine the most critical components of two typical undergraduate business courses, one in “Business Law”, the other in “Business Ethics”. The “Business Law” component of the course, covered during the first half, 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.

The second half of the course (“Business Ethics”) introduces students to the relevance and importance of ethics and social responsibility in business. Important learning objectives are to increase students’ awareness and understanding of ethical issues in business, and to provide students with useful conceptual tools to guide analysis and decisions. The ultimate intent of the course is to leave students better equipped to identify, think critically about, and resolve ethical issues that are encountered in one’s working life at the individual, organizational, and societal levels. The course will apply various conceptual tools and ethical frameworks to the treatment by business of their various stakeholder groups including: shareholders; employees; and consumers. The course concludes with a discussion of how companies can better establish ethical corporate cultures (e.g., compliance and ethics programs).

Course Learning Objectives

The primary learning objectives of this course are as follows:

- a. 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.
- b. To 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.

- c. To enhance awareness and increase understanding of the nature of business ethics and corporate social responsibility in the Canadian as well as global business environment.
- d. To develop critical ethical decision-making skills via the application of concepts and ethical theories to business cases.

Course Format and Organization

This course is currently scheduled on Thursdays from 7:00 PM to 10:00 PM EST (TORONTO TIME). Unless otherwise noted, all times are Eastern Standard Time (GMT-5).

During the Law portion of the course **there will be a live Zoom lecture every Thursdays from 7:00 PM to 10:00 PM EST** unless you are otherwise informed. The Zoom lectures will be recorded, and a copy of the recording will be posted as a study/review aid.

The Business Ethics portion of the course is currently being revised. Students will be notified when it has been finalized. Students should expect to have Zoom lectures **Thursdays from 7:00 PM to 10:00 PM EST** during the Business Ethics portion of the course.

Midterm: Held IN PERSON at York University at 7:00 PM EST (Toronto time) on the Thursday on which it is scheduled. The exact location of the midterm will be provided closer to the date of the midterm. Please ensure you arrive on time. Students who are late will not be given extra time to complete their midterm.

Final Exam: Held IN PERSON at York University during the Fall Exam Period. The exact location will be provided closer to the date. Please ensure you arrive on time. Students who are late will not be given extra time to complete their exams. **Please do not make travel plans until you know the date of the Final Exam.** Absences related to non-essential travel booked during the exam period may not be approved for a deferral.

Technical Requirements

Students are required to have access to eClass as well as Zoom, and as such, should ensure they have a strong, stable internet connection and that their computer is able to access the Course without a problem. **It is the student's responsibility to ensure that they are able to access and complete the course, including all quizzes, assignments and the final exam without a problem.** It is therefore, highly recommended that students complete the course using a computer that has either internet hardwired (i.e., using an Ethernet cable) from your computer to the modem or **if students are using WIFI or a VPN, it is their responsibility to ensure that the connection is strong, stable and working.** It is strongly recommended that students have a back-up, i.e., tether a mobile phone (using a phone's mobile data as a connection point).

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.

Please see the following 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 Directors: DIANA DAMIANI & ABILASH SATHYAKUMAR

Contact Information:

Email: ddamiani@yorku.ca & asathy@yorku.ca

Office Hours: By appointment.

The procedure for Course Communication is as follows:

Students who have questions and/or concerns about course content can email either course director.

Do not send us a message via eClass messenger. This course does not check or use eClass Messaging or Chat. Any correspondence sent to eClass Messaging or Chat will **not** be replied to.

Email Protocol:

1. The email must be sent from your York U (my.yorku.ca) email address to ensure it is not marked “junk”. You can email both instructors.
2. The subject of the email must state the Course Number (e.g., ADMS 3060, Section A) in the subject
3. The content of your email must include your full name

Failure to follow the above may result in your email being considered spam and/or your question or concern remaining unanswered until we can identify who you are and what course/section you are in.

Please note:

- If your situation is such that you require a phone call or Zoom meeting, one will be arranged.
- All emails will be returned within 48 hours.
- Emails received on a Thursday or Friday may not receive a response until the following Monday.

Course Expectations

The following is a list of the expectations we have for all students in the course:

- Academic Honesty and Integrity
 - Students are bound by all University regulations regarding Academic Honesty and Integrity.
 - This course PROHIBITS THE USE OF ARTIFICIAL INTELLIGENCE (AI).
 - If assignments are given, students will be required to cite any material(s) used.
 - Students found to be in breach of Academic Honesty and Integrity policy may be given a ZERO for that graded component and a formal investigation into Academic Misconduct may be opened.
- Zoom Lectures:
 - Students are expected to attend every Zoom lecture.
- Communication
 - Any student with external circumstances impacting their ability to perform in the course must communicate this so that we are able to work together to ensure the student is able to complete the course successfully.
- Course Materials:
 - Students are expected to do all assigned readings prior to the lecture. For example: You should do the readings assigned for Lecture 2 prior to Lecture 2.
 - Students are expected to keep up to date with the course materials.
- Travel during the semester:
 - If a student has booked travel before the semester has started that will take place during the semester, they are to inform us by email by the end of the first class.

- If a student has to make travel plans after the semester has started due to unforeseeable circumstances, we are to be notified immediately that they intend/are required to travel.
- Students who choose to book and travel during the semester for non-essential reasons will **not** be accommodated for any missed graded component.
- Quiz/Midterm Dates/Assignment Due Dates (if assignments are given)
 - Subject to unforeseeable circumstances, the students commit to being able to write each exam/test on the day/time it is scheduled and submit each assignment by the day/time it is due.
 - **Included in Unforeseeable Circumstances** – emergencies, travel due to unforeseen circumstances, illness (including that of an immediate family member), last minute notice from employer that interferes with quiz and/or midterm date and/or assignment due dates (if assignments are given)
 - **Note: Documentation will be required to prove/validate the unforeseeable circumstance(s)**
 - **Not Included in Unforeseeable Circumstances** – elective travelling, elective plans, midterms/assignments/workload in other courses
 - Students are expected to know and follow the protocol for missed tests and exams as well as missed assignment due dates (if assignments are given)

Course Evaluation

Assessment	Due Date	Weight %	Course Learning Outcome
Quiz 1 – covering weeks 1-4	Available from September 25, 2025 at 10:00 p.m. to October 2, 2025 at 6:50 p.m.	5%	To review the law concepts covered and provide students an opportunity to become comfortable with an open book evaluation
Quiz 2 – covering weeks 5-7	Available from October 23, 2025 at 10:00 p.m. to October 28, 2025 at 12:00 p.m.	5%	To review the law concepts covered and provide students an opportunity to become comfortable with an open book evaluation

Midterm – covering weeks 1-7	October 30, 2025	45%	To ensure a thorough understanding of the law concepts covered during weeks 1-7 of the course
Final Exam – covering weeks 9-12	During the Final Exam Period	35%	To ensure a thorough understanding of the business ethics concepts covered during weeks 9-11 of the course
Participation	Throughout the course	10%	5% of the final grade will be determined based on attendance, and the remaining 5% will be based on meaningful contribution to class discussion during live lectures
		100%	

Assessment Descriptions

Participation: Each class, your attendance will be marked. Attending class will make up 5% of your total grade, with this portion being awarded purely based on the proportion of classes you attend via Zoom. The remaining 5% will be based on your meaningful contribution to class discussion. This can include asking questions that invite the class to think deeper about course concepts, answering questions posed to the class, and sharing any relevant stories that can enrich the learning of the class. Your contribution to class will be recorded as well each week. **With your attendance mark, your participation in the course is worth 10% of your grade.**

Quizzes: There will be two quizzes comprised of true/false and multiple-choice questions. Quiz 1 will cover weeks 1-4 and Quiz 2 will cover weeks 5-7. The quizzes will be held through the course eClass website. You will have access to your full materials and notes for the quizzes.

Midterm: Your midterm mark will cover materials discussed during Lectures 1 through 8 of the course (“Business Law”). The midterm will be held in person at York University. The format may consist of a series of multiple-choice questions, true/false, short answer, and/or case analysis questions. The midterm will be open-book (see below for a full explanation of what open-book means). You are also entitled to use a print (not electronic) dictionary during the exam to assist in translation.

Final Exam: Your final exam will cover materials discussed during Lectures 9-12 of the course (“Business Ethics”). The final exam will be held in person at York University. The format of the final exam may be a mixture of short and long answer and/or essay

questions. You will be given readings during the last class so that you are able to study the content in advance. The final exam will be open-book (see below for a full explanation of what open-book means). You are also entitled to use a print (not electronic) dictionary during the exam to assist in translation.

Open Book: For this course, Open Book means students can use any postings on the course eClass website, a maximum of two printed pages, single-sided of their own lecture notes. External sources such as internet search engines, AI, law/ethics websites, etc. are not permitted. **All notes will be checked upon arrival for the in-person midterm and final exam to ensure they comply with the above.**

Missed Tests and Exams

Missed quizzes: Quizzes are online and will be available via eClass. Students will be notified of the duration of each quiz. Students will have one week from the scheduled date of the quiz to access it. This means that quizzes will be available from 10:00 p.m. on the Thursday they are scheduled until 6:59 p.m. the following Thursday. Once a student accesses the quiz, they will have to complete it within the specified duration. As students are given one week to complete each quiz, there are NO DEFERRED QUIZZES. **Students who do not write a quiz within the week it is available will receive a zero.**

Missed midterm: If a student is unable to write the midterm due to unforeseen circumstances, they are to notify me within 24 hours of the midterm, and, subject to our acceptance of their reason(s) for missing the midterm, arrangements will be made for the student to write the midterm within two weeks of the original date. **As the date of the midterm is clear, please do not make travel plans on that date. Absences related to non-essential travel booked the day of the midterm may not be approved. Students who do not write the midterm and who fail to contact us within 24 hours of the midterm will receive a zero.**

Missed final exam: The final exam will take place during the Final Exam period (December 4-19, 2025) and will be scheduled by the Registrar's Office. It will be in-person. If you are unable to write a final exam at the scheduled time - due to illness, a personal or family emergency, or religious commitment - you can ask to write the final exam at a later date, as arranged by the main office for ADMS and DEMS courses. Depending on the circumstances, you may be asked to provide supporting documentation. **Your request must be received by the office within 7 days of the date of the final examination for which you are asking for a deferred standing.**

Deferred Standing Agreements:

If a student is unable to write a quiz or the midterm by the two week deadline, they may be able to apply for Deferred Standing to avoid receiving a zero on the missed assessment(s).

To apply for deferred standing and access the appropriate forms, students must go to:
<https://www.yorku.ca/laps/sas/academic-resources/deferred-exam-requests/>

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

Attending Physician's Statement form (not currently required):
<http://registrar.yorku.ca/pdf/attending-physicians-statement.pdf>

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

Students with approved DSA will be able to write their deferred examination during the School's deferred examination period. No further extensions of deferred exams shall be granted. The format and covered content of the deferred examination may be different from that of the originally scheduled examination. The deferred exam may be closed book, cumulative and comprehensive. Any request for deferred standing on medical grounds must include an Attending Physician's Statement form; a "Doctor's Note" will not be accepted.

Your instructor does not make determinations about deferred exams. Please seek permission from the faculty directly. **If you miss the deferred final exam you may petition to extend the deferred standing agreement. In the event your request for deferral is denied, information on the petition process is found at:**
<http://www.yorku.ca/laps/council/students/petitions.html> Students petitioning should bring their course performance summaries to the Administrative Studies office (Rm 282 in Atkinson) without the course director signature.

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

Course Schedule: Weekly Readings and Activities

Required Course Materials

Course Readings will be set out in the Course Outline/Syllabus and links or documents will be posted on the Course Website.

Course Schedule

PART ONE: INTRODUCTION, CONTRACTS and TORTS		
Session/Dates	Topics Covered	Readings and Cases
Lecture 1: Introduction September 4 Abilash	Introduction and getting some terms straight. Highlights of Session 1, Part 1 Highlights of Session 1, Part 2	<i>Required Readings:</i> - All content under the subheading 'Mandatory Written Lecture Summaries' <i>Optional Readings:</i> - Relevant chapter(s) in Yates <i>Practice Questions and Answers</i> - All practice questions and answers posted
Lecture 2 Contracts Part 1 September 11 Diana	Elements of a Valid Contract, Intention, Offer and Acceptance, Consideration, Capacity, Legality, Form and Writing,	<i>Required Readings:</i> - All content under the subheading 'Mandatory Written Lecture Summaries' <i>Optional Readings:</i> - Relevant chapter(s) in Yates

		<i>Practice Questions and Answers</i> • All practice questions and answers posted
Lectures 3 Contracts Parts 2 and 3 September 18 Abilash	Mistake, Misrepresentation, Undue Influence, Duress, Assignment, Performance, Breach, Remedies for Breach	<i>Required Readings:</i> • All content under the subheading 'Mandatory Written Lecture Summaries' <i>Optional Readings:</i> • Relevant chapter(s) in Yates <i>Practice Questions and Answers</i> • All practice questions and answers posted
Lecture 4 Torts September 25 Online Quiz 1 Diana	Intentional Torts, Assault and Battery, False Imprisonment, Defamation, Trespass, Nuisance, Negligence, Professional Negligence, Defences and Remedies	<i>Required Readings:</i> • All content under the subheading 'Mandatory Written Lecture Summaries' <i>Optional Readings:</i> • Relevant chapter(s) in Yates <i>Practice Questions and Answers</i> • All practice questions and answers posted
PART TWO: BUSINESS ORGANIZATIONS		
Lecture 5 Forms of Business Organization October 2 Abilash	Sole Proprietorships, Partnerships, Nature of a Corporation, Duties and Liability of Directors, Shareholders' Rights, Securities Regulation	<i>Required Readings:</i> • All content under the subheading 'Mandatory Written Lecture Summaries' <i>Optional Readings:</i> • Relevant chapter(s) in Yates <i>Practice Questions and Answers</i> • All practice questions and answers posted
Lecture 6	Agency Relationship, Employment law, Consumer	<i>Required Readings:</i>

Agency Law and More October 9 Diana	Protection, Competition law, Environmental law, Sale of Goods Act, Bailment	- All content under the subheading 'Mandatory Written Lecture Summaries' <i>Optional Readings:</i> - Relevant chapter(s) in Yates <i>Practice Questions and Answers</i> - All practice questions and answers posted
October 11 - 17	Fall Reading Week	No classes, University open
Lecture 7 Property Law October 23 Online Quiz 2 Diana	Interests in Property, Land Transactions, Leasehold Interests, the Law of Mortgages, Intellectual Property	<i>Required Readings:</i> - All content under the subheading 'Mandatory Written Lecture Summaries' <i>Optional Readings:</i> - Relevant chapter(s) in Yates <i>Practice Questions and Answers</i> - All practice questions and answers posted
Lecture 8 – October 30 <u>MIDTERM</u> Diana	Open book Midterm (to be held in person at York University)	Covers all Law content from <u>WEEKS 1-8 (Sept 4 - Oct 23)</u>
PART THREE: THE ETHICS PORTION OF THE COURSE		
Lecture 9 – Introduction to Business Ethics and Moral Standards November 6 Abilash	What is Business Ethics? What is Social Responsibility?	<i>Required Readings:</i> "Business Ethics Fundamentals" (Carroll and Buchholtz) - Ethics Lecture 1 – Corporate Social Responsibility "Ethics Lecture 1 – A Summary of portions of Business Ethics Fundamentals"

		• “Parable of the Sadhu” • “Parable of the Sadhu – A Summary”
Lecture 10 – Corporate Social Responsibility, Employees and Consumers November 13 Diana	Ethics versus the Law, Religion, and Etiquette, Moral Responsibility, Moral Development, Core Ethical Values, Relativism, Utilitarianism, Moral Rights, Justice, Stakeholder Analysis	<i>Required Readings:</i> • “The Social Responsibility of Business is to Increase its Profits” (Friedman) • “Union Carbide in Bhopal” • “Heinz Dilemma”
Lecture 11 Moral Standards and Consumer Marketing and Production November 20 Abilash	Purpose of Business, Stakeholder Theory, Social Responsibility Theory, Social Investment, Social Auditing and Reporting	
Lecture 12 November 27 Diana & Abilash	Review class and practice questions	
Final Exam (DATE TO BE ANNOUNCED) Abilash	Open book Final Exam – format TBD (to be held in person at York University)	Covers all Law content from <u>WEEKS 9-12 (Nov 6 - Nov 27)</u>

Course Policies

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

- [Student Rights & Responsibilities](#)

- [Academic Accommodation for Students with Disabilities](#)
- [School of Administrative Studies Common Course Policies](#)
 - Note: this link contains information regarding Email Communication, Academic Honesty and Integrity, Academic Accommodation for Students with Disabilities, Religious Accommodation, Deferred Final Exams, Grading Scheme and Feedback Policy, In-class Tests and Exams – The 20% Rule, and Grade Reappraisals

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](#).

Artificial Intelligence

Use of Artificial Intelligence is strictly prohibited in this course. Recently, [communication](#) was sent to students by email to help clarify York's expectations when it comes to using these AI technology tools for academic work (e.g. homework, assignments, tests, exams, etc.). According to York's [Senate Policy on Academic Honesty](#), using text-, image-, code- or video-generating AI-tools to complete academic work without your instructor's **knowledge** or **permission**, is considered to be a breach of academic honesty. More specifically, using text-generating tools (such as ChatGPT) would be considered to be cheating (Senate Policy, section 2.1.1) and using image-generating tools (such as DALL-E) would be considered to be plagiarism (Senate Policy, section 2.1.3).

Turnitin

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

Accessibility

While all individuals are expected to satisfy the requirements of their program of study and to aspire to achieve excellence, the University recognizes that persons with

disabilities may require reasonable accommodation to enable them to perform at their best. The University encourages students with disabilities to register with [Student Accessibility Services](#) to discuss their accommodation needs as early as possible in the term to establish the recommended academic accommodations that will be communicated to Course Directors through their Letter of Accommodation (LOA).

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

Religious Observance Accommodation

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

Intellectual Property

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

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

Student Conduct in the Learning Environment

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

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

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 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.

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](#).