



FACULTY OF LIBERAL ARTS AND PROFESSIONAL STUDIES
SCHOOL OF HUMAN RESOURCES MANAGEMENT

AP/HRM4481 A

ORGANIZATIONAL COMMUNICATION

FALL 2026 – PRELIMINARY COURSE OUTLINE¹

ORIGINAL POSTED: MAY 13, 2026 (UPDATED: SEPTEMBER 1, 2026 MIDTERM AND MODE DATES)

Please read before committing to taking this BLEN course...

Welcome to the course! **For most classes, we will meet in person.** Several class dates will be used for self-paced coursework or synchronous meetings (Zoom). **Regular attendance and participation expected.** Course work includes multiple individual presentations, groupwork and peer-feedback throughout the term. Please be prepared to be **in class for the in-person sessions**, and **with a camera on for Zoom sessions**. When we meet on Zoom, you should be fully available for interaction (that is, not engaged with work or other activities); please plan to connect from a quiet space (our classroom is available if you are on campus). Hybrid or recorded content is not available for this course (please note that it is not possible to complete this course online/remotely).

WELCOME TO THE ORGANIZATIONAL COMMUNICATION!

We rely heavily on communication during our work and daily lives – in one way or another. It is when we are confronted with errors, misunderstandings, confusion, when things go wrong, when our expectations are not met that we are reminded how critical communication is to our functioning and how much this communication is affected by the conditions and characteristic of the interaction.

*Can we communicate better? (hint: yes... ☺). This course provides an overview of main theories and concepts on organizational communication with a focus their application to our own communication, with emphasis on applying the learned content to short presentations. **Though activities and assignments, this course is designed to provide you with a safe space to experiment and improve on your own persuasive communication skills.***

- Be **prepared** to interact with your classmates, **deliver mini presentations**, **receive and provide constructive feedback**. Some presentations will be submitted **pre-recorded**, and some will be delivered in person in **real-time**.
- Be prepared to discuss and critically examine our **reading** materials (our course discussions and activities rely on your advance preparation of the assigned readings...).
- Be prepared to work with a **group** of classmates on group presentation(s) and activities.
- When we are not meetings on campus, be **prepared** to connect online during our scheduled class time with your **microphone on and camera on**. (* dates TBC, tentative information on p. 2) **🔴Live Session**

Course assessment beings in Week 1: Plan to attend and not miss class. Please note that regular attendance and engagement in class is expected: **on campus** (when the class meets in person) and **on-line** (when the class meets for **synchronous** sessions). When planning for this course consider budgeting sufficient time for preparation on individual work and presentations as well as time to work with your group outside class sessions.

*We are all responsible to create and maintain **a safe learning environment** in the course – in the classroom, during synchronous sessions and in any other online activities and communication; All are expected to conduct themselves in a manner that is respectful of others and of themselves.*

If you have any concern with your performance, or ability to complete the course successfully, please contact me earlier in the course rather than later. I look forward to meeting you all and having a meaningful learning experience.

Ron

¹ This outline is subject to change as deemed necessary by the Course Director.

MORE ABOUT THE COURSE

The full outline and a WEEKLY outline for the course will be available at the start of the term. Expect submission deadlines for activities and presentations throughout the course.

Tentative schedule (to be confirmed by the start of the term:

Sept 14: On Campus	Oct 5: Zoom (tentative)	Oct 26: Zoom	Nov 16: Zoom (tentative)
Sept 21: Self-Study/Prep	Oct 12: Reading Week	Nov 2: On Campus	Nov 23: On Campus
Sept 28: On Campus	Oct 19: On Campus	Nov 9: On Campus	Nov 20+Dec 7: On Campus

In this **blended** course, our use of weekly scheduled time will be a combination of: (1) class meetings on campus, (2) zoom meetings (synchronous) [when not meeting on campus]; (3) group meetings and individual prep time. We will meet on campus for our first class on September 14th.

Hybrid or recorded content is **not** available for this course - it is not possible to complete this course remotely.

This class is highly dependent on class/group discussions and non-verbal cues in communication. As part of the course activities, each student will present multiple times and discuss their presentation with other students.

Regarding online meetings and submissions: To ensure the privacy and wellbeing of all students, as well as the ability to create and maintain a safe environment for cordial and productive sessions.

- We will all login using Passport York authentication (“Sign in with SSO” option in Zoom).
- All of us are expected to have their **video/camera ON** (most of the time) and **audio/microphone available** (of course, microphone OFF when not talking, to avoid unintended interruptions).
- Please note that presentations will be recorded for the sole use of feedback and discussion, with password protection. Sharing the recordings or using them for any other purpose is prohibited. Otherwise, discussions within the sessions will not be recorded by the instructor; Recording of the session by others by any means is not permitted).
- Participants that cannot be identified by the host/instructor will be removed from the session.
- Please consider your learning space, possibly ensuring that your background is not distracting (positioning yourself against a wall or using the background feature).

Please contact Dr. Ron **ASAP** if using video is of concern so we can discuss (ophir@yorku.ca).

COURSE ENVIRONMENT PRINCIPLES

Together we will strive to create and maintain a classroom environment that is a **safe** place for learning and discussion; a place where individual thoughts and ideas are appreciated; a space where personal feelings, beliefs, perspectives, and positions are **respected**.

SECTION INFORMATION

Course Director:	Professor Ron Ophir
Email:	ophir@yorku.ca
Delivery mode:	BLÉN: most meetings in person (few meetings on Zoom*)
Day & Time:	Mondays, 11:30am-2:20pm (check website for specifics)
Virtual/In-Person Office Hours:	Check course website
Classroom:	Check course website
Course Web Site:	eclass.yorku.ca

* This course **CANNOT** be taken fully online – in class attendance and participation is expected.

SEE YOU IN CLASS ON SEPTEMBER 14TH FOR OUR FIRST CLASS.

Have a safe, productive and fun term!

IMPORTANT NOTES

- ▶ **About course registration:** Please direct all registration questions to the main office of the School of Human Resources Management (lapsshrm@yorku.ca). Course Directors (instructors) **cannot enroll or approve** your enrollment to the course. If the section is full, the best strategy to enroll in the class is to visit the online course registration system regularly until a space becomes available. Students are expected to keep up with the course submission deadlines regardless of timing of enrolment.
- ▶ **During the Communication with the Course Director:** Please include your full name, student number, and the **course/section enrolled in**. Please use **email** (ophir@yorku.ca), not eClass messaging. Proper conduct of behaviour is expected. Response time during the term is normally up to 2 business days.
 - If responding to an eClass email announcement, please ensure to replace the recipient address with my email (ophir@yorku.ca), or else the message will not be delivered to me.

WHAT TO EXPECT

This section of the course is offered in a **BLENDED** format, which includes both in-person and on-line content/activities. Check eClass for regular updates. Some details:



On Campus Classes
("in person")
(check eClass for schedule)

In-person meetings (see eClass for meeting location). We will meet Monday, September 14th at 11:30am for our first class. A **tentative schedule** is provided on p. 2. A full list of campus meetings will be provided by the start of the term.



Synchronous Content ("Live")
(on Zoom)
(check eClass for schedule)

Some of our class meetings/activities will be "live" on **zoom** (**synchronous**) within the designated timeslot for the course. Reliable Internet connection and device are required.

Camera and **microphone** on in a **quiet space**. Our regular classroom will be available for those on campus.



Asynchronous Content

While we will meet regularly, other course content in this course is designed for **independent learning / progress**. Note that activities, participation and other deliverables have **deadlines**. Reliable Internet connection and device required.



Submission deadlines

There are **weekly/regular submission deadlines** for activities and assignments. Please note that a significant part of course activities include interaction and discussion **with classmates**; therefore, mutual respect is expected to ensure meeting of deadlines. No extensions.



Textbook

Check out the eBook eClass for **Day1Digital** access and purchase at the start of the term.



Exams

Exam(s) expected to be written in person on campus. Students are expected to be available to write the exam(s) on campus as scheduled.



Office Hours

Virtual office hours and/or in-person times will be available throughout the term (sign-up link on the course website). Additional times can be scheduled on request.

- - weekly schedule and due dates on the course website

- -

COURSE DESCRIPTION & PREREQUISITES

Presents basic theoretical and practical tools of organizational communication and introduces students to the principles and value of communicating effectively in any work setting and to different type of audience. The focus is on interpersonal communication and basic processes of informative and persuasive communication.

Prerequisites: 66 credits including AP/ADMS 2400 3.00 and AP/HRM 2600 3.00. For BCOM students ADMS 2400 only.

COURSE OBJECTIVES

- ▶ To **develop** basic understanding of interpersonal communication, including communication within and between teams and organizations.
- ▶ To **develop** personal communication and presentation skills, by implementing the course communication framework (preparing and delivering presentations).
- ▶ To **increase** awareness to own and other communication effectiveness, through peer-feedback loops and self-reflection.

REQUIRED COURSE READINGS

All chapter readings are included in a digital custom e-book for the course (**Day1Digital through eClass**): ***Organizational Communication: HRM4481/ADNS4481 Custom Reader 4th Edition (2025)***.

Day1Digital ebook link is available on our course **eClass**, where you can **OPT IN** to purchase the book ([how this works](#)) for the cost of **\$39** (HST exempt). When accessing the eBook through eClass, follow the instructions to create (or use your existing) VitalSource Bookshelf Account.

Additional readings and resources may be provided through links on the course website. (public access resources, or library-licensed resources). Selected Harvard Business School resources may be required for purchase online later in the course for a nominal fee (due to copyright restrictions).

Please note: Use of earlier editions of the custom reader or other editions of the chapters from the original textbooks is highly discouraged, as there are significant differences between editions.

COURSE COMMUNICATION

- ▶ **COURSE ANNOUNCEMENTS:** Notices and updates will be posted to the Course Announcements forum on the course website. You will receive an e-mail notice when an announcement is posted (sent to your preferred email on your eClass profile).
 - When responding to an eClass email announcement, please ensure to **replace** the recipient address with my email (ophir@yorku.ca), or else the message will not be delivered to me.
 - Please **check** your spam folder regularly in case it captures any of the announcements made it there.
- ▶ **EMAIL COMMUNICATION:** When contacting Professor Ophir via email, please use the **prefix HRM4481 A** for the subject line of your message. Also include in the subject line a brief description of your inquiry. Please remember to identify yourself with your full name and student ID. For example:
 "HRM4481 A – question about __ (YourName, Student ID 123456789)
 This information would ensure that I know to associate you with the correct course/section and speed up my response to your query.
- ▶ **OFFICE HOURS:** Signup for office hours times will be provided through the course website. An individual appointment can also be arranged by email (please send your schedule in that email to facilitate the scheduling). Office hours can be on zoom, Teams, phone call, or in person.

COURSE EVALUATION



Your course grade will be based on the following components. **Details to be provided at the start of the term.** Components and weightings will be **confirmed no later than September 22 2026.**

Component	%	Timing
Individual & Group Participation	15%	Throughout the term. May include online activities & surprise in-class quizzes on weekly assigned readings.
Individual Presentation Development: Successive presentations, peer feedback, reflective learning.	40%	Progressive development of skill and application through several presentations throughout the term, including self-reflection and peer-feedback.
Group Assignment/Presentation	15%	Assigned date(s) in the second half of the term.
Midterm Exam	30%	On campus, during class time (November 2)

INDIVIDUAL & GROUP PARTICIPATION

- ▶ Much of the learning in this course will be through discussion and interaction in class. Active participation is expected in every class meeting, throughout the term. Your thoughtful contribution to class discussions and activities is crucial. Preparation tasks for class, including that of the reading materials and cases, will also be reflected in your participation grade. Attendance is a necessary condition but not a sufficient condition for an acceptable participation grade. Absences as well as recurring late arrivals/early departures will affect the participation grade.
- ▶ Participation starts in our first class in week 1. Therefore, all students, including those who are still trying to enroll in the course, are encouraged to attend from week 1. No late submissions, makeups, or transfer or weight.
- ▶ **Built-in** accommodations for missed participation are provided (drop lowest grade). Therefore, any further accommodations based on the Policy on Academic Consideration for Missed Course Work will **not** be provided.

INDIVIDUAL PRESENTATIONS & GROUP ASSIGNMENT/PRESENTATION

- ▶ Assignment descriptions will be made available on eClass.
- ▶ Deadlines are included in the weekly schedule.
- ▶ The components of **Individual Presentation Development** and **Group Assignment/Presentation** each include multiple parts, all of which are an integral part of the learning and the achievement of the learning outcomes: preparation, recording/delivery, peer-feedback, self-reflection. Reflexive learning cycles are incorporated for self-improvement.
- ▶ Timely submission and participation in peer-feedback and discussion are expected for the learning in the course, and to support the learning of peers. Peer-feedback will be shared with those that submit timely peer-feedback to others.
- ▶ Accommodation for missed coursework for these components might include a final exam during the final examination period, weighted to replace the missed coursework.

MIDTERM EXAMINATION & POLICIES

- ▶ Date and time: **Monday, October 26, 2026, 11:30am** **** TENTATIVE DATE ****
- ▶ Format & Coverage: Closed book. On campus. Additional information will be provided separately on the course website.
- ▶ Students seeking **religious accommodations** or **alternate exam provisions** are expected to follow York University policies and guidelines regarding advance notice and procedures (see pages 7-8).

MIDTERM EXAMINATION CONFLICTS & MISSED MIDTERM EXAMINATIONS

- ▶ Any **exam conflicts** (religious accommodations, YU sports team participation, or overlap with another YU midterm examination) must be communicated by the student via email to the Course Director (instructor) **no later than two (2) weeks (14 days)** before the exam date. Full details about the conflict must be provided (date, time, location, link/URL if available, contact person where applicable (e.g. coach)). In all cases it is the student's responsibility to proactively address the matter with the Course Director and to inquire about the results of their conflict notice/request.
- ▶ Students who were **unable to write the Midterm Examination** on its original date for other documented reasons (e.g., illness) may request approval for an accommodation for the missed Midterm Exam. Requests for consideration must be submitted via to the Course Director **no later than seven (7) days** from the date of the Midterm Exam. Requests must include a statement indicating the reason for the request. After the request has been received, the Course Director may request supporting documentation, such as Attending Physician's Statement (APS) for medical reasons. Students who missed the midterm examination and had their request **approved**, will normally be provided with alternative opportunity to write a makeup comprehensive exam. Students whose requests are **not approved**, or those who did not submit a request within the required timeline, will receive a grade of **zero** on the Midterm component. In all cases it is the student's **responsibility** to proactively address the matter with the Course Director and to inquire about the results of their request. **General:** Please do not include picture attachments, only pdf.

IMPORTANT POLICIES & INFORMATION

KINDNESS, HEALTH & SAFETY

A Community of Care Commitment:

As part of York's Community of Care Commitment, all members of the York community share in the responsibility of keeping others safe on campuses. In this class, as elsewhere on campus, our joint commitment includes:

- **Observing** health and safety regulations while on our campuses.
 - **Supporting** community well-being through healthy personal behaviours and actions.
 - Maintaining **compassion, kindness**, and **empathy** towards one another amid times of uncertainty and difficulty.
 - **Respecting** personal health and privacy in balance with the protection of public health., students must observe all University health and safety protocols.
- ▶ **Better Together:** <https://www.yorku.ca/bettertogether/>
- ▶ **Getting Around Campus:** <https://www.yorku.ca/safety/getting-around-campus/>

ACADEMIC CONDUCT, HONESTY & INTEGRITY

Academic Honesty/Integrity: Academic integrity is a fundamental and important value of York University. To maintain a fair and honest learning environment, you are responsible for understanding and upholding academic integrity in all courses and academic activities. You are encouraged to connect with reliable [on-campus resources](#) that support your coursework and academic honesty. To better understand the serious consequences of breaching academic honesty policies, familiarize yourself with the [Senate Policy on Academic Conduct](#). **Please familiarize yourself with the meaning of academic integrity at York.** You can learn more about upholding academic integrity in your courses by exploring [Guiding Principles for LA&PS](#) and [Academic Integrity for Students](#).

Suspected breaches of academic conduct and honesty will be investigated and pursued; significant penalties will be applied when a breach has been found to have occurred. **Following these simple rules will help you avoid breaches of academic honesty:**

- Complete your work well in advance of the deadline
- Write your entire work yourself (each and every word!) from the ground up
- DO NOT: "consult" others or search online for "ideas"
- DO NOT use tutoring or editing services to prepare your work

Policy on Use of Generative AI Tools for THIS course: **The use of generative artificial intelligence (AI) in our course is PROHIBITED.** Submitting any work created (in whole or part) through the use of generative AI tools will be considered a violation of York University's [Senate Policy on Academic Conduct](#). Using AI apps such as ChatGPT, GPT-3, DALL-E, translation software or others to complete academic work in this course is considered a breach of academic honesty/integrity. For more information, please review [AI Technology & Academic Integrity: Information for Students](#).

Turnitin: To promote academic integrity in this course, students will normally be required to submit their online submissions of written work through Turnitin (via the course eClass) for a review of textual similarity 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.

COPYRIGHT & INTELLECTUAL PROPERTY

Course materials are designed for use as part of this 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 Conduct](#), and/or legal consequences for copyright violations. More information: <https://copyright.info.yorku.ca/>

ACCESSIBILITY: ACADEMIC ACCOMMODATIONS FOR STUDENTS WITH DISABILITY

Accommodation and support for students with learning, mental health, physical, sensory, or medical disabilities is guided by the principles laid out in [York's Policy on Academic Accommodation for Students with Disabilities](#).

Students who seek such accommodation for their academic studies must be registered with [Student Accessibility Services](#). This office arranges for academic accommodations and provides support to students with documented disabilities on the Keele Campus. Registered students will receive a Letter of Accommodation (LOA), outlining the recommended accommodation that would be appropriate.

Once registered with Student Accessibility Services, **students are responsible to release their LOA to the course director (professor/instructor) at the start of the term or as soon as it becomes available**. Please note that sufficient notice is needed so that reasonable steps for accommodation can be made. Accommodations provided shall be consistent with the guidelines established in York's policy, preserving the academic integrity of the curriculum and the academic standards of courses and programs.

If the accommodation is provided through the [Alternate Exam office](#), please follow the timeline and procedures of that office in a timely fashion. Most quiz/test/exam support requires that the student book a minimum of 3 weeks in advance.

ACCESSIBILITY: RELIGIOUS ACCOMMODATIONS

York University is committed to respecting the religious beliefs and practices of all members of the community and making accommodations for observances of special significance to adherents. **Students seeking religious accommodation should pursue their request in timely fashion**. For deadlines and additional information on religious accommodation, please visit:

<https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/wa/regobs>.

SERVICES FOR MATURE AND PART-TIME STUDENTS

The Atkinson Centre for Mature and Part-time Students (ACMAPS) maintains and strengthens York University's ongoing commitment to welcome and to serve the needs of mature and part-time students. For further information and assistance visit: <http://acmaps.info.yorku.ca/>

GRADING SCHEME AND FEEDBACK POLICY

For more information on the Grading Scheme and Feedback Policy, please visit: <http://secretariat-policies.info.yorku.ca/policies/grading-scheme-and-feedback-policy/>

REAPPRAISALS

After course grades have been released, students may, with sufficient academic grounds, request that a final grade in a course be reappraised (which may mean the review of specific pieces of tangible work). Non-academic grounds are not relevant for grade reappraisals; in such cases, students are advised to petition to their home Faculty. Reappraisals of final course grades (including final exams viewing) should be done through the main office of the School of HRM. Tangible work may include written, graphic, digitized, modeled, video recording or audio recording formats, but not oral work. Students need to be aware that a request for a grade reappraisal may result in the original grade being raised, lowered or confirmed.

ACADEMIC CONSIDERATION OF MISSED COURSEWORK

Coursework worth 20% or less of the final course grade **might** fall under the provisions of the [Policy on Academic Consideration for Missed Course Work](#), whereby students may self-declare **no more than two (2) 7-day** consideration periods each 12-week term [one (1) 7-day consideration period per six-week term] for missed assessments. Students are expected to be familiar with the policy, eligibility criteria, timelines and responsibilities as set in the policy.

- This policy applies to course assessments worth 20% or less of your overall course grade and does not apply to final exams held during the final examination period.
- **Additional criteria** regarding eligible assessments are described in the [policy](#) and [eClass reporting help page](#).
- Where **built-in** accommodations are set for the assessment, additional considerations are **not required** under the policy. Built in accommodations can include dropping the lower grade from a set of assessments (such as when the 5 top marks of 6 quizzes count towards the final grade), providing a flexible submission timeline (such as when assignments are open for a long duration), or other built-in accommodations.

Students are responsible to:

- Check Policy for eligibility criteria (sections 5.1(a,c,d)), and timelines.
- promptly **submit** their self-declaration(s) for academic consideration through eClass.
- **Students are responsible to follow up** regarding accommodation with their professor **no later than two (2) business days** after the end of the consideration period regarding any accommodation for missed work. A grade of zero (0) on the missed work will normally apply when follow up is not done.
- **Be prepared** to complete the work as per the accommodation upon your return.

FORMS OF IDENTIFICATION (STUDENT ID)

Photo identification with YU-Card **must be presented** at exams to write the exam (students without ID would not be allowed to write the exam). **YU-cards (either physical or mobile versions) are the ONLY official student identification accepted for exams.** Passports, driver's license and other forms of identification are NO LONGER accepted.

Mobile devices are **not** permitted during a test except for the purposes of mobile YU-card identification validation. **Earbuds/earphones/smartwatches/cameras are prohibited in the exam room.** When using a mobile YU-card identification validation, your device must be on airplane-mode and you must adhere to the instructions provided. After your mobile YU-card identification is validated, your phone **must be shut down** and returned to the corner of your desk, face down (or put away, if permitted by the instructor/invigilator).

Important Note: Check our eClass and course notices before any exam in this course regarding any updated to the use of Mobile YU-cards for verification for our exam – devices should be completely off (turned off, not silenced or in “airplane mode”) during the exam and while in the examination hall/room.

SUPPORT

Getting support when you need it: Following is a selection of resources (academic and non-academic):

- Learning Skills Services: <https://www.yorku.ca/sclcd/learning-skills/>
- Learning Commons: <http://learningcommons.yorku.ca/>
- Writing Centre: <https://www.yorku.ca/laps/writing-centre/>
- ESL Open Learning Centre: <https://www.yorku.ca/laps/eslolc/>
- Student Accessibility Services: <https://students.yorku.ca/accessibility>
- Student Counselling & Development: <https://students.yorku.ca/counselling>
- Mental Health and Wellness at York: <https://www.yorku.ca/well-being/>
- Sexual Violence Response & Support: <http://thecentre.yorku.ca/>
- Community Safety: <https://www.yorku.ca/safety/>
- Office of Student Community Relations: <http://oscr.students.yorku.ca/>
- York International: <https://yorkinternational.yorku.ca/>
- My Online Services: <https://myonlineservices.students.yorku.ca/>
- Manage your Academic Record: <http://myacademicrecord.students.yorku.ca/>
- Additional LA&PS student resources: <https://www.yorku.ca/laps/services/>

For **important sessional dates**, please refer to: <http://registrar.yorku.ca/enrol/dates/>

ON LINE POLICIES & RESOURCES

ON-LINE COMPONENT: COURSE REQUIREMENTS FOR REMOTE LEARNING:

- ▶ Several platforms will be used in this course (e.g., eClass, Zoom, etc.) through which students will interact with the course materials, the course director, as well as with one another. Please review the course outline and regular updates to the course website to keep up with the schedule, times of synchronous activities, and meeting of deadlines.
- ▶ **Submissions on eClass:** Recordings of presentations, assignments and other deliverables will be submitted through eClass, including the use of Panopto and Turnitin (or equivalent). Access to a recording device (such as a smartphone, or webcam) is expected for the recording of presentations.

TECHNICAL REQUIREMENTS & SUPPORT:

When we are not meeting in person, we will be meeting online, and regular submissions will take place online. Please ensure that you have access to a stable, higher-speed Internet connection and an appropriate computer/device that can support your learning. Please note that smartphones/smart devices apps (such as the eClass/Moodle and Zoom apps) may have different/limited functionality compared to their use on a laptop or desktop. **A webcam or device with camera and microphone are required.**

Check out these links for e-learning information and quick help:

- **York U's Student Guide to eLearning:** <https://www.yorku.ca/sclt/remote-learning/>
- **Technology requirements and FAQs for eClass:** <https://lthelp.yorku.ca/95440-student-faq>
- **Student Guide to eClass:** <https://lthelp.yorku.ca/eclass>
- **Zoom meeting etiquette:** <https://lthelp.yorku.ca/zoom-students/zoom-meeting-etiquette>

Additional computing support:

- Computing for Students Website: <https://www.yorku.ca/uit/student-services/>
- Check your internet connection speed: www.speedtest.net

Disclaimers:

- Zoom is hosted on servers in the U.S. This includes recordings done through Zoom.
- If you have privacy concerns about your data, provide only your first name or a nickname when you join a session (inform the course director in advance).
- 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.