

Course ID:	Course Title:	Fall 2021
LTA 500	Introduction to Learning Theory and Application	Prerequisite: N/A
		Credits: 6

Class Information		Instructor Information		Important Dates	
Delivery:	On campus	Instructor:	Mary-Lynn Wardle, MA, BEd, BA	First day of classes:	September 8, 2021
Days: Tuesday 1:00-3:30	Room: RE 132	Email:	mary-lynn.wardle@ambrose.edu	Last day of classes:	December 10, 2021
Thursday 8:30-11:00	Room: RE 112				
		Phone:	NA	Last day to add/drop, or change to audit:	September 19, 2021
		Office:	NA	Last day to withdraw from course:	November 22, 2021
		Office Hours:	By appointment		

Important Dates and Information

September 30th: Reconciliation Day
 October 6; Deeper Life Conference, no classes
 October 11: Thanksgiving
 November 8-13: Fall Break
 December 10: Last Day of Classes

Course Description

An introduction to foundational theories of learning, drawn from cognitive and behavioural sciences, and their application to educational practices. In the first of three courses in the Learning Theory and Application stream, preservice teachers will learn how to design engaging learning experiences, creating conditions so that diverse learners can maximize their learning. The course participants will examine the relationships between learning and children's growth and development, human behavior and assessment practices in elementary schools.

Teacher Quality Standards Addressed

Students in an introductory level course are expected **to begin to understand and demonstrate** the following Teaching Quality Standards (Alberta Education <https://goo.gl/BUwh4j>)

1. Begins to consider the role of theories of learning and personal beliefs in Fostering Effective Relationships

A teacher has the capacity for building positive and productive relationships to support student learning

2. Actively Engages in Career-Long Learning that draws on personal experiences, evidence-based research, and reflection
A teacher engages in career long learning and ongoing critical reflection to improve teaching and learning
3. Demonstrates an ability to reference and consider a Professional Body of Knowledge
A teacher applies a current and comprehensive repertoire of effective planning, instruction and assessment practices to meet the learning needs of every student
4. Begins to consider a variety of theories that help teachers Establishing Inclusive Learning Environments
Establishes, promotes and sustains inclusive learning environments where diversity is embraced and every student is welcomed, cared for, respected and safe.
5. Will begin to demonstrate thoughtful and relevant ways of Applying Foundational Knowledge about First Nations, Métis and Inuit
Develops and applies foundational knowledge about First Nations, Métis and Inuit for the benefit of all students.
6. Adhering to Legal Frameworks and Policies
Demonstrates an understanding of and adherence to the legal frameworks and policies that provide the foundations for the Alberta education system

Program Requirements:

Requirement	Connected Topics	Content Addressed
Literacy development 3 hours	Developmental Stage Theory Humanist Theory Motivation and Affect Cognitive theory Indigenous Knowledge systems	Reading readiness contextual knowledge, curiosity, multiple literacies Clay and emergent literacy, maturation theory, cognitive development, stage models Story work, Western syntax, BME / IKS syntax, circular
Numeracy development 3 hours	Developmental Stage Theory Humanist theory Motivation and Affect Cognitive Theory Indigenous Knowledge systems	Stage models, C-R-A Math in the world, math play Challenging the notion of being a math person Notions of Discovery; I do, We do, You do Notions of numeracy, time, whole/part, calendars

Expected Learning Outcomes

By the end of LTA 500, Students...

- Examine considerations of instructional design with attention to various theories of learning
- Summarize theories that contribute to both the environmental conditions for learning and the cognition of learning
- Develop an orientation towards research/evidence-based practices for diverse learners
- Consider effective ways to promote student growth in emotional, social, and academic domains in literacy, numeracy, and relationship building
- Develop a beginning familiarity with the learner language in the Program of Studies

Disposition and performance outcomes:

- Take ownership of your learning and professional journey
- Complete all the readings according to the schedule – expect 2-3 hours per week
- Treat your peers as professional colleagues
- Challenge your own assumptions, identify biases, consider other perspectives, and think creatively.
- Go beyond the resources and requirements of the program to begin your own professional development journey (mentor, resource binder, personal ideas journal, library, etc.)
- Consider various expectations placed on learners during a learning task sequence and a school day in a variety of classroom cultures and draw connections to Alberta’s inclusive education statements

- Engage in **critical reflection** of the implication of learning theories in response to the course content, class discussions, assigned readings, and school observations

Textbooks

Recommended: Wood, C. (2015). *Yardsticks: Children in the Classroom Ages 4-14, 4th Ed.* Turner Falls, MA: Center for Responsive Schools.

Optional: Bates, B. (2016). *Learning Theories Simplified.* Los Angeles, CA: SAGE Publishing.

Additional Resources:

[Alberta Education Programs of Study](#) (Alberta Education)

LTA 500 Playlist (accessible in LTA 500 Google Classroom)

*You will also be expected to reference and utilize the *Alberta Program of Studies* along with any of the numerous publications available from the Alberta Teachers' Association, Alberta Education, the Alberta Assessment Consortium, [TC²](#), Elder in The Making, and the various learning Consortia in Alberta (Edmonton Regional, Calgary Regional, Argyll Learning, for example).

Course Schedule

Please note that this schedule might require adjustment in response to the ever-changing events around us. All communication about changes will come through Moodle, Google Classroom, and an email from your instructor.

Intro of Topic	Learning Theory Lens	Wonders that guide assumptions of learning, teacher role, tasks, relationships, and assessment.
Topic 1 Sept 6	Learning Theory explored through Developmental Stages	How have we come to frame learning through stages of development, maturity, preparedness?
Topic 2 Sept 20	Learning Theory explored through Empiricist/Behaviorist lenses	How have we come to frame behaviour, shaping behaviour, and designing for targeted behaviour?
Topic 3 Sept 27	Learning Theory explored through Holistic & Humanist lenses	How have we come to consider the student as a curious, active, and knowledgeable learner?
Topic 4 Oct 4	Learning Theory explored through Indigenous Ways of Knowing and Knowledge Systems	How might we understand and invite culturally-diverse knowledge systems with particular attention to Indigenous, (esp. Blackfoot) ways with learners and learning
Topic 5 Oct 11	Learning Theory explored through lenses of Motivation and Affect	How have we come to consider the role of motivation and affect in learning and development, especially related to math?
<i>Active reflection</i> Oct 18	<i>Pausing, reflecting, reviewing concepts</i>	<i>Who are you beginning to turn to for guidance and inspiration? What is speaking to you? Troubling you? Not clicking? What considerations contribute to conditions of learning? To assessment of learning?</i>
Topic 6 Oct 25	Remote/Online learning models	What theories of learning contribute to the design of remote learning?
Topic 7 Nov 1	Understanding the origins and application of taxonomies/hierarchies as models of instruction	How do taxonomies and models of learning, assessment, and well-being communicate values in education?
Topic 8 Nov 15	Learning Theory explored through Cognitivism and Neuroscience	How are emerging attention to cognitive and neuroscience informing teaching practices and our assumptions of learning?
Topic 10 Nov 29	Notions of disability in classrooms, curriculum design, and school policies	How might our thinking about learning, teaching, and assessment be challenged by a better understanding of what we deem neuro-typical/neuro-atypical learners?

Dec 6 Active reflection/ sensemaking	Active reflection: Pausing, reflecting, reviewing concepts in collaboration with peers and instructor Duoethnography Collaborating, writing	What is your understanding of learning theory and the ways teachers design for student learning? What might you carry forward with you as you think about meeting learner needs in contemporary classrooms? How are you beginning to articulate your own philosophy of teaching, and who might I find on your future book shelf?
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Requirements:

ASSESSMENT	%	ASSESSMENT TARGET DATE
Assessment #1: Learner Profile	30%	October 15
Assignment #2: Sense-making concept map	30%	November 19
Assessment #3: Duoethnography	40%	Final Submission December 10

Assessment – achievement criteria:

A- to A+ requires thoughtful reflection on the overall significance of learning theories, their application, and the consequences of their design in both a teaching context and at a societal level. Exploration of the complexity of theories of learning, the inclusion of personally-sourced research, and connections between CDPD, FE, LTA, and SCMP is evident for accomplished or mastery assessment.

A+ (Mastery +): the task has been taken up with complexity, drawing on research, experience, dialogue and conversations with peers and colleagues and demonstrates these various contributions from other course work in the program. The content of the task demonstrates an insightful vision of learning theory that has resulted in a comprehensive design for inclusion based in diverse learning needs and strengths. There are significant examples of opportunities and resources to meet diverse student needs, with particular attention to the practices a teacher takes up to foster success in its various iterations. There is evidence of critical questioning of the practices and theories that shape learning theory and student experiences in classrooms from multiple perspectives. Where applicable, creativity in thinking is evident, and where necessary attention to detail results in comprehensive plans/resources/communication. Exemplary work does require a significant investment from the student, which is evident in the presentation of the assignment, self-directed research to inform practice, and evidence of working beyond class material and conversations and a willing to ask transformational questions while exploring possible solutions. 4.0

A (Mastery): the task has been taken up in a thoughtful and engaging way that demonstrates a strong understanding of the research, one’s own experience, dialogue with peers and colleagues, and demonstrates a layered synthesis of knowledge relating to learning theory, diverse needs, and inclusive practices. Examples are accurate and rooted in research and are clearly articulated. Where applicable, creativity and original ideas are included, and where necessary attention to detail and fulfilling requirements are complete. Theories of learning and teacher practices and beliefs are explored in a nuanced way that demonstrate a willingness to critically examine student experiences in one’s classroom. 4.0

A- (Accomplished): the student attends to the requirements of the assignment, includes research and experience to inform content, and shows evidence of drawing together multiple resources in the work. All outcomes have been met and some

are completed very well. There is evidence of critical thinking and the exploration possible tensions between theory, practice, and personally-held beliefs and their impact on all students. There is evidence of thinking about student experiences, often through the lens of inclusion, however they tend to be more superficial or remedial. More complex thinking about learning theory and the ways various theories of learning and implemented is often provoked through feedback or provocations rather than through independent sourcing of new resources or external stories. 3.7

B- to B+ indicates the task has been fulfilled with most requirements met to varying degrees of proficiency. The content may be limited to what was shared in class, may lack reflection on the impact of learning theories on students and/or society, or may be limited in its consideration of research.

B+(Progressing): the task fulfills the basic requirements of the assignment. Content discussed in class is included, with adequate engagement with various perspectives or resources. The connections being made to learning, learning design, and student needs reflect common inclusive practices but are limited to prior experiences and personally-held beliefs with little engagement of theory, critical reflection and exploration of the impact on students. The assignments contain ideas that are reproductions of observations that with some critical thinking or creativity in how they might be modified to address unique contexts, students, or pedagogy. 3.3

B (Emerging): the task fulfills the basic requirements of the assignment but does so on a superficial level. Content discussed in class is included, but there is minimal engagement with various perspectives or resources. The connections being made to learning, learning design, and student needs are superficial and lack meaning in inclusive practices. The assignments contain ideas that are reproductions of observations that lack critical thinking or creativity in how they might be modified to address unique contexts, students, or pedagogy. Adequate evidence of outcomes indicates limited connections between the course content or to one’s own experience. 3.0

B- (Basic): the task meets some of the requirements of the task but is incomplete or lacking organization. Content discussed has minimal connection to class topics, readings, or theories of learning in a classroom setting. There is minimal to no reference to research, the relevance or impact of learning theories on student experiences, or connections to other coursework. 2.7

C+ or lower indicates the student has not demonstrated the required outcomes of the task or has not submitted evidence of the outcomes. Because of the need to achieve a 2.7/B- in LTA 500 for placement in LTA 600, a student cannot pass the course with a task that has been assessed C or below and will be placed on a Notice of Concern.

Cs or lower (Beginning) the task has significant areas that are either incomplete, missing, or inaccurate. There is little to no reference to research, experience, or to course content. There is little attention to detail. The student will be required to meet with the instructor to determine gaps in the demonstration of learning and create a plan to reconsider and resubmit evidence of the learning outcomes if the student desires. 0.0-2.3

A+	Mastery +
A	Mastery
A-	Accomplished
B+	Progressing
B	Emerging
B-	Basic
C+ >	Beginning

Because of the nature of the Alpha 4.00 system, there can be no uniform University-wide conversion scale. The relationship between raw scores (e.g. percentages) and the resultant letter grade will depend on the nature of the course and the instructor’s assessment of the level of each class, compared to similar classes taught previously.

Learning Task #1 Learning Profile:

Course Outcomes

- Examine considerations of instructional design with attention to various theories of learning
- Summarize theories that contribute to both the environmental conditions for learning and the cognition of learning
- Develop a beginning familiarity with the learner language in the Program of Studies

Teaching Quality Standard

Building Effective Relationships, Engaging in Career-Long Learning; Demonstrating a Professional Body of Knowledge; Establishing Inclusive Learning Environments; Applying Foundational Knowledge about First Nations, Métis and Inuit

Rationale

We have all been influenced by our own prior experiences, successes, barriers, and goals. Realizing and reflecting on how theories of learning have shaped us and informed what we believe about the role of students, teachers, curriculum content, valued knowledge, and the learning environment are essential for observing and developing teaching practices. This assignment requires you to consider the first 4 learning theories covered in LTA 500 as conditions that shape the learning experiences of students and teachers. It also gives you to opportunity to practice reflecting on experiences that have shaped you and how those experiences inform your response to field experience observations and the ideas you encounter in your coursework. By considering how learning theories inform our own perceptions of normal, we can also become open to the diversity in theories and values that have and continue to shape what is valued, perpetuated, and excluded from the school system and teaching practices we encounter.

Instructions

Students will consider the first four learning theories introduced in the course through the lens of their own experiences, values, and knowledge. For each learning theory, consider the following wonders: what feels familiar to me about each learning theory? What feels foreign? What is the implication of this familiarity/foreignness in your own learning and future teaching? How has your perception of students, teachers, and curriculum content been shaped by each? What is the long term societal impact of each theory? What do you continue to wonder, push back on, embrace at this point in time? Because teachers represent knowledge in multiple visual or auditory forms, students are encouraged to complete this task through a visual/auditory medium.

For each learning theory students will want to consider the roles of learners, teachers, schools as a social and experiential location, assessment, community, and any other topic that comes up in class discussions related to theories of learning and their application. This is a highly reflective task, and students are encouraged to be authentic and critical of their own experience and the topics covered through the playlist and discussions. Some ideas for the medium include Canva, Google Slides, Flipgrid, paper and pencil/paints/sparkles/pipe cleaners/etc, an artifact you create, a photo essay, story, etc.

Assessment: A rubric will be used to evaluate this assignment.

Due Date: October 15, 2021. Please review the submission and feedback guidelines on page 7 of this syllabus.

<i>Achievement Criteria</i>	<i>A+ to A-</i>	<i>B+ to B-</i>	<i>C+ or less</i>
<i>Examine considerations of instructional design with attention to various theories of learning</i>	<i>Critical reflection on one's own experiences with learning theories, explores influences, absences, and eventual interests as they relate to how learning was designed and experienced personally</i>	<i>Identifies one's own experiences with relevant learning theories; connections are superficial but accurate. Inclusion of resources are limited to course content</i>	<i>Core aspects of learning theories are absent or incorrect. There is little personal reflection or connection to content</i>

Summarize theories that contribute to both the environmental conditions for learning and the cognition of learning	<i>Critical reflection on the environmental conditions (structure, space, design, materials, participants) that were present and absent in one's own experience and how those shaped individuals over time including in their current experiences and expectations of themselves and the education system</i>	<i>Identifies core and some environmental conditions that contributed to their own learning experiences and habits. Generalized connections are made between theories and how theories have shaped expectations of students, teachers, and learning over time</i>	<i>There are minimal connections made between theories and environmental conditions required for learning. Connections to personal experience are absent or minimal</i>
Develop a beginning familiarity with the learner language in the Program of Studies	<i>Identifies values and tensions between learning and outcomes in the Program of studies and how those influence(d) individual relationships with various disciplines, content, assessment, purpose, identity, and discipline knowledge</i>	<i>Explores the importance of learner language in shaping learner identity and discipline literacy as curriculum outcomes. Can make connections between the Program of Studies and learning theories</i>	<i>The Program of Studies is misrepresented or absent from discussions of learning theory or personal learning experiences</i>
Challenge your own assumptions, identify biases, consider other perspectives, and to think creatively	<i>Explores shifts and stability in perceptions of education, experiences in school of belonging and marginalization, perspectives that are resonating and how that influences their sense of self</i>	<i>Personal assumptions, biases, and perspectives are attended to, but are either superficial or simplistic.</i>	<i>There is little or no exploration of personal biases or perspectives</i>
Engage in critical reflection of the implication of learning theories in response to the course content, class discussions, assigned readings, and school observations	<i>Critical reflection on the discussions, playlist, and observations of learning and learning theories as well as inclusion of other sources beyond course requirements as a demonstration of a disposition of noticing & lifelong learning. Connects theories & the impact on identity & society in a nuanced way</i>	<i>Reflection is evident and considers multiple contexts and experiences, impact of learning theories on students and society are explored, and contents of the playlist are referenced.</i>	<i>There is minimal critical reflection on the implication of learning theories, and minimal reference to contributing ideas beyond one's own thinking</i>

Learning Task #2 Sense-Making Concept Map:

Course Outcomes:

- Examine considerations of instructional design with attention to various theories of learning
- Summarize theories that contribute to both the environmental conditions for learning and the cognition of learning
- Develop an orientation towards research/evidence-based practices for diverse learners

Teaching Quality Standard:

Building Effective Relationships, Engaging in Career-Long Learning; Demonstrating a Professional Body of Knowledge; Establishing Inclusive Learning Environments; Applying Foundational Knowledge about First Nations, Métis and Inuit

Rationale

Understanding how learning theorists and their theories have shaped how we live out teaching, planning, and education in schools can foster a more reflective practice. This task will require students to connect pedagogical questions with practice, learning task design, and assessment to theories that shape teaching decisions. This task is intended to help students reflect on and make connections between theories and practice and think through the various influences that have shaped teaching, learning, and education.

Instructions

Students will construct a concept map of the learning theories studied and the instructional design that flow from the theorists shaping the learning theories. The instructional design includes the guiding questions a teacher would use to shape the learning in their classroom, task design, assessments, student organization, and the conditions for learning. Students are encouraged to think creatively, use visual representations to express their ideas, include references from course and independent readings.

Assessment: A rubric will be used to evaluate this learning task.

Due date: Nov 19th, 2021

<i>Achievement criteria</i>	<i>A+-A-</i>	<i>B+-B-</i>	<i>C-</i>
Summarize and explore theories: <i>Each theory attends to the student as learner and student experiences</i> <i>Each theory attends to role of teacher and student the type of knowledge that is valued is explored</i> <i>For each theory at least one theorist and their contribution is addressed</i>	<i>Complex, nuanced</i>	<i>Accurate, thorough</i>	<i>Incorrect or absent</i>
Connections to field observations are made in authentic ways	<i>Recognize interdisciplinary aspect, observations</i>	<i>Able to make interdisciplinary connections</i>	<i>Lacks connections to other contexts</i>
Connections to Program of Studies are made	<i>Multiple subjects, methods, critical</i>	<i>Core connections are made</i>	<i>Minimal or no connections</i>
Orientation toward research & evidence -based practices	<i>Includes multiple perspectives, sources</i>	<i>Includes core perspectives, sources</i>	<i>Limited or no sources</i>
Consideration of student development	<i>Explores complexity of student development in each theory</i>	<i>Acknowledges student development in each theory</i>	<i>Limited acknowledgement of student development</i>

Learning Task #3 Critical Analysis Duoethnography:

Course Outcomes:

- Examine considerations of instructional design with attention to various theories of learning
- Summarize theories that contribute to both the environmental conditions for learning and the cognition of learning
- Develop an orientation towards research/evidence-based practices for diverse learners
- Have students consider effective ways to promote student growth in emotional, social, and academic domains in literacy, numeracy, and relationship building
- Develop a beginning familiarity with the learner language in the Program of Studies

Teaching Quality Standard:

Building Effective Relationships, Engaging in Career-Long Learning; Demonstrating a Professional Body of Knowledge; Establishing Inclusive Learning Environments; Applying Foundational Knowledge about First Nations, Métis and Inuit, Adhering to Legal Frameworks

Rationale

Critical thinking, articulating evidence-based practices and finding authentic connections between theory and practice are essential for teacher development and growth. Being able to consider the benefits as well as the challenges of learning theory or pedagogical approach is necessary as you navigate various classroom cultures, partner teacher philosophies, and eventually school vision and mission statements.

Instructions

Students will select two contrasting learning theory perspectives to critically analyze. They will explore the key components of the learning theory by creating an outline of a learning task of a self-selected learning outcome pulled from the program of studies. The learning task will describe the instructional design through the lens of each theory, how students would be expected to develop a skill and demonstrate evidence of learning. The student should provide a well-articulated critique of the overall benefits and challenges of each learning theory. The recommended length of this analysis is 6 pages, to a maximum of 8 pages. Students should include 6 citations to support their analysis. The learning design can be presented as a table or a point form outline but must be supplemented by a valid analysis.

Assessment: A rubric will be used to evaluate the critical analysis

Due Date: December 10th by noon.

<i>Achievement Criteria</i>	<i>A+ -A-</i>	<i>B+-B-</i>	<i>C+ ></i>
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<i>Examine considerations of instructional design with attention to various theories of learning</i>	<i>Numerous aspects of the learning theories and their implications are introduced and explored in depth</i>	<i>The learning theory is accurately represented with references to cornerstone theories/ theorists and research</i>	<i>Minimal or incorrect information about the learning theories</i>
<i>Challenging personal assumptions, identify biases, consider other perspectives, and think creatively.</i>	<i>Personal assumptions are explored through a critical lens, immediate and long term implications are considered</i>	<i>Personal reflection and understanding of the learning theory drives the conversation/ ethnography</i>	<i>Little or no examine of personal assumptions and biases</i>
<i>Consider effective ways to promote student growth in emotional, social, and academic domains in literacy, numeracy, and relationship building</i>	<i>Examines a breadth of areas of education are attended to, including development of self, literacy, numeracy, and other skills included and excluded from school design</i>	<i>Explores instructional design, valued knowledge, assessments, and role of students/ teachers, and task design clearly and accurately</i>	<i>Little to no consideration of the experiences of learners</i>
<i>Consider various expectations placed on learners during a learning task sequence and a school day in a variety of classroom cultures attending to impact, relevance, privilege, and marginalization</i>	<i>Complexity of how and whether each theory enacts inclusive practices, what those are, how they could be meaningful are evident in an overview of a task</i>	<i>Critical Thinking is evident throughout the paper, with core practices explored</i>	<i>Little or no mention of the application of theory to a task design</i>
<i>orientation towards research/evidence-based practices for diverse learners</i>	<i>Includes personally-sourced research as well as course materials, including discussions to consider multiple perspectives and personal evolution of thinking</i>	<i>Course materials provide main source for research</i>	<i>Little or no mention of evidence-based research</i>

Please see the achievement criteria section of this syllabus for a detailed descriptions of each letter grade.

Scaffolding and Resubmissions:

Scaffolding: Scaffolding and feedback are an integral and core practice in supporting learners develop understanding and the ability to apply knowledge to teaching and learning contexts. You will be provided feedback in an ongoing basis through the course. This feedback will attend to how well you are demonstrating the outcomes, your organizational skills, as well as professional skills that are relevant to the teaching profession and the expectations of the Ambrose Bachelor of Education Program.

Scaffolding can occur in a variety of ways. For example, your instructor may model how to break down an assignment into personally manageable tasks that can be applied to future learning tasks, provide strategic questions to deepen thinking and make connections, and facilitate critical feedback from friends within your cohort.

Because assignments in LTA require reflection, application, and contextual decision-making, personal sense-making is highly valued in the assignments. When evaluating work that has been scaffolded or re-submitted for re-evaluation, assessment will be limited to/focused on a shift of ownership of thinking to the student. The purpose of feedback and scaffolding is to deepen thinking and not just improve a grade. Students must take feedback and indicate how they are applying it, reflecting on it, and understanding it differently in a resubmitted assignment. In essence, students must make it visible how they are rethinking the content. Content that is taken from the instructor without contextualizing the new idea in their own thinking will not be considered in a re-assessment.

Resubmissions: students are encouraged to share their assignments with peers for feedback prior to submission, using the rubric to practice reading and assessing using criteria in an assignment. If you want feedback from the instructors, evidence of feedback from a peer **must be included** with a specific request for targeted feedback at least 4 days prior to the due date. A general request for feedback or affirmation is not an adequate request. Resubmissions will be considered, but must be based on the application of feedback, not just the inclusion of feedback. In some cases, this may require the creation of new content to demonstrate the student's independence in the outcome.

Please note that final grades will be available on student registration system. Printed grade sheets are not mailed out.

Attendance:

It is the expectation that all students will attend class and be on time. Please inform me if you know you will be away. Students are responsible for their own learning and are required to remain current with all information covered during class and to submit assignments in a timely manner.

Ambrose University Academic Policies:

Communication

All students have received an Ambrose e-mail account upon registration. It is the student's responsibility to check this account regularly as the Ambrose email system will be the professor's instrument for notifying students of important matters (cancelled class sessions, extensions, requested appointments, etc.) between class sessions.

Exam Scheduling

Students who find a conflict in their exam schedule must submit a Revised Examination Request form to the Registrar's Office by the deadline date; please consult the Academic Calendar. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; 2) the student has three final exams within three consecutive exam time blocks; 3) the scheduled final exam slot conflicts with an exam at another institution; 4) extenuating circumstances. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

Standards of Behaviour in the Classroom Setting

Learning is an active and interactive process, a joint venture between student and instructor and between student and student. Some topics covered within a class may lead to strong reactions and opinions. It is important that Students understand that they are entitled to hold contradictory beliefs and that they should be encouraged to engage with these topics in a critical manner. Committing to this type of "active learning" significantly increases the learning experience for both teacher and student, and reflects the Christian imperative to pursue truth, which lies at the heart of the Ambrose educational experience. However, active discussion of controversial topics will be undertaken with respect and empathy, which are the foundations of civil discourse in the Classroom Setting. Primary responsibility for managing the classroom rests with the instructor. The instructor may direct a student to leave the class if the student engages in any behaviour that disrupts the classroom setting. If necessary, Ambrose security will be contacted to escort the student from class. Please refer to your professor regarding their electronic etiquette expectations.

Academic Integrity

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Academic dishonesty is taken seriously at Ambrose University as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's

ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to acknowledge to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university. Students are expected to be familiar with the policies in the current Academic Calendar that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean and become part of the student's permanent record.

Academic Policies

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Academic Calendar. The academic calendar can be found at <https://ambrose.edu/content/academic-calendar-2>

Privacy

Personal information (information about an individual that may be used to identify that individual) may be required as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at privacy@ambrose.edu.

Coursework Extensions

Should a request for a time extension on coursework exceed the end of the term, a *Coursework Extension Application* must be completed and submitted to the Office of the Registrar. The extension (if granted) will be recorded on the student record. Extensions are granted at the discretion of the instructor and are normally granted for 30 days beyond the last day of the term.

Normally, Course Extension Applications will be considered only when all of the following conditions are met:

- the quality of prior course work has been satisfactory;
- circumstances beyond your control, such as an extended illness or death of a family member, make it impossible for you to complete the course work on time; and
- you submit *Coursework Extension Application* to the Office of the Registrar on or before the deadline specified in the Academic Schedule.

If granted, time extensions do not excuse you from a final examination where one has been scheduled for the course.

A temporary grade of TX will be assigned until a final grade is submitted in accordance with the new deadline. A final grade of F will apply to:

- all course work submitted after the end of the semester unless a coursework extension has been granted; and all course work submitted after the revised due date provided by an approved extension to coursework.

- For immediate crisis support, there are staff on campus who are trained in Suicide Intervention and Mental Health First Aid. See ambrose.edu/crisis-support for a list of staff members.

Off Campus:

- Distress Centre - 403-266-4357
- Sheldon Chumir Health Care Centre - 403-955-6200
- Emergency - 911

Sexual Violence Support

All staff, faculty, and Residence student leaders have received *Sexual Violence Response to Disclosure* training. We will support you and help you find the resources you need. There is a website with on and off campus supports – ambrose.edu/sexual-violence-response-and-awareness.

Academic Success and Supports

Accessibility Services

Academic accommodation is provided to Ambrose students with disabilities in accordance with the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms. Provision of academic accommodation does not lower the academic standards of the university nor remove the need for evaluation and the need to meet essential learning outcomes. Reasonable accommodations are tailored to the individual student, are flexible, and are determined by considering the barriers within the unique environment of a postsecondary institution. It can take time to organize academic accommodations and funding for disability-related services. Students with a disability who wish to have an academic accommodation are encouraged to contact Accessibility Services as early as possible to ensure appropriate planning for any needs that may include accommodations. Staff can then meet with students to determine areas to facilitate success, and if accommodations are required, ensure those accommodations are put in place by working with faculty.

Ambrose Writing Services

Ambrose Writing services provides academic support in the four foundational literacy skills—listening, speaking, reading, and writing. It also assists students with critical thinking and the research process. Throughout the academic year, students can meet with a writing tutor for personalized support, or they can attend a variety of workshops offered by Academic Success. These services are free to students enrolled at Ambrose University. Academic Success serves all students in all disciplines and at all levels, from history to biology and from theatre to theology. To learn more, please visit <https://ambrose.edu/writingcentre>

Ambrose Tutoring Services

Ambrose Tutoring Services provides support in specific disciplinary knowledge, especially in high-demand areas such as chemistry, philosophy, math and statistics, and religious studies. These tutors also coach students in general study skills, including listening and note-taking. During the academic year, Ambrose Tutoring Services offers drop-in tutoring for courses with high demand; for other courses, students can book a one-to-one appointment with a tutor in their discipline. These services are free to students enrolled at Ambrose University. To learn more, please visit <https://ambrose.edu/tutoring>.

Mental Health Support

All of us need a support system. We encourage students to build mental health supports and to reach out when help is needed.

On Campus:

- Counselling Services: ambrose.edu/counselling
- Peer Supportive Listening: One-to-one support in Student Life office. Hours posted at ambrose.edu/wellness.