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## TI COURSE LEARNING GUIDELINE STATEMENTS FOR BADGES/MICROCREDENTIALS

*These statements may be used and adapted as appropriate for each badge/micro credentialed course. Some may also be applicable more broadly for use in courses beyond micro credential settings.*

### CLASS ENGAGEMENT

Active engagement during individual and group learning activities is required for course completion. If unforeseen circumstances arise and you are unable to attend a session, please inform the instructors as soon as possible. It is recommended that you discuss any missed sessions with a peer as instructor(s) are not responsible for reviewing missed information.

### REQUIREMENTS AND GUIDELINES FOR CITING SOURCES

Should you submit work with citations in this course, feel free to use the citation/reference style that you are most comfortable with.

### GUIDELINES FOR SUBMITTING ASSIGNMENTS

All assignments are to be submitted to the D2L Dropbox by [set time] of the due date listed, unless otherwise indicated by the instructor. If you need [would like to request] additional time to submit your assignment(s), please connect with the instructor(s).

### ACADEMIC INTEGRITY

The University of Calgary is committed to the highest standards of academic integrity and honesty. All learners in this course are expected to be familiar with and uphold the University's standards, policies and procedures regarding academic integrity

<https://calendar.ucalgary.ca/uofcregs/university-regulations/integrity-conduct>

### GENERATIVE ARTIFICIAL INTELLIGENCE USE

Ethical use (<https://prism.ucalgary.ca/items/e728766e-eadb-48f7-ad34-7e894960c3b7>) of generative artificial intelligence (GAI) is permitted in the context of this course. If you feel that you would like to experiment with the use of GAI, please do so transparently by citing your use of GAI upon submission of your assignments. For further information on how to cite GAI in your work see: (<https://libguides.ucalgary.ca/c.php?g=733971&p=5302331>). When using GAI, be mindful of privacy and security issues and bias within the systems. Any use of GAI should be to support your own thoughts and not replace individual work, including using GAI to provide peer feedback by uploading others' work without their explicit consent. The course facilitator will not upload your work into GAI software without your explicit consent.

## **COPYRIGHT**

It is the responsibility of students and professors to ensure that materials they post or distribute to others comply with the Copyright Act and the University's Fair Dealing Guidance for Students. Further copyright information for students is available on the Copyright Office web page <http://library.ucalgary.ca/copyright>

## **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

The Freedom of Information and Protection of Privacy (FOIP) Act indicates that assignments given by you to your course instructor will remain confidential unless otherwise stated before submission. The assignment cannot be returned to anyone else without your express permission. Similarly, any personal information that you share with your course instructor will not be given to anyone else without your permission.

## **WELLNESS AND MENTAL HEALTH RESOURCES**

The University of Calgary offers extensive wellness and mental health services. Information about specific programs and resources can be accessed at <https://www.ucalgary.ca/hr/wellness> (for staff) or <https://www.ucalgary.ca/wellness-services> (for students).

## **EMERGENCY EVACUATIONS AND ASSEMBLY POINTS (if necessary)**

Assembly points for emergencies have been identified across campus. The primary assembly point for the Taylor Institute for Teaching and Learning is MacEwan Hall, in front of the Dairy Queen. For more information, see the University of Calgary's Emergency Management website: <https://www.ucalgary.ca/risk/emergency-management/drills/assembly-points-and-evacuation-maps>

## **INTELLECTUAL PROPERTY**

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