The Rhythm & The Rules

Western University - Canada
“Teaching is a sacred activity. Its power to affect people’s lives—positively or negatively—is overwhelming. To be a good teacher, you need love, energy, clarity, idealism, and realism—something of the spirit, and something of the earth.”

Guy Allen, 1992 3M Fellow
University of Toronto
Welcome to the Teaching Support Centre (TSC) at Western

The mission of the Teaching Support Centre is twofold. First, we foster and enhance best practices in teaching and learning at Western University, in partnership with Western Libraries and Information Technology Services. Second, we advocate for teaching excellence and scholarship at Western, nationally, and internationally. If you are involved in teaching at Western University, we look forward to working with you! Come see us in the Centre in The D.B. Weldon Library.
Resources for New Faculty

- Ethical Principles in University Teaching (pdf) by Harry Murray, Eileen Gilles, Madeline Lennon, Paul Mercer and Marilyn Robinson
- The Rhythm & The Rules Presentation by Mike Atkinson at New Faculty Orientation, August 15th 2012
- Confidence in the Classroom: Ten Maxims for New Teachers by James Eison from College Teaching, Vol. 38, No. 1
- Seven Principles for Good Practice in Undergraduate Education by Arthur W. Chickering & Zelda F. Gamson (Reprinted with permission by UNC Charlotte, Centre for Teaching & Learning)
- Faculty Programs Offered by the Teaching Support Centre
- Purple Guide Series Prepared by the Teaching Support Centre
- Reflections Newsletter Prepared by the Teaching Support Centre
- General Information for New Faculty Prepared by the Faculty of Social Science
- Office of Faculty Relations
- Campus Maps at Western
- Academic Policies Prepared by the University Secretariat
- Academic Calendars @ Western
- Family Support @ Western
- Accessibility at Western
- Mental Health @ Western
- Equity & Human Rights Services
- Student Development Centre
- Office of the Ombudsperson
- Classroom Management Group
- Instructional Technology Resource Centre
- OWL powered by Sakai Western's Learning Management System
- Principles and Guidelines Regarding Graduate Supervision Prepared by the School of Graduate and Postdoctoral Studies
The Rhythm & The Rules

Office of the Registrar

- Academic calendars
- Timetables
- FAQ’s
- Important dates
- Links for graduate students
The Rhythm

Sept. 8   Classes begin

Classes start on the half-hour except evening … start on hour

1 hour class = 50 min
The Rhythm

Sept. 8  Classes begin

Sept. 16  Last day to add

Oct. – Dec  Grant deadlines

Oct. 10  Thanksgiving
The Rhythm

Mid-Oct.

Midterms

Oct. 27 & 28

Fall Study Break

Nov. 5

Drop ½ course

Nov. 30

Drop full course
The Rhythm

Dec. 7          Classes end

Dec. 8, 9       Study day

Dec. 10 - 21    Mid-year exams
The Rhythm

Jan. 5       Classes resume
Jan. 13      Last day to add
Feb. 2       Groundhog Day
Feb. 20 - 24 Reading Week
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>April 7</td>
<td>Classes end</td>
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<tr>
<td>April 8</td>
<td>Study Days</td>
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<tr>
<td>April 9 – 30</td>
<td>Final Exams</td>
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<tr>
<td>April 14</td>
<td>Good Friday</td>
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<td>April 16</td>
<td>Easter</td>
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The Rules
The Rules

Instructor to provide outline

- course description
- course objectives
- required readings
- type of evaluation
- exam dates
- expectations
The Rules

- Exams given during normal class time unless
  - Xmas or final
  - sound reason

- Outline is “law”...cannot change without 100% agreement
The Rules

Exams

→ No test during
   last week (half course)
   last 3 weeks (full course)

→ Must provide feedback (15%)
   before drop date

Oct 31  half
Nov 23  full
The Rules

Exams

- Final must be worth at least 30% in 1st year course

- Students may be debarred from writing final for frequent absence from class
The Rules

Assignments

- Due dates on outline
- Final papers must be submitted by end of classes
- English proficiency “should” be considered
General Considerations

- Must use ScanExam or Turn-it-In to assess academic integrity

- Students with disabilities may need accommodations

- Do not post student names with student numbers or grades
General Considerations

- Retain exams and papers for a period of 12 months after “use”

- Retain all grade records and correspondence for 12 months

- Profs required to produce & review all exams/papers not returned
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Classroom Technology Group

CLASSROOM TECHNOLOGY INFORMATION

Classroom AV Technical Support and Services
Tel: (519) 661-2111 ext. 82222
Email: ctg@uwo.ca

Hours: Monday to Friday - 8:30 a.m. to 4:30 p.m.

Room Reservations
Tel: (519) 661-2111 ext. 83303
Email: bookroom@uwo.ca

Course and Exam Scheduling
Tel: (519) 661-2111 ext. 84851

Quick Links
- Accessibility Maps and Floor Plans
- Teaching Support Centre (TSC)
- Instructional Technology Resource Centre (ITRC)
- Arts Technical Services
- Schulich School of Medicine and Dentistry Information Services
- Western Engineering Information Technology Group
- Facilities Management
- Campus Maps
- Information Technology Services
Welcome