Welcome
The Rhythm & The Rules
“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
Advent of ethical robotics
Alumna shaping the 'humans behind the robots'

LGBT rights eyed in context of The Games
When nations gather at events like the 2016 Olympic Games in Rio de Janeiro, the world is watching. This global stage is just one reason large sporting events present a good opportunity to educate and raise awareness of LGBTQ rights, according to Western researchers.

Young alumnus 'West' to find the world
Study looks to share rural shelter expertise
Project lends hand to saving a voice
Undergraduate Awards names shortlist

Search Western
Resources for New Faculty

General Teaching Resources

*Ethical Principles in University Teaching* (pdf) by Harry Murray, Eileen Gillove, Madaline 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)

Important Western University Resources

New Faculty Information
Office of Faculty Relations
Campus Maps at Western
Academic Policies
Academic Calendars @ Western
Family Support @ Western
Accessibility at Western
Mental Health @ Western
Equity & Human Rights Services
Student Development Centre
The Rhythm & The Rules

Office of the Registrar

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

Sept. 7  Classes begin

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

1 hour class = 50 min
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 7</td>
<td>UG: Classes Begin</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Grad: start dates are flexible</td>
</tr>
<tr>
<td>Sep 15</td>
<td>UG: Last Day to Add</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Grad: one month from the official</td>
</tr>
<tr>
<td></td>
<td></td>
<td>beginning of the term in which the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>course begins</td>
</tr>
<tr>
<td>Oct–Dec</td>
<td>Grant Deadlines</td>
<td></td>
</tr>
</tbody>
</table>
# The Rhythm

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Oct 9</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>Oct 10-13</td>
<td>No class (Reading Week)</td>
</tr>
<tr>
<td>mid-Oct</td>
<td>Midterms</td>
</tr>
<tr>
<td>Nov 12</td>
<td>Drop ½ course</td>
</tr>
<tr>
<td>Nov 30</td>
<td>Drop full course</td>
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</table>

*Grad: Prof decides if classes will run on the 10-13th

*Grad: Two months from the beginning of term in which the course begins
# The Rhythm

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 8</td>
<td>Classes end</td>
<td>*Grad: end dates are flexible</td>
</tr>
<tr>
<td>Dec 9</td>
<td>Study day</td>
<td>*Grad: Prof decides</td>
</tr>
<tr>
<td>Dec 10-21</td>
<td>Mid-year exams</td>
<td></td>
</tr>
</tbody>
</table>
The Rhythm

Jan. 8  Classes resume
Jan. 16  Last day to add
Feb. 2   Groundhog Day
Feb. 19-23  Reading Week

*Rhythm for graduate courses: follow previous semester guidelines
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 30</td>
<td>Good Friday</td>
</tr>
<tr>
<td>April 1</td>
<td>Easter</td>
</tr>
<tr>
<td>April 11</td>
<td>Classes end</td>
</tr>
<tr>
<td>April 12-13</td>
<td>Study Days</td>
</tr>
<tr>
<td>April 14-30</td>
<td>Final Exams</td>
</tr>
</tbody>
</table>
The Rules
The Rules

Instructor to provide outline

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

*Also applies to graduate course outlines
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

  Nov 12    half
  Nov 30    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
  - 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
Resources for New Faculty

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Office of the Ombudsperson

Classroom Technology Group

eLearning Technology Team

OWL - Western's Learning Management System

Principles and Guidelines Regarding Graduate Supervision
Classroom Technology Group

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
- Western Technology Services (WTS)

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. 84861
Email: swilliam@uwo.ca
Resources

Western Course Outline Policy
http://www.uwo.ca/univsec/pdf/academic_policies/exam/courseoutlines.pdf

Graduate Student Course Regulations
http://www.grad.uwo.ca/current_students/regulations/6.html

Expectations and Requirements of Supervisors and Graduate Students
http://grad.uwo.ca/current_students/regulations/11.html
Welcome