**Course Information**

[Course name and number, academic term, and [for publication *only* on OWL or Brightspace (as of August 21 2023), i.e. **not** for announcement on public websites:] the location and days and hours that the course is scheduled (including lecture, laboratory and tutorial hours).]

[INSERT HERE]

**List of Prerequisites** [if applicable]

[A list of the prerequisites for the course.]

[INSERT HERE]

Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

**Instructor Information**[Full name, title and appropriate contact information of the instructor and, if the course is taught by more than one instructor, the name of the person responsible for the course (course coordinator).]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Instructors** | **Email** | **Office** | **Phone** | **Office Hours** |
| Dr. Xxx Xxxx  (Course Coordinator) |  |  |  |  |
| Dr. Yyy Yyyy |  |  |  |  |
| TA |  |  |  |  |

[optional] Students must use their Western (@uwo.ca) email addresses when contacting their instructors. [insert other contact/communication policies here]

[Specify your office hours and format (in-person, Zoom, MS Teams), or the availability of other help resources (in-person or online).]

**Course Description**[A description of the objectives and content of the course. The course description published in the Western Academic Calendar may be used here.]

**Learning Outcomes / Course Objectives**

[Insert your course-level learning outcomes in this section.]

**Course Schedule** [optional]

[If available, insert a break-down of course topics and week-by-week schedule. [this information could be distributed as a separate document]

**Texts and Materials**

[List the materials that are required (or recommended) for the course, including textbooks, supplemental information, notes, manuals, laboratory or safety materials, and any specific electronic devices.]

[If applicable] [Include a statement on the use of Personal Response Systems (“Clickers”) or electronic devices to access virtual clickers.]

**OWL** [if applicable]

All course material will be posted to OWL: [http://owl.uwo.ca](http://owl.uwo.ca/). Students are responsible for checking the course OWL site on a regular basis for news and updates. This is the primary method by which information will be disseminated to all students in the class.

If students need assistance with the course OWL site, they can seek support on the OWL Help page. Alternatively, they can contact the Western Technology Services Helpdesk. <https://wts.uwo.ca/helpdesk/>

[if applicable] [List URL(s) for other class website(s)]

**Technical Requirements**

[A list of technical requirements for the course (e.g., stable internet connection, computer with working microphone and/or webcam, other hardware or software specifications). For example: This course requires you to have a reliable internet connection and a computer that meets the technical requirements for writing online timed assessments.]

**Electronic Devices** [Required] [Add a statement on what electronic devices will or will not be permitted on tests and exams.[optional]: Add a statement around how ChatGPT/AI will or will not be used/permitted in your course. See also: *Scholastic Offences*. The following is an example: *In this course, students are permitted to use AI tools exclusively for information gathering and preliminary research purposes. These tools are intended to enhance the learning experience by providing access to diverse information sources. However, it is essential that students critically evaluate the obtained information, exercise independent thinking, and engage in original research to synthesize and develop their own ideas, arguments, and perspectives. The use of AI tools can serve as a starting point for exploration; however, students are expected to uphold academic integrity by appropriately attributing all sources and avoiding plagiarism.****Assignments should reflect the students’ own thoughts and independent written work.****By adhering to these guidelines, students contribute to a responsible and ethical learning environment that promotes critical thinking, independent inquiry and allows them to produce original written contributions.*]

**Methods of Evaluation**

[A statement of the methods by which student performance will be evaluated and the weight of each, including the number and schedule of assignments (due date), is required. A reminder that “Tests in one-term courses may not be scheduled during the last three weeks in the term” <https://www.uwo.ca/univsec/pdf/academic_policies/exam/scheduling.pdf>

For example:]

The overall course grade will be calculated as listed below:

Assignments (#) xx% Due:

Essay(s) xx% Due:

Midterm Test xx% Date:

Presentation xx% Date:

Final Exam xx% Date:

[Specify the dates of the midterm(s) and make-up(s). Schedule tests on the Exam Central tab on the Extranet if held at outside of prescheduled class time and location – this will also trigger a room booking request.]

**Course-specific policies/conditions** [If applicable]

[Any course-specific conditions that are required to pass the course must be outlined. In such cases, the conditions should make academic sense. Typical examples include:

• a minimum number of completed labs or a minimum grade on the laboratory component to ensure that students demonstrate sufficient mastery of those technical skills to progress,

• a passing grade on essays or other written work in a course designated as an “essay course” (i.e., with a suffix of E, F, G, or Z) to satisfy the Senate requirement that students must demonstrate “some minimal competence in essay writing” in order to pass the course,

• a minimum grade on the final exam (or a minimum average on the midterm test(s) and final exam) to ensure that students demonstrate sufficient mastery of the learning outcomes, and

• minimum participation in a seminar course or a group project.

In such cases, the consequences of not meeting the requirement (e.g., a grade of 45) should be specified. Note that students should not be penalized for failing to meet a requirement due to circumstances beyond their control. For example, just as a student who misses a final exam due to illness will be offered a Special Examination, a student who misses too many in-class components due to illness to receive course credit should be given an opportunity to complete those assessments after they recover. However, for logistical reasons, it is permissible for that opportunity to be with the next offering of the course, in which case the student will receive a grade of Incomplete (INC) and their maximum course load may be reduced during the term in which they complete their course requirements.]

[1000- and 2000-level courses only] [If permission to waive the requirement that students receive evaluation on work totaling 15% of their final grade at least three days prior to the deadline for withdrawal without academic penalty has been obtained from the Dean’s Office, a statement to this effect must be made.]

[For take-home final exams] [As per policy, take-home examinations may be scheduled only with permission of the Dean of the Faculty offering the course to ensure that the examination plans will not unduly interfere with the students’ ability to write their other exams.]

**Note:** Course instructors who wish to change the evaluation procedure shown in the course outline must receive prior approval to do so from the Dean of the Faculty concerned.

**Student Absences**

[Instructors are encouraged to arrange participation requirements and multiple small assignments in such a way as to allow students some flexibility (e.g., by grading based on the best *n–*2 of *n* quizzes or assignments) to reduce the number of requests for academic considerations and consequent burden on both instructors and academic advisors. Where academic considerations are required, the student should be given clear direction.]

If you are unable to meet a course requirement due to illness or other serious circumstances, please follow the procedures below.

**Assessments worth less than 10% of the overall course grade:**

[For work worth less than 10% of the total course grade, the instructor is empowered to grant academic considerations without referring the student to their academic advisors. If an instructor chooses to do so, the mechanism for dealing with missed work (e.g., an extension, make-up opportunity, or reweighting) must be specified on the course outline to ensure fair treatment for all students. Note that in all cases where documentation (medical or otherwise) is required, it can *only* be collected by the student’s Dean’s Office Academic Advising unit.]

**Assessments worth 10% or more of the overall course grade:**

[By policy, academic considerations for work totaling 10% or more of the final course grade can be granted only by the student’s Faculty of Registration (typically by their academic advisors). In such cases, students should be directed as follows.]

For work totaling 10% or more of the final course grade, you must provide valid medical or supporting documentation to the Academic Advising Office of your Faculty of Registration as soon as possible. For further information, please consult the University’s medical illness policy at

<https://uwo.ca/univsec/pdf/academic_policies/appeals/academic_consideration.pdf>

The Student Medical Certificate is available at

<https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf>.

[Clearly define how the absence will be handled (e.g., an extension, make-up opportunity, or reweighting). When defining the rules for excused absences, you should ensure that the essential requirements of the course are still met. For example, if the final examination is not cumulative, it would normally be advisable to offer a make-up for the midterm test rather than a reweighting to the final.]

**Absences from Final Examinations** [If applicable]

If you miss the Final Exam, please contact the Academic Advising office of your Faculty of Registration as soon as you are able to do so. They will assess your eligibility to write the Special Examination (the name given by the University to a makeup Final Exam).

You may also be eligible to write the Special Exam if you are in a “Multiple Exam Situation” (e.g., more than 2 exams in 23-hour period, more than 3 exams in a 47-hour period).

[optional] If a student fails to write a scheduled Special Examination, the date of the next Special Examination (if granted) normally will be the scheduled date for the final exam the next time this course is offered. The maximum course load for that term will be reduced by the credit of the course(s) for which the final examination has been deferred. See the Academic Calendar for details (under [Special Examinations](https://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=5&Command=showCategory&Keywords=Special%20Examinations&SubHeadingID=70&SelectedCalendar=Live&ArchiveID=#SubHeading_70)).

**Note:** missed work can *only* be excused through one of the mechanisms above.

**Religious Accommodation**

When a course requirement conflicts with a religious holiday that requires an absence from the University or prohibits certain activities, students should request accommodation for their absence in writing at least two weeks prior to the holiday to the course instructor and/or the Academic Advising office of their Faculty of Registration. Please consult University's list of recognized religious holidays (updated annually) at

<https://multiculturalcalendar.com/ecal/index.php?s=c-univwo>.

**Accommodation Policies**

Students with disabilities are encouraged to contact Accessible Education, which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The policy on Academic Accommodation for Students with Disabilities can be found at:

[https://www.uwo.ca/univsec/pdf/academic\_policies/appeals/Academic Accommodation\_disabilities.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic%20Accommodation_disabilities.pdf).

**Academic Policies**

The website for Registrarial Services is [http://www.registrar.uwo.ca](http://www.registrar.uwo.ca/).

In accordance with policy,

<https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp113.pdf>,

the centrally administered e-mail account provided to students will be considered the individual’s official university e-mail address. It is the responsibility of the account holder to ensure that e-mail received from the University at their official university address is attended to in a timely manner.

**Scholastic offences**

Instructors may want to address here the use of Chat GPT or (if applicable) include a program-approved statement around the use of any material generated by artificial intelligence programs or large language models (LLMs) such as Chat GPT.

Scholastic offences are taken seriously, and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:

<http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf>.

[if you use TURNITIN]

**Statement on the use of plagiarism-checking software**

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com ([http://www.turnitin.com](http://www.turnitin.com/)).

[if you use SCANEX] Computer-marked multiple-choice tests and exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

[If applicable] [Include warnings on the use of any other “checking” software]

**Statement on the use of clickers**

[if you use clickers] [Describe how clickers will be used for evaluation. Communicate clearly to students information on how clickers are used including: how the student’s privacy will be protected, how clickers may be used by the instructor for data gathering and for evaluating the student, and why they cannot be used by anyone but the student.]

**Statement on remote proctoring software**

[If Remote Proctoring Software may be used in this course, including in the event of health lock-down]

Tests and examinations in this course will be conducted using a remote proctoring service. By taking this course, you are consenting to the use of this software and acknowledge that you will be required to provide **personal information** (including some biometric data) and the session will be **recorded**. Completion of this course will require you to have a reliable internet connection and a device that meets the technical requirements for this service. More information about this remote proctoring service, including technical requirements, is available on Western’s Remote Proctoring website at:

[https://remoteproctoring.uwo.ca](https://remoteproctoring.uwo.ca/).

**Note:** use of online proctoring for in-person courses requires approval from the Dean’s Office.

**Support Services**

**Academic Advising** [suggested]

Your Home Faculty’s Academic Advising Office will support or refer whenever you have an issue that is affecting your studies, including information on adding/dropping courses, academic considerations for absences, appeals, exam conflicts, and many other academic related matters. Do not hesitate to reach out to them if you are struggling and unsure where to go for help. Contact info for all Faculties is here: <https://registrar.uwo.ca/faculty_academic_counselling.html>

**Mental Health Support**

Students who are in emotional/mental distress should refer to Mental Health@Western (<https://uwo.ca/health/>) for a complete list of options about how to obtain help.

**Gender-based and sexual violence** [strongly recommended]

Western University [is committed to reducing incidents of gender-based and sexual violence](https://www.president.uwo.ca/gbsv/) and providing compassionate support to anyone who has gone through these traumatic events. If you have experienced gender-based or sexual violence (either recently or in the past), you will find information about support services for survivors, including emergency contacts, [here](https://www.uwo.ca/health/student_support/survivor_support/get-help.html).  To connect with a case manager or set up an appointment, please contact [support@uwo.ca](mailto:support@uwo.ca).

**Accessible Education**[suggested]

Please contact the course instructor if you require lecture or printed material in an alternate format or if any other arrangements can make this course more accessible to you. You may also wish to contact Accessible Education at

<http://academicsupport.uwo.ca/accessible_education/index.html>

if you have any questions regarding accommodations.

**Learning Development and Success** [suggested]

Counsellors at the Learning Development and Success Centre [https://learning.uwo.ca](https://learning.uwo.ca/)) are ready to help you improve your learning skills. They offer presentations on strategies for improving time management, multiple-choice exam preparation/writing, textbook reading, and more. Individual support is offered throughout the Fall/Winter terms in the drop-in Learning Help Centre, and year-round through individual counselling.

**Digital Student Experience** [optional]

Western University is committed to a thriving campus as we deliver our courses in the mixed model of both virtual and face-to-face formats. We encourage you to check out the Digital Student Experience website to manage your academics and well-being: <https://www.uwo.ca/se/digital/>.

**USC**

Additional student-run support services are offered by the USC, https://westernusc.ca/services/.