MEMORANDUM

To: All Faculty of Arts Instructors

From: Bill Chesney, Associate Dean of Arts, Undergraduate Studies

Date: November 21, 2011

Subject: Beginning of Term Reminders

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REMINDERS:

If you use i-clickers in your class, please remind students that impersonation (using their absent friend's to record their answers) can result in a suspension penalty. First-year students are especially prone to underestimating this offence.

Articulate your late submission of assignment policies in clear and unambiguous terms. This helps avoid complaints later.

Important dates for the upcoming term:

Lectures begin:	Tuesday, January 3
Last day to add online class:	Monday, January 9
Last day to add on-campus class:	Monday, January 16
Last day to drop, no penalty:	Monday, January 23
Final exam schedule published:	mid-February
Reading week:	February 20 – 24
Last day to drop, receive a WD:	**Monday, March 12**
Lectures end:	Monday, April 2
University holiday (Good Friday):	Friday, April 6
Exams begin:	Monday, April 9
Exams end:	Saturday, April 21
Grades due, if no final exam:	Monday, April 16
Grades due, if final exam:	7 days after final exam
Grades due, online courses:	Tuesday, May 1
Last day to upload grades:	Tuesday, May 1

Religious holidays to be accommodated, if requested:

Friday, January 6	Christmas (Armenia)
Monday, January 23	Chinese New Year; Solnal (Korea)
Thursday, March 8	Holi Sikh (Hindu)
Wednesday, March 21	Now Ruz (Islam Ismaili, Baha'i)
Friday, April 6 (end of day); Saturday, April 7; Sunday, April 8	Passover (Jewish)
Thursday, April 12 (end of day); Friday, April 13; Saturday, April 14	Passover (Jewish)
Friday, April 13	Holy Friday (Christian-Coptic, Eastern Orthodox)
Saturday, April 14	Baisakhi (Sikh, Hindu)

Statements and links to be included on all course outlines:

Cross-listed course:

Please note that a cross-listed course will count in all respective averages no matter under which rubric it has been taken. For example, a PHIL/PSCI cross-list will count in a Philosophy major average, even if the course was taken under the Political Science rubric.

Academic Integrity:

Academic Integrity: In order to maintain a culture of academic integrity, members of the University of Waterloo are expected to promote honesty, trust, fairness, respect and responsibility.
Discipline: A student is expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about "rules" for group work/collaboration should seek guidance from the course professor, academic advisor, or the Undergraduate Associate Dean. When misconduct has been found to have occurred, disciplinary penalties will be imposed under Policy 71 – Student Discipline. For information on categories of offenses and types of penalties, students should refer to Policy 71 - Student Discipline, http://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm
Grievance: A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read Policy 70 - Student Petitions and Grievances, Section 4, http://www.adm.uwaterloo.ca/infosec/Policies/policy70.htm
Appeals: A student may appeal the finding and/or penalty in a decision made under Policy 70 - Student Petitions and Grievances (other than regarding a petition) or Policy 71 - Student Discipline if a ground for an appeal can be established. Read Policy 72 - Student Appeals, http://www.adm.uwaterloo.ca/infosec/Policies/policy72.htm
Academic Integrity website (Arts): http://arts.uwaterloo.ca/arts/ugrad/academic_responsibility.html
Academic Integrity Office (University): http://uwaterloo.ca/academicintegrity/

Accommodation for Students with Disabilities:

Note for students with disabilities: The Office for Persons with Disabilities (OPD), located in Needles Hall, Room 1132, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with the OPD at the beginning of each academic term.

If you are using Turnitin in your course:

Turnitin.com: Plagiarism detection software (Turnitin) will be used to screen assignments in this course. This is being done to verify that use of all material and sources in assignments is documented.

In the first week of the term, details will be provided about the arrangements for the use of Turnitin in this course.

Note: students must be given a reasonable option if they do not want to have their assignment screened by Turnitin. See: http://uwaterloo.ca/academicintegrity/Turnitin/index.html for more information.

Other points about course outlines and conduct:

- The outline is a contract with the students. Changes to grading breakdowns should only be made for absolutely compelling reasons, in writing, and with the express approval of the class. Students wishing to adhere to the original grading structure should be accommodated.
- Avoid creating opportunities for cheating:
  - Don't recycle term after term identical assignments or tests
  - Clearly define expectations and citation methods for written work, especially for group assignments
- Course drop/adds may only occur during the designated periods outlined above; after the "free drop" period (typically the first three weeks of classes), only the Examinations and Standings (E&S) Committee, on petition by the student, may over-ride the application of a WD or WF, depending on the date the student dropped the course.
- When signing in students to your course, remember that rooms are assigned based on the posted course cap and the room's capacity; switching classrooms is often extremely difficult.
- A 10-minute interval is allowed between classes, for the first instructor to vacate, and the second instructor to set up the classroom. Please be considerate and co-operative.

Please see the **Faculty of Arts: Notes on Course Outlines/Syllabi** at the end of this memo for detailed information.

Other points about student discipline and academic integrity:

- Not every error in citation constitutes a full-fledged case of plagiarism. Be judicious, especially in the case of first year students. **Do report all occurrences to the Associate Dean**; depending on the circumstances, an informal resolution or some other even less punitive approach may be appropriate. The primary objective is for students to learn from their mistakes, and to prevent repeat occurrences. Please refer to the comments at the end of this memo for detailed guidance, and **do not attempt to devise your own remediation without consultation**; these often backfire, especially in an increasingly litigious environment.
- Alternatives for using Turnitin could be one of:
  - an annotated bibliography;
  - a draft bibliography identifying and documenting all sources and submitted on a specified date before the due date for the assignment;
  - a "scaffolded" assignment where the student submits an outline of their paper in advance and then at least one draft of the paper with their list of resources before the submission of the final paper with a bibliography;
  - other options the instructor and student have agreed upon.

  Students need to inform their instructors (by a predetermined date) that they do not wish to have their work submitted to Turnitin. Instructors have the choice regarding whether to allow students to see the Turnitin screening report, or to have only the course instructor receive such

reports. Instructors who arrange for students to receive the reports believe the reports can serve an educational purpose. If students submit their papers to Turnitin in sufficient time before a submission date, they can revise their papers to avoid challenges about possible plagiarism. Each instructor may decide which approach to take.

For assistance with pedagogical and practical course design consult your Faculty Liaison at The Centre of Teaching Excellence.

Please see the set of guidelines for how to approach potential discipline cases at the end of this memo.

Tests and examinations:

Look closely at http://www.adm.uwaterloo.ca/inforeg/exams/ExamRegs.pdf for the official regulations governing examinations. Especially important to remember:

- The period (typically 2-3 days) between the end of classes and the start of exams is sacrosanct: lectures, tests, and other course activities may not be scheduled during this period.
- A final exam is any test worth more than 25%, and that covers all or most of a term's course content. As such, it may not be scheduled in the last 5 lecture days of the formal lecture period for the term.
- Courses with final exams may not have other course assignments due during the final examination period.
- Courses without final exams may have an assignment equivalent in scope and value to a final exam due during the final examination period.
- Accommodations for deferred final exams are made only under specific conditions and time restrictions. **Requests for accommodation based on religious holidays must be submitted to the Associate Dean** as soon as the conflict becomes apparent; in any case, no later than one week following the publication of the final exam schedule. It is the student's responsibility to make him/herself available for the entire examination period, and **travel plans are not a sufficient reason to have a final exam deferred**. Course instructors need to be careful: the understandable wish to accommodate one legitimate request can quickly snowball into an impossible situation of multiple requests and questionable motivations, and can result in the impression of arbitrariness and/or favouritism on the part of the instructor. Please see the examination regulations, and refer any request with which you are not comfortable to the Associate Dean.
- Any student may review their final exam under supervised access, without initiating a formal appeal procedure.

Grades:

- The system accepts any number as the course grade; however, any grade from 0 – 32% will be calculated at 32% for the purposes of determining an Arts student's average(s).
- Public posting of final grades is not permitted, and is in most cases unnecessary; **final grades for any course may not be posted until the end of the final examination period**, at which point the student may view his/her grades on Quest in any case.

Faculty of Arts: Notes on Course Outlines/Syllabi

The course outline, or syllabus, carries a **contractual weight**. It should be provided to all students in the course, in its full and complete form either in hard copy or electronically, **not later than the end of the first week of classes**. Because it is the embodiment of the standards, expectations, and requirements of the course, deviations from it or alterations to it (especially in the areas of reading and writing assignments, weighting of course elements, and dates of tests and examinations) must not be lightly undertaken. If you are interested, a **template/example** is available at http://www.uwaterloo.ca/accountability/documents/courseoutlinetemplate.pdf

The course outline, or syllabus, should include the following elements:

- The obvious information: course title and number, **including the cross-listed rubric and number**; scheduled time and day and location; term and year of offering; instructor's and TAs' names, contact information, office hours.
- A full and complete **text list**, differentiating between required and recommended books.
- A **course description**. This should be in line with the official Calendar description of the course, but it should also have sufficient contextual fullness to define the nature of this particular manifestation of the offering of the course and of the nature of this particular section of the course.
- A full and complete **schedule** of lecture topics, reading assignments, written work and assignments, examination dates, and so on.
- A clear and full articulation of **course requirements, expectations, and standards**. This statement must include an indication of the weighting of course elements. Within the context of **Policy #71**, it must also make reference to the avoidance of plagiarism and of other academic offenses (and to the penalties for the commission of such offenses).

Other aspects relevant to the formulation of the course outline include the following points:

- The scheduling and administration of **tests and examinations must conform to University of Waterloo policy** on these matters. By University policy, jurisdiction over issues relating to examination legality or illegality resides with the Associate Dean.
- In courses in which **"participation"** will be a weighted element, the nature and application of the requirement should be given unambiguous description and definition.
- In courses in which works on **library Reserve** will be included among the course reading assignments, a full and clear indication of the Reserve works involved should be provided.
- How **late submission of work** will be handled, including penalties, must be given a clear and unambiguous articulation in the course outline.
- In courses in which the question of **collaborative work** is or may become an issue, the course outline should provide a very clear and complete definition of what is acceptable and of what is not acceptable. Reminders of the standard should be included on individual assignments.
- In courses including essay requirements of any sort, clear instructions on the expectations and standards regarding the appropriate **acknowledgment of sources and the avoidance of plagiarism** must be given. While full detail on this matter may be too lengthy for the format of the course outline (and thus must be reserved for separate presentation), a summary statement must nevertheless be included within the course outline itself.
- Recommended: publication of the dates of the final examination period, and a statement to the effect that student travel plans are not acceptable grounds for granting an alternative final examination time (see http://www.registrar.uwaterloo.ca/exams/finalexams.html).

Policy 71 (Student Discipline): Procedures

Jurisdiction and authority in University of Waterloo student disciplinary matters are defined in Policy 71: *(1) "Authority to deal with matters under this policy rests with the Undergraduate and Graduate Associate Deans." (2c)"Fairness is fundamental when dealing with students. Students have the right to be informed of policies, procedures or guidelines that may affect their academic progress or their conduct, and have the right to question whether decisions are consistent with those policies, procedures and guidelines."*

When an instructor has reason to believe that an academic offence has occurred, the matter must be reported promptly to the Associate Dean, Undergraduate Studies. This allows for checking if there are jurisdictional complications (e.g. the student is from another faculty) or if the student has prior offences. The Associate Dean decides whether an attempt to resolve the case informally (*i.e.*, at the instructor/student level) is appropriate.

Once the Associate Dean has been consulted, there are three levels of handling academic misconduct:

- By the instructor, without the official involvement of the Associate Dean.
    - In such cases, the instructor has clearly determined that:
        - The student demonstrably had no intention to deceive the instructor (e.g. minor verbatim phrases with citation but no quotation marks); and
        - The standard penalty (0 on the assignment) would be too harsh under the circumstances.
    - In consultation with the Associate Dean, it is further determined that:
        - There are no jurisdictional complications (e.g. the student is from another faculty);
        - The student has no prior offences;
        - The student would not otherwise benefit from the Academic Integrity workshop[1].
    - The instructor may impose grade penalties less than those mandated by the guidelines for assessment of penalties in the ordinary way (e.g. as might be imposed for failing to adhere to content, format or structure guidelines).
    - The student is not placed on disciplinary probation[2].
- By the instructor, with the involvement of the Associate Dean (Informal Resolution):
    - In such cases, **all** of the following conditions apply:
        - Commission of the alleged offence seems unambiguous;
        - It appears that Informal Resolution (agreement between instructor and student) is possible;
        - The student is a first-time offender;
        - There are no jurisdictional complications;
        - Extremely serious penalties are not involved;
        - The instructor/department/student is willing to handle the case at the Informal Resolution stage;

[1] In this option, the student still gets a 0 on the assignment, but then attends a two-session workshop the following term that covers all the bases with regards to academic integrity and correct citation practice. In exchange, the student is not placed on disciplinary probation, and the incident is not recorded as a first offence. It's a centrally-mandated option that is good for students where the apparent inadvertence of a relatively low-level offence is compounded by other factors suggesting that further training is appropriate, and is primarily (though not exclusively) designed for first year students.

[2] Being placed on disciplinary probation makes the offence "official"; subsequent offences are treated more severely, and must include suspension as part of the penalty.

        - The Associate Dean agrees that Informal Resolution is appropriate.
    - A UR (Under Review) is placed by the Associate Dean against the course in the student's Quest record, until such time as the matter is resolved and the final grade with the penalty included may be entered.
    - The standard penalty is applied (typically 0 on the assignment and a further 5 marks off the final grade in the course).
    - The student is placed on disciplinary probation.
- By the Associate Dean (Formal Resolution):
    - In such cases **one or more** of the following conditions apply:
        - Instructor and student do not agree that an academic offence has occurred;
        - There are jurisdictional complications (*e.g.*, the student is from another Faculty);
        - The alleged offence is likely to warrant severe penalties;
        - The student already has a disciplinary record;
        - The Associate Dean believes it to be necessary.
    - The instructor need not communicate directly with the student regarding the offence.
    - A UR (Under Review) is placed by the Associate Dean against the course in the student's Quest record, until such time as the matter is resolved and the final grade with the penalty included may be entered.
    - The penalty is determined and applied by the Associate Dean.
    - The student is placed on disciplinary probation.