

HURON UNIVERSITY COLLEGE at
WESTERN UNIVERSITY
LONDON, CANADA
Department of Psychology
Fall/Winter 2019-2020

**Psychology 1100E – Section 550/551
Method in General Psychology**

1.0 BASIC COURSE INFORMATION

Course number: Psychology 1100E

Course name: Method in General Psychology

Instructor Information:

<u>Name</u>	<u>Office</u>	<u>Email</u>	<u>Office Hours</u>
M. Cole	V118	mcole@uwo.ca	M 3:30-4:30pm; F 3:30-4:30pm
T. Dumas*	V121	tdumas2@uwo.ca	Tu 1:30-2:30pm; Th 1:00-2:00pm
G. Gorman	V117	ggorman3@uwo.ca	Fall Tu 1:30-2:30pm; Winter Th 1:30-2:30pm
S. Hessel	V117	shessel@uwo.ca	Tu 10:30-11:30am; F 11:30-12:30pm
M. Maxwell-Smith	A20	mmaxwel3@uwo.ca	TBA
C. Tsang	V119	ctsang33@uwo.ca	M 12:30-2:20pm; W 1:30-2:20pm

* *Course Coordinator*

Course Website: <http://owl.uwo.ca> {login & password = UWO login ID and password} Instructors are not always available for consultation at other times as they have many other responsibilities including fourth-year thesis supervision, research obligations, and administrative duties. Students should confine any consultations to the posted hours and be understanding if an instructor cannot see them at other times. Information necessary for success, including lecture outlines, instructions for research projects, and other announcements will only be made available on the course website.

Lectures and Laboratories:

The three classroom hours a week devoted to this course will be used in the following ways:

- **Two lecture hours** (9:30-10:20 am Monday and Wednesday for Section 550 or 10:30-11:20 am Monday and Wednesday for Section 551) will be used for lectures designed to augment textbook readings. Lectures are in V210 for both sections.
- **One laboratory hour** selected during registration at which attendance is mandatory. Once selected, laboratory sections normally cannot be changed. Laboratory meetings are all in V107.

2.0 CALENDAR DESCRIPTION

An introduction to method and content in psychology. The content areas covered include physiological psychology, perception, learning and motivation, memory and cognition, developmental psychology, individual differences, personality, social psychology, and applied psychology. Method is studied through direct experience with research design and the collection, statistical treatment, and reporting of data.

Antirequisite(s): Psychology 1000, Psychology 1200 and the former Psychology 100.

Extra Information: 2 lecture hours, 1 laboratory hour, 1.0 course.

Note 1: A grade of at least 60% in this course is a prerequisite for most senior psychology courses taught at Huron University College and for all senior psychology courses required for all psychology modules. Moreover, it is a prerequisite for admission to all psychology modules at Huron University College.

Note 2: Psychology 1000 is not a substitute for Psychology 1100E course and without supplementation will not provide entry to most of our senior courses. For details of the necessary supplementation, students should consult the FASS Course Outline Appendix posted on OWL.

3.0 COURSE OBJECTIVES

By the end of this course, students should be able to:

- identify and describe theories and concepts from the most important content areas in psychology.
- think critically about empirical research.
- analyze data and report the results of simple empirical research.

4.0 DESCRIPTION OF CLASS METHODS

This course has two components:

(1) lectures held twice a week are designed to help students become acquainted with the basic content knowledge of the field of Psychology as presented in the textbook.

(2) laboratories held once a week are designed to help students become acquainted with the methodologies used in research in Psychology, and, more specifically, to help students prepare the two laboratory reports that are part of the course.

5.0 REQUIRED TEXTS

Passer, M. W., Smith, R. E., Atkinson, M. L., & Mitchell, J. B. (2017). *Psychology: Frontiers and Applications*. (Sixth Canadian Edition). McGraw-Hill.

****Cole, M. R., Erdle, S., Heapy, N., & Tsang, C.D. (2017). *Introduction to Method in Psychology*. (Revised Seventh Edition). McGraw-Hill. (laboratory manual)**

****Note: *Introduction to Method in Psychology* is available as a bundle with the textbook at the Bookstore. It may also be purchased separately.**

Students who purchase a **new** hard copy of the text, with or without the laboratory manual will have access to a website called Connect which will include an e-Book version of the text. Alternatively, students may purchase an e-Book-only version of the text and forego the hard copy of the text altogether. Either option includes access to Connect which has interesting features including videos and self-tests. **Students should not discard the password that allows access to the electronic platform.**

Students who choose to buy a **used** copy of the textbook (if available) can purchase *Introduction to Method in Psychology* and access to Connect separately.

6.0 EVALUATION

Summary of Dates and Weights of Course Components:

Test / Report	Date	Weight
Term Test #1*	Saturday, October 19	12.5%
Experimental Report	Thursday, December 5	15%
Term Test #2	<i>TBA, during December exam period</i>	12.5%
Term Test #3	Saturday, February 8	12.5%
Correlational Report	Wednesday, March 25	25%
Term Test #4	<i>TBA, during April exam period</i>	12.5%
Laboratory Grade	(see Section 6.1)	10%

* Note that there are four non-cumulative term tests and, together, they determine 50% of the final grade in the course.

6.1 Laboratory Grade

This grade constitutes 10% of the final mark in the course and is based on:

- (1) laboratory attendance (6%)¹
- (2) research participation (4%)²

¹It is your own responsibility for ensuring that you sign the attendance sheet during each lab. Students who do not sign the attendance sheet or do not stay for the full lab will not be counted as present.

²The last day for research participation (or submission of research summaries) is April 30th, 2020.

Further details about each component of the laboratory grade is posted on OWL.

7.0 TENTATIVE LECTURE SCHEDULE

Changes to the lecture schedule will be announced in class and posted on OWL.

Lecture	Date	Topic	Lecturer	Textbook Chapters/Pages
1	M Sep 9	Introduction to Course	T. Dumas	--
2	W Sep 11	Neuroscience	S. Hessels	Ch. 3
3	M Sep 16	Neuroscience	S. Hessels	Ch. 3
4	W Sep 18	Neuroscience	S. Hessels	Ch. 3
5	M Sep 23	Neuroscience	S. Hessels	Ch. 3
6	W Sep 25	Genes, Evolution and Behaviour	C. Tsang	Ch. 4
7	M Sep 30	Genes, Evolution and Behaviour	C. Tsang	Ch. 4
8	W Oct 2	Sensation & Perception	C. Tsang	Ch. 5
9	M Oct 7	Sensation & Perception	C. Tsang	Ch. 5
10	W Oct 9	Sensation & Perception	C. Tsang	Ch. 5
	M Oct 14	<i>Thanksgiving, no class.</i>		
11	W Oct 16	Sensation & Perception	C. Tsang	Ch. 5
	Sat Oct 19	TERM TEST #1	Covers all lectures and assigned readings since the start of the term. Excludes lab material. (Kingsmill Room, 2:00-4:00pm)	
12	M Oct 21	Respondent Conditioning	M. Cole	Ch. 7: pp. 236-247
13	W Oct 23	Respondent Conditioning	M. Cole	Ch. 7: pp. 236-247
14	M Oct 28	Operant Conditioning	M. Cole	Ch. 7: pp. 247-269
15	W Oct 30	Operant Conditioning	M. Cole	Ch. 7: pp. 247-269
	M Nov 4	<i>Fall Reading week, no class.</i>		
	W Nov 6			
16	M Nov 11	Cognition: Memory	S. Hessels	Ch. 8
17	W Nov 13	Cognition: Memory	S. Hessels	Ch. 8
18	M Nov 18	Cognition: Memory/Thought & Language	S. Hessels	Ch. 8/9
19	W Nov 20	Cognition: Thought & Language	S. Hessels	Ch. 9
20	M Nov 25	Cognition: Thought & Language	S. Hessels	Ch. 9
21	W Nov 27	Cognition: Intelligence	M. Maxwell-Smith	Ch. 10
22	M Dec 2	Cognition: Intelligence	M. Maxwell-Smith	Ch. 10
23	W Dec 4	Cognition: Intelligence	M. Maxwell-Smith	Ch. 10
	TBA	TERM TEST #2	Covers all readings/lectures since Test #1. Topics include respondent and operant conditioning, memory, thought and language, and intelligence. Excludes lab material.	
Term Test #2 will have the same format as Term Test #1. The time and date will be set by the Registrar, not the Department, and final examination rules (e.g., students must have their student cards with them) will be in effect.				

Lecture	Date	Topic	Lecturer	Textbook Chapters/Pages
24	M Jan 6	Development	T. Dumas	Ch. 12
25	W Jan 8	Development	T. Dumas	Ch. 12
26	M Jan 13	Development	T. Dumas	Ch. 12
27	W Jan 15	Development	T. Dumas	Ch. 12
28	M Jan 20	Social Psychology	M. Maxwell-Smith	Ch. 13
29	W Jan 22	Social Psychology	M. Maxwell-Smith	Ch. 13
30	M Jan 27	Social Psychology	M. Maxwell-Smith	Ch. 13
31	W Jan 29	Social Psychology	M. Maxwell-Smith	Ch. 13
32	M Feb 3	Motivation	M. Maxwell-Smith	Ch. 11, pp. 395-424
33	W Feb 5	Motivation	M. Maxwell-Smith	Ch. 11 pp. 395-424
	Sat Feb 8	TERM TEST #3	Covers the following topics: Development, Social Psychology, and Motivation. Excludes lab material. (Kingsmill Room, 9:30-11:30 am)	
34	M Feb 10	Emotion	C. Tsang	Ch. 11 pp. 424-446
35	W Feb 12	Emotion	C. Tsang	Ch. 11 pp. 424-446
	M Feb 17	<i>Family Day, no class</i>		
	W Feb 19	<i>Reading Week, no class</i>		
36	M Feb 24	Stress, Health & Coping	T. Dumas	Ch. 15: pp. 591-597
37	W Feb 26	Stress, Health & Coping	T. Dumas	Ch. 15: pp. 597-608
38	M Mar 2	Stress, Health & Coping	T. Dumas	Ch. 15: pp. 608-615
39	W Mar 4	Stress, Health & Coping	T. Dumas	Ch. 15: pp. 615-627
40	M Mar 9	Adjustment & Maladjustment	M. Cole	Ch. 16
41	W Mar 11	Adjustment & Maladjustment	M. Cole	Ch. 16
42	M Mar 16	Adjustment & Maladjustment	M. Cole	Ch. 16
43	W Mar 18	Adjustment & Maladjustment	M. Cole	Ch. 16
44	M Mar 23	Psychotherapy	M. Cole	Ch. 17
45	W Mar 25	Psychotherapy	M. Cole	Ch. 17
46	M Mar 30	Psychotherapy	M. Cole	Ch. 17
	TBA	TERM TEST #4	Covers the following topics: Emotion, Stress, Health & Coping, Adjustment & Maladjustment, and Psychotherapy. Excludes lab material.	
	Term Test #4 will have the same format as the previous three Term Tests. The time and date will be set by the Registrar, not the Department, and final examination rules (e.g., students must have their student cards with them) will be in effect.			

8.0 POLICY ON GRADING STANDARDS

Students at Huron University College should consider a C grade (60%-69%) to be evidence of satisfactory performance in Introductory Psychology. Grades in the B (70-79%) range will only be awarded for performance that is demonstrably superior to this standard. Grades in the A (80%-90%) or A+ (90-100%) range will be rare and reserved for academic performance that is truly exceptional. Students should anticipate that the level of performance that resulted in A or A+ grades in high school will not achieve similar grades at the university level.

9.0 SUBMISSION OF WORK

Students are required to submit one hard copy of each report through the mail slot in the door to Room V104 and upload one electronic copy of each report (in Word format) to OWL, which allows TurnItIn to conduct a plagiarism check (you do not need to go to the TurnItIn website). Please allow ample time for your submission—this means that you should avoid submitting your work last minute. The TurnItIn report can sometimes take a while to generate, so submit your paper as early as possible. If you are having issues with your electronic submission, you must contact your laboratory instructor BEFORE the deadline. Do NOT submit your paper as an email attachment to the instructor and expect to use that as a record of when you submitted your paper as the submission will not contain a TurnItIn report.

10.0 PENALTIES FOR INCOMPLETE AND LATE SUBMISSIONS

Both the hardcopy and the electronic copy are due at 12:00 noon on the same day. The late penalty is 2 marks a day for up to 21 days (including weekends). Any report turned in later than the 21st day following the due date will receive a grade of zero. Extensions for reports are normally considered only before the deadline and granted for medical reasons deemed acceptable by the Dean or his or her designate. Additional information regarding University policy regarding relief based on medical grounds appears in the Appendix.

Students who submit only a hardcopy or an electronic copy will be given a 48-hour grace period to submit the missing electronic copy or hardcopy, respectively. After the grace period, students will be given a 4 mark deduction for an incomplete submission (in addition to any applicable late penalties). Moreover, the grade for the paper will not be released until both copies have been received by the instructor and the TurnItIn submission has been successfully made.

11.0 OTHER INFORMATION

Senate policies that are in force for this course may be found in the Appendix posted on OWL.

11.1 **Requirements to pass the course.** Both laboratory reports must be submitted to attain a passing grade in the course even if the maximum possible grade on one or both reports is zero due to lateness.

11.2 **Make-up tests.** There will be NO make-up tests for Term Tests 1, 2, or 3. Following the failure of a student to write one or the other of these tests, and acting on advice from the Academic Advising Office to provide relief based on medical grounds, we will allocate the weight devoted to that test equally to the remaining tests. Otherwise the grade recorded will be zero. In the event of failure of a student to write Term Test 4, and again acting on advice from the Academic Advising Office to provide relief based on medical grounds, we will permit that student to write a make-up for Term Test 4. Otherwise, the grade will be recorded as zero. That make-up test will be written on the day and at the time set aside for such make-up examinations. Documentation for missed term tests must be submitted to the Academic Advising Office in a timely manner.

- 11.3 **Adjustment of test and laboratory report marks.** The Department reserves the right to adjust test and laboratory report marks when those awarded by any instructor are substantially out of line with those awarded by the other instructors.
- 11.4 **Grade appeals.** Refer to the course website on OWL for appeals of grades on laboratory reports and tests
- 11.5 **Audio and visual recording of lectures.** Audio and visual recordings of lectures are strictly prohibited. Consideration of request for audio and visual recordings will be based on recommendation from Student Accessibility Services.
- 11.6 **University Policies**
The Senate policies in force for this course (i.e., academic accommodation, accessibility, academic misconduct, course drop dates, and other related university policies) may be found posted on the 1100E OWL course site.



Appendix to Course Outlines: Academic Policies & Regulations 2019/2020

Prerequisite and Antirequisite Information

Students are responsible for ensuring that they have successfully completed all course prerequisites and that they have not completed any course antirequisites. Unless you have either the requisites for this course or written special permission from your Dean to enrol in it without them, you may be removed from this course and it will be deleted from your record. If you enrol in this course despite having already taken an antirequisite you may be removed from this course and it will be deleted from your record. Removals for these reasons 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 or for having already taken the antirequisites.

Conduct of Students in Classes, Lectures, and Seminars

Membership in the community of Huron University College and Western University implies acceptance by every student of the principle of respect for the rights, responsibilities, dignity and well-being of others and a readiness to support an environment conducive to the intellectual and personal growth of all who study, work and live within it. Upon registration, students assume the responsibilities that such registration entails. The academic and social privileges granted to each student are conditional upon the fulfillment of these responsibilities.

In the classroom, students are expected to behave in a manner that supports the learning environment of others. Students can avoid any unnecessary disruption of the class by arriving in sufficient time to be seated and ready for the start of the class, by remaining silent while the professor is speaking or another student has the floor, and by taking care of personal needs prior to the start of class. If a student is late, or

knows that he/she will have to leave class early, be courteous: sit in an aisle seat and enter and leave quietly.

Please see the Code of Student Conduct at:

www.huronuc.on.ca/sites/default/files/pdfs/Code%20of%20Student%20Conduct.pdf.

Technology

It is not appropriate to use technology (such as, but not limited to, laptops, cell phones) in the classroom for non-classroom activities. Such activity is disruptive and is distracting to other students and to the instructor, and can inhibit learning. Students are expected to respect the classroom environment and to refrain from inappropriate use of technology and other electronic devices in class.

Attendance Regulations for Examinations

A student is entitled to be examined in courses in which registration is maintained, subject to the following limitations:

- 1) A student may be debarred from writing the final examination for failure to maintain satisfactory academic standing throughout the year.
- 2) Any student who, in the opinion of the instructor, is absent too frequently from class or laboratory periods in any course will be reported to the Dean of the Faculty offering the course (after due warning has been given). On the recommendation of the Department concerned, and with the permission of the Dean of that Faculty, the student will be debarred from taking the regular examination in the course. The Dean of the Faculty offering the course will communicate that decision to the Dean of the Faculty of registration.

Short Absences: If you miss a class due to a minor illness or other problems, check your course outline for information regarding attendance requirements and make sure you are not missing a test or assignment. Cover any readings and arrange to borrow notes from a classmate. Contact the course instructor if you have any questions.

Extended Absences: If you have an extended absence, you should contact the course instructor and an Academic Advisor. Your course instructor and Academic Advisor can discuss ways for you to catch up on missed work and arrange academic accommodations, if appropriate and warranted.

It is important to note that the Academic Dean may refuse permission to write the final examination in a course if the student has failed to maintain satisfactory academic standing throughout the year or for too frequent absence from the class or laboratory.

Please see the policy on Attendance Regulations for Examinations here:

https://www.uwo.ca/univsec/pdf/academic_policies/exam/attendance.pdf.

Class Cancellations

In the event of a cancellation of class, every effort will be made to post that information on the OWL class site, is <https://owl.uwo.ca/portal> and on the Huron website at www.huronuc.on.ca/about/accessibility .

Academic Student Support Services

For advice on course selections, degree requirements, and for assistance with requests for medical accommodation, students should email an Academic Advisor in Huron's Student Support Services at huronsss@uwo.ca. An outline of the range of services offered is found on the Huron website at: www.huronuc.ca/student-life-campus/student-services/academic-advising.

Department Chairs and Program Directors and Coordinators are also able to answer questions about their individual programs. Their contact information can be found on the Huron website at: www.huronuc.ca/student-life-campus/art-social-science and at www.huronuc.ca/student-life-campus/management-and-organizational-studies.

Adding / Dropping Courses

If you think that you are too far behind to catch up or that your work load is not manageable, you should consult your Academic Advisor. If you consider reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines. Please refer to the Huron website, huronuc.ca/student-life-campus/student-services/academic-advising or review the list of official Sessional Dates on the Academic Calendar, available here: <http://www.westerncalendar.uwo.ca/SessionalDates.cfm>.

You should consult with the course instructor and the Academic Advisor who can help you consider alternatives to dropping one or more courses. Note that dropping a course may affect OSAP and/or Scholarship/Bursary eligibility.

Mental Health & Wellness Support at Huron and at Western

Students who are stressed, emotionally distressed or in mental health crisis please refer to: huronuc.ca/student-life-campus/student-services/health-wellness for a complete list of options about how to obtain help, or email Huronwellness@huron.uwo.ca to access your wellness staff directly. Additional supports for Health and Wellness may be found and accessed at Western through www.uwo.ca/uwocom/mentalhealth/.

Huron is committed to providing a safe, welcoming campus for students, staff and faculty by providing confidential assistance to those who have personal safety concerns. Providing a safe and welcoming campus for students, staff and faculty is one of Huron's top priorities.

The Student Emergency Response Team (SERT) provides medical response to 9-1-1 calls on Main, Brescia and Huron campuses which operates 24 hours a day, 7 days a week during the academic year. SERT is dispatched through the campus community Police Service (CCPS) to any medical emergency on campus at (519) 661-3300. For more information about SERT please visit: sert.uwo.ca/about-sert/about-sert/.

Statement on Academic Integrity

The International Centre for Academic Integrity defines academic integrity as "a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behaviour that enable academic communities to translate ideals to action." (CAI Fundamental Values Project, 1999).

A lack of academic integrity is indicated by such behaviours as the following:

- Cheating on tests;
- Fraudulent submissions online;
- Plagiarism in papers submitted (including failure to cite and piecing together unattributed sources);

- Unauthorized resubmission of course work to a different course;
- Helping someone else cheat;
- Unauthorized collaboration;
- Fabrication of results or sources;
- Purchasing work and representing it as one's own.

Academic Integrity: Importance and Impact

Being at university means engaging with a variety of communities in the pursuit and sharing of knowledge and understanding in ways that are clear, respectful, efficient, and productive. University communities have established norms of academic integrity to ensure responsible, honest, and ethical behavior in the academic work of the university, which is best done when sources of ideas are properly and fully acknowledged and when responsibility for ideas is fully and accurately represented.

In the academic sphere, unacknowledged use of another's work or ideas is not only an offence against the community of scholars and an obstacle to academic productivity. It may also be understood as fraud and may constitute an infringement of legal copyright.

A university is a place for fulfilling one's potential and challenging oneself, and this means rising to challenges rather than finding ways around them. The achievements in an individual's university studies can only be fairly evaluated quantitatively through true and honest representation of the actual learning done by the student. Equity in assessment for all students is ensured through fair representation of the efforts by each.

Acting with integrity at university constitutes a good set of practices for maintaining integrity in later life. Offences against academic integrity are therefore taken very seriously as part of the university's work in preparing students to serve, lead, and innovate in the world at large.

A university degree is a significant investment of an individual's, and the public's, time, energies, and resources in the future, and habits of academic integrity protect that investment by preserving the university's reputation and ensuring public confidence in higher education.

Students found guilty of plagiarism will suffer consequences ranging from a grade reduction to failure in the course to expulsion from the university. In addition, a formal letter documenting the offence will be filed in the Dean's Office, and this record of the offence will be retained in the Dean's Office for the duration of the student's academic career at Huron University College.

Statement on Academic Offences

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, as per the Academic Calendar: http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&SelectedCalendar=Live&ArchiveID=#SubHeading_189 .

Turnitin.com

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for a 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 Western University and Turnitin.com.

Computer-Marked Tests/exams

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

Clickers

Personal Response Systems (“clickers”) may be used in some classes. If clickers are to be used in a class, it is the responsibility of the student to ensure that the device is activated and functional. Students must see their instructor if they have any concerns about whether the clicker is malfunctioning. Students must use only their own clicker. If clicker records are used to compute a portion of the course grade:

- the use of somebody else’s clicker in class constitutes a scholastic offence
- the possession of a clicker belonging to another student will be interpreted as an attempt to commit a scholastic offence.

Policy on “Special” Accommodation

Students who require **special** accommodation for tests and/or other course components must make the appropriate arrangements with the Student Development Centre (SDC). Further details concerning policies and procedures may be found at: <http://www.sdc.uwo.ca/ssd/index.html> .

Policy on “Academic” Accommodation - Medical / Non-Medical Grounds

Students who require academic accommodation for tests and/or other course components must make the appropriate arrangements with the Student Development Centre (SDC). Further details concerning policies and procedures may be found at: <http://www.sdc.uwo.ca/ssd/index.html>.

- (a) **Medical Grounds** for assignments worth 10% or more of final grade: Go directly to Huron Support Services/ Academic Advising, or email huronsss@uwo.ca .

University Senate policy, which can be found at,

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_medical.pdf , requires that all student requests for accommodation on medical grounds for assignments worth 10% or more of the final grade be made directly to the academic advising office of the home faculty (for Huron students, the “home faculty” is Huron), with supporting documentation in the form (minimally) of the Senate-approved Student Medical Certificate found at:

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

The documentation is submitted in confidence and will not be shown to instructors. The advisors will contact the instructor when the medical documentation is received, and will outline the severity and duration of the medical challenge as expressed on the Student Medical Certificate and in any other supporting documentation. The student will be informed that the instructor has been notified of the presence of medical documentation, and will be instructed to work as quickly as possible with the instructor on an agreement for accommodation.

The instructor will not normally deny accommodation where appropriate medical documentation is in place and where the duration it describes aligns with the due date(s) of assignment(s). Before denying a request for accommodation on medical grounds, the instructor will consult with the Dean. The instructor’s decision is appealable to the Dean.

(b) Accommodation on Medical Grounds for assignments worth *less than 10%* of final grade: Consult Instructor Directly

When seeking accommodation on medical grounds for assignments worth less than 10% of the final course grade, the student should contact the instructor directly. The student need only share broad outlines of the medical situation. The instructor **may** require the student to submit documentation to the academic advisors, in which case she or he will advise the student and inform the academic advisors to expect documentation. The instructor may not collect medical documentation. The advisors will contact the instructor when the medical documentation is received, and will outline the severity and duration of the medical challenge as expressed on the Student Medical Certificate and in any other supporting documentation. The student will be informed that the instructor has been notified of the presence of medical documentation, and will be instructed to work as quickly as possible with the instructor on an agreement for accommodation.

The instructor will not normally deny accommodation where appropriate medical documentation is in place and where the duration it describes aligns with the due date(s) of assignment(s). Before denying a request for accommodation on medical grounds, the instructor will consult with the Dean. The instructor's decision is appealable to the Dean.

(c) Non-Medical Grounds: Consult your Instructor directly.

Where the grounds for seeking accommodation are not medical, the student should contact the instructor directly. Late penalties may apply at the discretion of the instructor. Apart from the exception noted below, academic advisors will not be involved in the process of accommodation for non-medical reasons.

Where a student seeks accommodation on non-medical grounds where confidentiality is a concern, the student should approach an academic advisor with any documentation available. The advisors will contact the instructor after the student's request is received, and will outline the severity and duration of the challenge without breaching confidence. The student will be informed that the instructor has been notified that significant circumstances are affecting or have affected the student's ability to complete work, and the student will be instructed to work as quickly as possible with the instructor on an agreement for accommodation. Before denying a request for accommodation where documentation has been submitted to an academic advisor, the instructor will consult with the Dean. The instructor's decision is appealable to the Dean.

Requests for Academic Consideration Using the Self-Reported Absence Form

The full Policy on Academic Consideration for student Absences – Undergraduate Students in First Entry Programs is available at:

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Consideration_for_absences.pdf .

Students who experience an unexpected illness or injury or an extenuating circumstance (48 hours or less) that is sufficiently severe to temporarily render them unable to meet academic requirements (e.g., attending lectures or labs, writing tests or midterm exams, completing and submitting assignments, participating in presentations) should self-declare using the online Self-Reported Absence portal. This option should be used in situations where the student expects to resume academic responsibilities within 48 hours or less.

The following conditions are in place for self-reporting of medical or extenuating circumstances:

- a. students will be allowed a **maximum of two self-reported absences** between September and April and one self-reported absence between May and August;
- b. any absences in excess of the number designated in clause a above, regardless of duration, will require students to present a **Student Medical Certificate (SMC)**, signed by a licensed medical or mental health practitioner, detailing the duration and severity of illness, or appropriate documentation supporting extenuating circumstances to the Academic Counselling unit in their Faculty of registration no later than two business days after the date specified for resuming responsibilities. Please see section 4 below for more details.
- c. The duration of the excused absence will be for a maximum of 48 hours from the time the Self-Reported Absence form is completed through the online portal, or from 8:30 am the following morning if the form is submitted after 4:30 pm;
- d. The duration of the excused absence will terminate prior to the end of the 48 hour period should the student undertake significant academic responsibilities (write a test, submit a paper) during that time;
- e. The duration of an excused absence will terminate at 8:30 am on the day following the last day of classes each semester regardless of how many days of absence have elapsed;
- f. Self-reported absences will not be allowed for scheduled final examinations; for midterm examinations scheduled during the December examination period; or for final lab examinations scheduled during the final week of term;
- g. Self-reporting **may not be used** for assessments (e.g. midterm exams, tests, reports, presentations, or essays) worth more than 30% of any given course.
- h. students must be in touch with their instructors **no later than 24 hours after the end of the period covered by the Self-Reported Absence form**, to clarify how they will be expected to fulfil the academic expectations they may have missed during the absence.

Important Dates and Directory at Huron and Western

For a current and up-to-date list of important dates and campus directories, please visit:

- **Huron – Important Dates:** <https://huronuc.ca/important-dates-and-deadlines>
- **Western – Academic Calendar & Sessional Dates:** <http://www.westerncalendar.uwo.ca/SessionalDates.cfm>
- **Huron Directory – Faculty, Staff and Administration:** <https://huronuc.ca/index.php/contact/contact-directory>
- **Western Directory – Faculty, Staff and Administration:** <https://www.uwo.ca/directory.html>