



**MANAGEMENT AND ORGANIZATIONAL STUDIES
ORGANIZATIONAL BEHAVIOUR
MOS 2181**

CONTACT INFORMATION

Instructor: Dr. Paul Snowdon **Email:** psnowdo@uwo.ca
Office: N/A
Course Website: OWL
Virtual Office Hours: Friday 12:00 p.m. to 1 p.m. or by appt. (by ZOOM – see below)

CLASS INFORMATION

Notes:

1. You are required to attend your own class session and cannot move from session to session.
2. If your class falls on a holiday (Family Day) – only a narrated lecture will be posted and you will not have a synchronous class lecture.

Day	Section	Time	Location
Monday	552	1:30 p.m. – 4:30 p.m.	ONLINE
Wednesday	551	2:30 p.m. – 5:30 p.m.	ONLINE
Friday	550	8:30 a.m. – 11:30 a.m.	ONLINE

VIRTUAL OFFICE HOURS

Office hours will be held by appointment. Please email and a link to a Zoom meeting or a phone meeting will be arranged.

ONLINE COURSE METHODOLOGY

Classes will be hosted via Zoom, accessible through OWL. Lectures will occur during the first half of the class. These will be synchronized, real-time sessions. The remainder of the “class time” will be devoted to engaging in online discussion/activities which can be completed during the week, but **before** the next class. As a courtesy for those who are unable to attend the synchronized, real-time class, a narrated PowerPoint will be posted.

You are required to attend your own class session and cannot move from session to session.

The structure of the class is as follows:

1. First 1.5 hours is a lecture. This will be recorded and shared for 72 hours.
2. The remainder of the class time is devoted to you posting or responding to something related to the topic that week. This can be done right after class or **MUST** be done before the next class. **THERE NO LATE SUBMISSIONS. A GRADE OF ZERO WILL BE ASSIGNED.**
3. Your online participation will be evaluated.

NOTE: Lectures will highlight certain aspects of the chapter and elaborate on others. I DO NOT TEACH TO THE TEXT. You are responsible for the material in the chapter and the supplementary material presented during the lecture.

EQUITY, DIVERSITY, AND INCLUSION

The inclusion of all people is a key commitment of this course and society more broadly. This course is a safe space of learning and aims to provide an inclusive environment for diverse peoples and ideas to inform our thinking. Diversity in thinking and in ideas is valued in society and in this course. Practices of respect of other in space and in thinking, use of preferred gender neutral language, and practices related to inclusive collaborative work are expected and will be supported in this course. Definitions of inclusion, equity, and diversity and related resources are found in an OWL link in your course.

OWL

The course website on OWL will be used extensively for course announcements, content delivery, assignment submissions, and grade management. You are responsible for checking OWL and your UWO email regularly for course communications. All course assignments will be submitted through OWL and plagiarism software will be used (Turnitin).

IMPORTANT DATE

Last date to a first-term half course or a second term (2020-2021 Fall/Winter Term) without academic penalty: March 7, 2021.

CALENDAR DESCRIPTION

A multidisciplinary approach to the study of human behavior in organizations from the individual, group and organizational levels of explanation.

Antirequisite (s): The former MOS 2180

Prerequisite(s): Enrolment in BMOS Program.

COURSE OBJECTIVES

This course introduces the student to multidisciplinary approaches to human behaviour in organizational settings. Attention will be paid to both public and private sector organizations. This course uses a variety of teaching methods. Lecture sessions are coupled with experiential learning techniques (e.g., cases, role plays, simulations and discussion groups) and audio-visual materials (films and videos) to facilitate understanding of the concepts of the course and to demonstrate their application to management situations typically encountered in organizations.

The course has four topic areas:

- 1) *Understanding Individuals and Teams in the Workplace.* To function in today's changing workplace, you need to understand individual differences, motivation and rewards, and working in groups. You will begin working in groups during this part of the term.
- 2) *Communicating Decisions.* One important aspect of working with others is knowing how to communicate effectively, how to give feedback, how to make decisions, and how to handle conflict. It is also useful to know how to negotiate effectively. You will learn how to deal with conflict and communicate feedback to others during this part of the term, and in the process of working on your group project you will no doubt experience many opportunities for negotiation.
- 3) *Designing and Changing Organizations.* Organizations are not fixed entities carved in stone. Rather, effective organizations adjust their design to accommodate the goals of the organization. You will learn about organizational structure, job design, culture and change during this part of the term.
- 4) *Leading Others.* One important aspect of being a manager is understanding how to lead others. During this part of the term you will learn about leadership and power, and then reflect on how to lead effectively, whether or not you are the formal leader.

LEARNING OUTCOMES

1. Investigate theoretically, through research, and experientially conceptual frameworks, methodological approaches, and analytical skills which are useful in increasing our understanding of organizational behaviour;
2. Practice individually in groups working through workplace challenges;
3. Use analytical thinking and creativity to consider significant issues facing organizational stakeholders now and in the future.

COURSE MATERIALS

This course uses only open educational resources. There are no costs for course materials for this course.

Organizational Behavior – available at <https://openstax.org/details/books/organizational-behavior>.

You have various viewing and downloading options.

WEEKLY READINGS

Please see Resource Folder for weekly readings and other open educational resources related to the weekly topics.

COURSE EXPECTATIONS

1. **Attendance:** Students should either attend the virtual lecture during class time. If this is not possible, should be responsible for reviewing the PowerPoint.
2. **Preparation:** Assigned materials (text, readings and cases) should be prepared prior to class.
3. **Contribution:** Individual contributions may consist of responding to questions; summarizing key concepts; analyzing case details; presenting relevant outside references; posing questions; or otherwise enriching the learning experience in the class.
4. **Group work:** In this course you may be placed in groups to work together on in-class activities. The group is expected to manage all of its organizational and work assignment tasks with fairness and respect and all members are expected to contribute.

CLASS SCHEDULE

Notes:

1. You are required to attend your own class session and cannot move from session to session.
2. If your class falls on a holiday (Family Day, Good Friday) – only a narrated lecture will be posted and you will not have a synchronous class lecture.

Week	Beginning	Topic	Readings
1	January 11	Introduction	Chapter 1: Management and Organizational Behaviour
2 (part 1)	January 18	Organizational Culture, Environments, Structure, and Change (part 1)	Chapter 15: External and Internal Organizational Environments and Corporate Culture
2 (part 2)	January 25	Organizational Culture, Environments, Structure, and Change (part 2)	Chapter 16: Organizational Structure and Change

3	February 1	Diversity in Organizations	Chapter 5: Diversity in Organizations
4	February 8	Individuals	Chapter 2: Individual and Cultural Differences Chapter 3: Perception and Job Attitudes
February 15 (Family Day on Monday)		No classes this week – WORK WEEK FOR GROUP PROJECT	
5	February 22	Motivation	Chapter 4: Learning and Reinforcement Chapter 7: Work Motivation for Performance Chapter 8: Performance Appraisal and Rewards Chapter
6	March 1	Communication	Chapter 11: Communication
7	March 8	Groups and Teams	Chapter 9: Group and Intergroup Relations Chapter 10: Understanding and Managing Work Teams
March 15 – 19 Spring Reading Week			
8	March 22	Leadership	Chapter 6: Perception and Managerial Decision Making Chapter 12: Leadership
9	March 29	Conflict, Negotiation, Stress, and Well being	Chapter 14: Conflict and Negotiations Chapter 18: Stress and Well Being
10 Last week of classes	April 5	Organizational Power and Politics	Chapter 13: Organizational Power and Politics

EVALUATION

All assignments are submitted via OWL. Paper copies are not accepted. Late submissions will result in an automatic 10% deduction in grades. Late submissions are to be submitted to your Dropbox in OWL. Do not send any assignments by email to the instructor.

Evaluation	Percentage	Date/Time/Location	Notes
Weekly Discussion Postings	9 x 5% each – see rubric below (45%)	Must be submitted to the appropriate discussion room – the day before the new week/topic begins	Late submissions will NOT BE ACCEPTED.

Self In Organizations	3 x 5% = 15%	January 25 February 22 March 22	Complete three of the self-assessments listed below) and submit the results to the Assignment folder. All components of the assessment must be completed including a 250 reflective component. <u>Late submissions will be at a deduction of 2.5%.</u>
Workplace Initiative Presentation	20% (Video) + 10% self-assessment	March 29 (both video and self-assessment at the link in OWL).	Submit your video to the discussion and as a link to the assignment folder. You will be working in teams for this project. Self-Assessment: https://docs.google.com/forms/d/e/1FAIpQLSdhL5yQA-G7pPN_hvoKnyLV3hig4KP_4XIVpukiCldDhEF6Q/viewform
Intersectional Learning Experience Module	10%	March 8	NO LATE SUBMISSIONS – a zero will be assigned.
Total	100%		

ASSIGNMENTS

Intersectionality Learning Experience Module (10%)

In this course, you will complete be this module to learn about intersectionality and the which identities give advantage or oppress people in society. Please see links in OWL to complete each component. The individual components are submitted during the final self-assessment. This must be completed by the end of the course or a grade of zero will be assigned. No late submissions.

Weekly Discussion Postings (9 x 5% = 45%)

Contribution by each and every student is a cornerstone of any active learning experience. Class involvement augments the learning experience, increases assimilation of material and stimulates the level of class discussion. Students' contributions to this course are initiated through weekly online postings. These should be completed prior to each new week/topic.

Your responses should include references to the readings and any other course materials, appropriately cited, plus any other content that is requested. Your posts should not exceed 200 words and should adhere to APA formatting. Each post is worth 5 points. Postings after the due date will be automatically. NO late submissions allowed. The assessment rubric is posted in the Discussion and in the Resources.

Self in Organizations (3 x 5% = 15%)

An important aspect of this course is learning about yourself and how you will participate as a worker in an organization. Complete ANY of the three self-assessments and submit them to the appropriate assignment box by the due dates. You must submit a 200 word reflection with your submission. When reflecting on these answers you can think about your response in relation to past jobs. If you have not had a job yet, pick other questions.

1. Chapter 2: What is your locus of control? Page 59.
2. Chapter 2: What values are most important to you? Page 60.
3. Chapter 3: How do you feel about women executives? Page 91.
4. Chapter 3: Are you satisfied with your job? Page 91.
5. Chapter 8: How would you rate your supervisor? Page 280.
6. Chapter 8: How much feedback are you getting from your job? Page 281.
7. Chapter 10: Cultural Intelligence. Page 399.
8. Chapter 13: What are your bases of power? Page 441.
9. Chapter 13: How political are you? Page 441.
10. Chapter 14: What is your approach to conflict resolution? Page 474.
11. Chapter 18: How stressful is your job? Page 607.
12. Chapter 18: Are you a type A? Page 607.

Given that these are highly individualized assessments, grades will be assigned for completion rather than content. There is a 2.5% deduction for submissions without a reflection or for late submissions.

Workplace Initiative Video (20% (single group grade) + 10% individual self-assessment = 30%)

Working in teams of 5, students are required to prepare a short video related to a workplace initiative they are proposing. Diversity must be considered in the development of this video. No more than 15% of the content can be drawn from existing videos and imagines. The content must be 85% developed by students. The length of the video is to be between 3-4 minutes maximum. The workplace initiative video will be posted for the class to view. The workplace initiative could relate to any topic discussed in the course.

EACH STUDENT must submit a link to the video. The assessment rubric is posted in the Resources.

Self-assessment (10%)

Complete the self-assessment at the following the link indicated in OWL. <https://forms.gle/J9oojLprxTjFp1kp7>. There are two sections. Questions 1-8 are worth 36 points. Subtracted from this total are questions 9 – 12 (16 points). The overall total of the rubric is 20 points which is then converted to a %. The assessment rubric is posted in the Resources.

ACADEMIC CONSIDERATION FOR MISSED WORK (AS PER DEAN OF FASS)

Students who are seeking academic consideration for missed work during the semester may submit a self-reported absence form online provided that the absence is 48 hours or less and the other conditions specified in the Senate policy at https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Consideration_for_absences.pdf are met.

Students whose absences are expected to last longer than 48 hours, or where the other conditions detailed in the policy are not met (e.g., work is worth more than 30% of the final grade, the student has already used 2 self-reported absences, the absence is during the final exam period), may receive academic consideration by submitting a Student Medical Certificate (for illness) or other appropriate documentation (for compassionate grounds). The Student Medical Certificate is available online at https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf.

All students pursuing academic consideration, regardless of type, must contact their instructors no less than 24 hours following the end of the period of absence to clarify how they will be expected to fulfill the academic responsibilities missed during their absence. Students are reminded that they should consider carefully the implications of postponing tests or midterm exams or delaying submission of work, and are encouraged to make appropriate decisions based on their specific circumstances.

Students who have conditions for which academic accommodation is appropriate, such as disabilities or ongoing or chronic health conditions, should work with Accessible Education Services to determine appropriate forms of accommodation.

OTHER WESTERN POLICIES AND STATEMENTS APPLICABLE FOR ALL HURON STUDENTS

Statement on Use of Electronic Devices: Electronic devices are permitted in class but not permitted during exams. Electronic devices should not be used to record or tape the instructor or any students without written permission. Any posting of images, video, or

recordings without the explicit consent of the instructor or other students will result in disciplinary actions related to violations of the [Huron University College Student Code of Conduct](#).

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, at the following website:
http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf.”

Additionally,

A) 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>).”

B) 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.”

Plagiarism: is an academic offense and will be treated as such. Students who are in doubt as to the nature of this offence should consult their instructor, Department Chair, or Dean’s Office, as well as the Huron University College Statement on Plagiarism, available at the Reference Desk in the Huron University College Library and at www.huronuc.on.ca. In addition, students may seek guidance from a variety of current style manuals available at the Reference Desk in the Huron University College Library. Information about these resources can be found at <https://huronuc.libguides.com/citingsources> .

Support Services: The websites for Registrarial Services at Western is: <http://www.registrar.uwo.ca>. The website for Registrarial Services at Huron is: <https://huronatwestern.ca/student-life-campus/student-services>. Student Support Services (including the services provided by the USC listed here: <http://westernusc.ca/services/>)

Students who are in emotional/mental distress should refer to Mental Health@Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.

University students may encounter setbacks from time to time that can impact academic performance. Huron offers a variety of services that are here to support your success and wellbeing. Please visit <https://huronatwestern.ca/student-life-campus/student-services/wellness-safety> for more information or contact staff directly:

Wellness Services: huronwellness@huron.uwo.ca
Community Safety Office: safety@huron.uwo.ca
Chaplaincy: gthorne@huron.uwo.ca

Additional supports for Health and Wellness may be found and accessed at Western through, www.uwo.ca/uwocom/mentalhealth/.

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: www.sert.uwo.ca/about-sert/aboutsert/.



Appendix to Course Outlines: Academic Policies & Regulations 2020 - 2021

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.

While in the physical classroom or online 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 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: 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 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.

Adding / Dropping Courses

If you think that you are too far behind to catch up or that your workload is not manageable, you should consult your Academic Advisor. If you are considering reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines. Please refer to the Huron website, <https://huronatwestern.ca/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.

Class Cancellations

In the event of a cancellation of class, every effort will be made to post all relevant information on the OWL class site and on the Huron website at, <https://huronatwestern.ca/about/accessibility>.

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.

Please see the policy on Attendance Regulations for Examinations here:
https://www.uwo.ca/univsec/pdf/academic_policies/exam/attendance.pdf.

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: <https://huronatwestern.ca/academic-advising>.

Department Chairs, Program Directors and Coordinators are also able to answer questions about individual programs. Contact information can be found on the Huron website at:
<https://huronatwestern.ca/contact/contact-directory>.

Copyright Regarding Course Material

Lectures and course materials, including PowerPoint presentations, tests, outlines, and similar materials are protected by copyright. Faculty members are the exclusive owner of copyright in those materials they create. Students may take notes and make copies for their own use. Students may not allow others to reproduce or distribute lecture notes and course materials publicly (whether or not a fee is charged) without the express written consent of a faculty member. Similarly, students own copyright in their own original papers and exam essays. If a faculty member is interested in posting a student's answers or papers on the course website he/she should ask for the student's written permission.

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, it is also 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 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 (<https://www.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.

Academic Accommodation for Students With Disabilities

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://academicsupport.uwo.ca/>.

Please review the full policy at,

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic%20Accommodation_disabilities.pdf.

Academic Consideration for Missed Work

Students who are seeking academic consideration for missed work during the semester may submit a self-reported absence form online provided that the absence is 48 hours or less and the other conditions specified in the Senate policy at

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

Students whose absences are expected to last longer than 48 hours, or where the other conditions detailed in the policy are not met (e.g., work is worth more than 30% of the final grade, the student has already used 2 self-reported absences, the absence is during the final exam period), may receive academic consideration by submitting a Student Medical Certificate (for illness) or other appropriate documentation (for compassionate grounds). The Student Medical Certificate is available online at

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

All students pursuing academic consideration, regardless of type, must contact their instructors no less than 24 hours following the end of the period of absence to clarify how they will be expected to fulfill the academic responsibilities missed during their absence. **Students are reminded that they should consider carefully the implications of postponing tests or midterm exams or delaying submission of work, and are encouraged to make appropriate decisions based on their specific circumstances.**

Students who have conditions for which academic accommodation is appropriate, such as disabilities or ongoing or chronic health conditions, should work with Accessible Education Services to determine appropriate forms of accommodation.

Requests for Academic Consideration Using the Self-Reported Absence Form

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.

Please note the following conditions that are in place for self-reporting of medical or extenuating circumstances:

- Students will be allowed a **maximum of two self-reported absences** between September and April and one self-reported absence between May and August;
- 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.
- 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.
- 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.
- 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.

Please review the full policy at,

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

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

- (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 Huron Support Services/ Academic Advising

Where the grounds for seeking accommodation are not medical (e.g. varsity sports, religious, compassionate, bereavement) the student should contact an academic advisor directly. All accommodation requests must include a completed [Accommodation Request Form](#). Late penalties may apply at the discretion of the instructor.

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.

Mental Health & Wellness Support at Huron and Western

University students may encounter setbacks from time to time that can impact academic performance. Huron offers a variety of services that are here to support your success and wellbeing. Please visit <https://huronatwestern.ca/student-life-campus/student-services/wellness-safety> for more information or contact staff directly:

Wellness Services: huronwellness@huron.uwo.ca

Community Safety Office: safety@huron.uwo.ca

Chaplaincy: gthorne@huron.uwo.ca

Additional supports for Health and Wellness may be found and accessed at Western through, www.uwo.ca/uwocom/mentalhealth/.

Important Dates & Directory

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>
- **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>