

## MANANGEMENT AND ORGANIZATIONAL STUDIES ORGANIZATIONAL BEHAVIOUR MOS 2181 (Version 12-29-2021)\*

Course delivery with respect to the COVID-19 pandemic

Although the intent is for this course to be delivered in-person, the changing COVID-19 landscape may necessitate some or all of the course to be delivered online, either synchronously (i.e., at the times indicated in the timetable) or asynchronously (e.g., posted on OWL for students to view at their convenience). The grading scheme will not change. Any assessments affected will be conducted online as determined by the course instructor.

#### **CONTACT INFORMATION**

**Instructor:** Carol-Lynn Chambers

**Office:** N/A during university Covid restrictions

Course OWL

**Email:** cchambe5@uwo.ca **Virtual Office Hours:** By appointment only

## CLASS INFORMATION AND ATTENDENCE

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.

Section	Day	Time	Location
550	Monday	15:30 –17:30	ONLINE until further notice
	Wednesday	16:30-17:30	
551	Tuesday	15:30-17:30	
	Thursday	14:30-15:30	

#### VIRTUAL OFFICE HOURS

Virtual office hours will be held by appointment. Please correspond using email and a link to Zoom, text, or phone meetings will be arranged.

#### ONLINE COURSE METHODOLOGY

Until further notice, 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.

\*Note that information may be updated due to changes regarding the pandemic situation.

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 an on-line 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. It is highly recommended that this should be completed soon after the current class or MUST be done before the next class. THERE ARE 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 genderneutral 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**

Under the current pandemic concerns, 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 drop a second-term half course without academic penalty: March 14, 2022.

#### 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 audiovisual 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 <u>no costs for course materials</u> for this course.

Organizational Behavior – available at <a href="https://openstax.org/details/books/organizational">https://openstax.org/details/books/organizational</a>— or as posted in the resource section of OWL.

You have various viewing and downloading options.

#### WEEKLY READINGS

Please see the Resource Folder for weekly readings and other open educational resources related to the weekly topics. Students are required to complete specified readings prior to the applicable topic as scheduled, in order to participate effectively.

### **COURSE EXPECTATIONS**

- 1. **Attendance:** Students are expected to attend the virtual lecture during class time. If this is not possible, students are 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 Topic Readings
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1	Introduction	Chapter 1: Management and Organizational Behaviour		
2 (part 1)	Organizational Culture, Environments, Structure, and Change (part 1)	Chapter 15: External and Internal Organizational Environments and Corporate Culture		
2 (part 2)	Organizational Culture, Environments, Structure, and Change (part 2)	Chapter 16: Organizational Structure and Change		
3	Diversity in Organizations	Chapter 5: Diversity in Organizations		
4	Individuals	Chapter 2: Individual and Cultural Differences Chapter 3: Perception and Job Attitudes		
5	Motivation	Chapter 4: Learning and Reinforcement Chapter 7: Work Motivation for Performance Chapter 8: Performance Appraisal and Rewards Chapter		
6	Communication	Chapter 11: Communication		
7	Groups and Teams	Chapter 9: Group and Intergroup Relations Chapter 10: Understanding and Managing Work Teams		
8	Leadership	Chapter 6: Perception and Managerial Decision Making Chapter 12: Leadership		
9	Conflict, Negotiation, Stress, and Well being	Chapter 14: Conflict and Negotiations Stress and Well Being		
Last week of classes	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. <u>Do not send any assignments by email to the instructor unless requested.</u>

Evaluation	Percenta	Date/Time/	Notes
	ge	Location	
Weekly	9 x 5% each	Must be	Late submissions will NOT BE
Discussion	<ul><li>see rubric</li></ul>	submitted to	ACCEPTED.
Postings	below (45%)	OWL every	
		week, on the	
		day before	

		the new week/topic begins	
Self In Organizations	3 x 5% =15%	Week 3 Wee k 6 Week 9	Complete three of self- assessments provided and submit the results to the Assignment folder. All components of the assessment must be completed including a 250 reflective component. Late submissions will be at a deduction of 2.5%.
Workplace Initiative Video Presentation	20% (Video) + 10% self- assessment	Final Class Week	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 and Group Work Self-Assessment (template to be provided in class)
Leadership development plan (template)		To be announced	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 $(3 \times 5\% = 15\%)$

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 13: What are your bases of power? Page 441.
- 4. Chapter 13: How political are you? Page 441.
- 5. Chapter 14: What is your approach to conflict resolution? Page 474.
- 6. Chapter 18: How stressful is your job? Page 607.
- 7. 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.

# <u>Workplace Initiative Video</u> (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 (vs. authors' quotations).
- ✓ 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 carefully consider 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 devises are permitted in class but not permitted during exams. Electronic devises 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 <u>Huron University College Student Code of Conduct</u>.

#### **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:

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 resources can be found <a href="https://huronuc.libguides.com/citingsources">https://huronuc.libguides.com/citingsources</a>.

## **Support Services:**

Registration Services at Western: http://www.registrar.uwo.ca.

Registration Services at Huron: <a href="https://huronatwestern.ca/student-life-campus/student-services">https://huronatwestern.ca/student-life-campus/student-services</a>.

Student Support Services (including the services provided by the USC listed here: <a href="http://westernusc.ca/services/">http://westernusc.ca/services/</a>). Students who are in emotional/mental distress should refer to Mental Health@Western <a href="http://www.uwo.ca/uwocom/mentalhealth/">http://www.uwo.ca/uwocom/mentalhealth/</a> 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 <a href="https://huronatwestern.ca/student-life-campus/student-services/wellness-safety">https://huronatwestern.ca/student-life-campus/student-services/wellness-safety</a> 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 2021 - 2022

### **Mandatory Use of Masks in Classrooms**

Students will be expected to wear triple layer non-medical masks at all times in the classroom as per Huron policy and public health directives. Students are now permitted to drink water in class by lifting and replacing the mask each time a drink is taken. Students will be able to eat and drink outside of the classroom during scheduled breaks.

Students unwilling to wear a mask as stipulated by Huron policy and public health directives will be referred to the Dean's Office, and such actions will be considered a violation of the Huron Student Code of Conduct.

#### **Pandemic Contingency**

In the event of a COVID-19 resurgence during the course that necessitates the course delivery moving away from face-to-face interaction, all remaining course content will be delivered entirely online, typically using a combination of synchronous instruction (i.e., at the times indicated in the timetable) and asynchronous material (e.g., posted on OWL for students to view at their convenience). Any remaining assessments will also be conducted online at the discretion of the course instructor. In the unlikely event that changes to the grading scheme are necessary, these changes will be clearly communicated as soon as possible.

#### **Student Code of Conduct**

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. While in the physical or online classroom, students are expected to behave in a manner that supports the learning environment of others. Please review the Student Code of Conduct at:

 $\frac{https://huronatwestern.ca/sites/default/files/Res\%20Life/Student\%20Code\%20of\%20Conduct\%20-\\ \underline{\%20Revised\%20September\%202019.pdf}.$ 

#### **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 enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

#### **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.

Review the policy on Attendance Regulations for Examinations here: <a href="https://www.uwo.ca/univsec/pdf/academic\_policies/exam/attendance.pdf">https://www.uwo.ca/univsec/pdf/academic\_policies/exam/attendance.pdf</a>.

#### **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:

https://www.uwo.ca/univsec/pdf/academic\_policies/appeals/scholastic\_discipline\_undergrad.pdf. The appeals process is also outlined in this policy as well as more generally at the following website: https://www.uwo.ca/univsec/pdf/academic\_policies/appeals/appeals/appealsundergrad.pdf.

#### **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 (http://www.turnitin.com).

#### **Statement on Use of Electronic Devices**

It is not appropriate to use electronic devices (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.

#### Statement on Use of Personal Response Systems ("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 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/accommodation illness.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. Further details concerning policies and procedures may be found at: http://academicsupport.uwo.ca/.

#### Policy on Academic Consideration for a Medical/Non-Medical Absence

## (a) Consideration on <u>Medical Grounds</u> for assignments worth *less than 10%* of final grade: Consult Instructor Directly and Contact Academic Advising

When seeking consideration on **medical grounds** for assignments worth *less than 10%* of the final course grade, and if the student has exceeded the maximum number of permissible Self-Reported absences, 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. If documentation is requested, the student will need to complete and submit the <u>Student Medical Certificate</u>. The instructor may <u>not</u> 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.

## (b) Consideration on Non-Medical Grounds: Consult Huron Support Services/Academic Advising, or email huronsss@uwo.ca.

Students seeking academic consideration for a **non-medical** absence (e.g. varsity sports, religious, compassionate, or bereavement) will be required to provide appropriate documentation where the conditions for a Self-Reported Absence have not been met, including where the student has exceeded the maximum number of permissible Self-Reported. All consideration requests must include a completed <u>Consideration Request Form</u>. Late penalties may apply at the discretion of the instructor.

Please review the full policy on Academic Consideration for medical and non-medical absence at: <a href="https://www.uwo.ca/univsec/pdf/academic\_policies/appeals/accommodation\_illness.pdf">https://www.uwo.ca/univsec/pdf/academic\_policies/appeals/accommodation\_illness.pdf</a>. Consult <a href="https://www.uwo.ca/univsec/pdf/academic\_policies/appeals/accommodation\_illness.pdf">https://www.uwo.ca/univsec/pdf/academic\_policies/appeals/accommodation\_illness.pdf</a>.

#### **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 <a href="https://huronatwestern.ca/student-life/student-services/">huronsss@uwo.ca</a>. An outline of the range of services offered is found on the Huron website at: <a href="https://huronatwestern.ca/student-life/student-services/">https://huronatwestern.ca/student-life/student-services/</a>.

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: <a href="https://huronatwestern.ca/contact/faculty-staff-directory/">https://huronatwestern.ca/contact/faculty-staff-directory/</a>.

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 Advising website, <a href="https://huronatwestern.ca/student-life/student-services/academic-advising/">https://huronatwestern.ca/student-life/student-services/academic-advising/</a> or review the list of official Sessional Dates on the Academic Calendar, available here: <a href="http://www.westerncalendar.uwo.ca/SessionalDates.cfm">http://www.westerncalendar.uwo.ca/SessionalDates.cfm</a>.

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.

Huron Student Support Services: <a href="https://huronatwestern.ca/student-life/student-services/">https://huronatwestern.ca/student-life/student-services/</a>

Office of the Registrar: <a href="https://registrar.uwo.ca/">https://registrar.uwo.ca/</a>

Student Quick Reference Guide: <a href="https://huronatwestern.ca/student-life/student-services/#1">https://huronatwestern.ca/student-life/student-services/#1</a>

Academic Support & Engagement: <a href="http://academicsupport.uwo.ca/">http://academicsupport.uwo.ca/</a>

Huron University College Student Council: <a href="https://huronatwestern.ca/student-life/beyond-classroom/hucsc/">https://huronatwestern.ca/student-life/beyond-classroom/hucsc/</a>

Western USC: http://westernusc.ca/your-services/#studentservices

### 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 <a href="https://huronatwestern.ca/student-life-campus/student-services/wellness-safety">https://huronatwestern.ca/student-life-campus/student-services/wellness-safety</a> for more information or contact staff directly:

Wellness Services: <a href="mailto:huron.uwo.ca">huron.uwo.ca</a> Community Safety Office: <a href="mailto:safety@huron.uwo.ca">safety@huron.uwo.ca</a>

Chaplaincy: <a href="mailto:gthorne@huron.uwo.ca">gthorne@huron.uwo.ca</a>

Additional supports for Health and Wellness may be found and accessed at Western through, <a href="https://www.uwo.ca/health/">https://www.uwo.ca/health/</a>.