

School of Kinesiology

KIN 3890 – Internship, 8-, 12-, 16-Month Fall 2026 - Winter 2027

Campus Supports

Western University is committed to a **thriving campus**. For help with:

- Both physical and mental health, go to [Wellness & Wellbeing](#)
- Studying with disabilities, go to [Accessible Education](#)
- Writing skills, go to the [Writing Support Centre](#)
- Learning skills and strategies, go to [Learning Development & Success](#)
- Contacting the ombudsperson, go to the [Office of the Ombudsperson](#)



Your course coordinator can also **guide you** to available campus resources and/or services.

Important Dates

Fall Term

Classes Begin	Reading Week	Classes End	Study day(s)	Exam Period
September 9	October 10-18	December 9	December 10	December 11–22

September 30, 2026, is National Day for Truth and Reconciliation and is a non-instructional day

November 30, 2026: Last day to withdraw from a first-term half course without academic penalty

Winter Term

Classes Begin	Reading Week	Classes End	Study day(s)	Exam Period
January 4	February 13-21	April 9	April 10-11	April 12-30

March 30, 2027: Last day to withdraw from a half course without academic penalty

Delivery Mode: *Internship, Placement Site (in-person or hybrid)*

Component	Date(s)	Time
Internship Placement	Monday-Friday	30-35 hours per week, 10 weeks minimum
Meetings/info session with EL Coordinator	As required	As required

NOTE: All course information including grades, assignment outlines, deadlines, etc. are available via [OWL Brightspace](#). Download the Brightspace Pulse App to stay up-to-date on course communication and enable your notification settings within “Communications” in the top toolbar. Check the website regularly for course announcements. If you need assistance, visit [OWL Brightspace Help](#) or contact the [Western Technology Services Helpdesk](#). They can be contacted by phone at 519-661-3800 or ext. 83800.

Contact Information

Course Instructor	Contact Information	Office Hours
TBD		By appointment only
Experiential Learning Coordinator	Contact Information	Office Hours
Dr. Michelle Sugar	msugar@uwo.ca 519-661-2111 ext. 88959 TH 3177	By appointment only

Calendar Course Description (including prerequisites/anti-requisites):

This course provides students with preparatory workshops and an applied professional learning experience for a period of 8-16 months at a sponsoring agency approved by the Faculty of Health Sciences. Using an application/interview process, selected students will be entered into the course once hired by external employers.

Antirequisite(s): [Health Sciences 3990](#).

Prerequisite(s): Completion of 2nd year in the School of Kinesiology with a minimum average of 70%, and participation in Preparation and Training Workshops; approval of, and acceptance into, an internship work term and permission from the Faculty of Health Sciences.

Extra Information: Pass/Fail. Credit for this course will not be given unless a minimum 8-month internship and all other mandatory components have been completed. This course may not be used as a substitute for any other course in the School of Kinesiology. On successful completion, credit for the course will be given in the year in which initial registration in the course took place.

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.

You are responsible for ensuring that you have successfully completed all course pre-requisites, and that you have not taken an anti-requisite course.

Additional Information

This experiential course provides students with supervised, hands-on practice in

clinical, community, or performance-based settings.

Using an application/interview process, selected students will be enrolled in the course once hired by external employers and upon completion of all agreements, training, and health and safety forms.

Students must be hired in a full-time, paid internship (minimum 30 hours per week for 10 weeks). Students must complete all required assignments to earn the course credit. Performance while on internship (e.g. professionalism, punctuality, attendance requirements as outlined by the student's supervisor, etc.) is considered when assessing whether a student receives a passing or failing grade.

This course may not be used as a substitute for any other course in the Faculty of Health Sciences. On successful completion, credit for the course will be given in the year in which initial registration in the course took place.

Learning Outcomes

Upon successful completion of this course, you will be able to:

1. Develop new knowledge and skills to facilitate connections between theory and practice.
2. Demonstrate gains in personal development (e.g., heightened self-awareness, citizenship, understanding of work and personal values, career and professional development, etc.).
3. Identify opportunities in their discipline and see connections between other areas of study.
4. Articulate transferable skills and career competencies.
5. Identify areas for future knowledge and skill development.

Learning outcomes specific to each student's internship will be identified and agreed upon by the student, supervisor, course instructor, and placement coordinator at the start of the internship (see "Course Requirements" for more details).

Course Content and Schedule

Students are responsible for determining their work schedule with their supervisor. If there are any questions or concerns, please contact experiencefhs@uwo.ca.

Assessments and Evaluation

The student must complete the required agreements, training, and health and safety forms prior to the start of the internship, as well as assignments during the internship.

The student will participate in the following structured activities aimed at enhancing the work experience and contribute towards the student's learning.

All **assignments must be submitted via OWL Brightspace** by the dates below (corresponding to the internship start date and total length of the internship). **Failure to complete one or more of these assignments may result in a Fail in the internship course.** It is up to the student to identify and record the assignment deadlines to ensure that they are submitted on time.

In addition to the internship deliverables, the placement coordinator will conduct a mid-point site visit or check-in call with the student and the supervisor.

The supervisor will also be asked to complete two evaluations at the middle of the internship and at the end of the internship.

Internship assignments:

1. **Learning Contract:** At the start of the internship, the student will complete a Learning Contract in a collaborative manner with the supervisor, to be approved by the course instructor. Instructions are available on OWL Brightspace.

Assignment deadlines can be found below. These correspond to the term/date in which the internship begins and the length of the internship:

8-MONTH INTERNSHIP

SUMMER START

Internship Start Date	Learning Contract Due Date
May 1 – May 7	May 15
May 8 – May 15	May 23
May 16 – May 23	May 31
May 24 – May 31	June 7
June 1 – June 7	June 15
June 16 – June 23	June 30

* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

FALL START

Internship Start Date	Learning Contract Due Date
September 1-September 7	September 14
September 8-September 15	September 22
September 16-September 23	September 30
September 24-September 30	October 7

October 1-October 7	October 14
October 8-October 15	October 22
October 16-October 23	October 30

* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

WINTER START

Internship Start Date	Learning Contract Due Date
January 2-January 7	January 14
January 8-January 15	January 22
January 16-January 23	January 30
January 24-January 31	February 7
February 1-February 7	February 14
February 8-February 15	February 22

* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

12-MONTH INTERNSHIP

SUMMER START

Internship Start Date	Learning Contract Due Date
May 1 – May 7	May 15
May 8 – May 15	May 23
May 16 – May 23	May 31
May 24 – May 31	June 7
June 1 – June 7	June 15
June 16 – June 23	June 30

* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

FALL START

Internship Start Date	Learning Contract Due Date
September 1-September 7	September 14
September 8-September 15	September 22
September 16-September 23	September 30
September 24-September 30	October 7
October 1-October 7	October 14
October 8-October 15	October 22
October 16-October 23	October 30

* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

WINTER START

Internship Start Date	Learning Contract Due Date
January 2-January 7	January 14
January 8-January 15	January 22
January 16-January 23	January 30
January 24-January 31	February 7
February 1-February 7	February 14
February 8-February 15	February 22

* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

16 MONTH INTERNSHIP

SUMMER START

Internship Start Date	Learning Contract Due Date
May 1 – May 7	May 15
May 8 – May 15	May 23
May 16 – May 23	May 31
May 24 – May 31	June 7
June 1 – June 7	June 15
June 16 – June 23	June 30

* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

FALL START

Internship Start Date	Learning Contract Due Date
September 1-September 7	September 14
September 8-September 15	September 22
September 16-September 23	September 30
September 24-September 30	October 7
October 1-October 7	October 14
October 8-October 15	October 22
October 16-October 23	October 30

* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

WINTER START

Internship Start Date	Learning Contract Due Date
January 2-January 7	January 14
January 8-January 15	January 22
January 16-January 23	January 30
January 24-January 31	February 7
February 1-February 7	February 14
February 8-February 15	February 22

* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

2. **Mid-Point Reflection:** At the middle of the internship, the student will complete a Mid-Point Reflection activity designed to monitor the student's progress at the internship site. Instructions are available on OWL Brightspace. The Mid-Point Reflection must be **completed and submitted via OWL Brightspace.**

Assignment deadlines can be found below. These correspond to the term/date in which the internship begins and the length of the internship:

8-MONTH INTERNSHIP

SUMMER START

Internship Start Date	Midpoint Reflection Due Date
May 1 – May 7	September 9
May 8 – May 15	September 13
May 16 – May 23	September 17
May 24 – May 31	September 21
June 1 – June 7	September 25
June 8 – June 15	September 29
June 16 – June 23	October 3

* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

FALL START

Internship Start Date	Midpoint Reflection Due Date
September 1-September 7	January 9
September 8-September 15	January 13
September 16-September 23	January 17
September 24-September 30	January 20
October 1-October 7	January 24

October 8-October 15	January 28
October 16-October 23	February 1

* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

WINTER START

Internship Start Date	Midpoint Reflection Due Date
January 2-January 7	November 10
January 8-January 15	November 14
January 16-January 23	November 18
January 24-January 31	November 22
February 1-February 7	November 25
February 8-February 15	November 29

* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

12-MONTH INTERNSHIP

SUMMER START

Internship Start Date	Midpoint Reflection Due Date
May 1 – May 7	January 9
May 8 – May 15	January 13
May 16 – May 23	January 17
May 24 – May 31	January 21
June 1 – June 7	January 24
June 8 – June 15	January 28
June 16 – June 23	February 1

* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

FALL START

Internship Start Date	Midpoint Reflection Due Date
September 1-September 7	May 12
September 8-September 15	May 16
September 16-September 23	May 20
September 24-September 30	May 23
October 1-October 7	May 27
October 8-October 15	May 31
October 16-October 23	June 4

* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

WINTER START

Internship Start Date	Midpoint Reflection Due Date
January 2-January 7	September 10
January 8-January 15	September 14
January 16-January 23	September 18
January 24-January 31	September 22
February 1-February 7	September 25
February 8-February 15	September 29

* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

16 MONTH INTERNSHIP

SUMMER START

Internship Start Date	Midpoint Reflection Due Date
May 1 – May 7	March 11
May 8 – May 15	March 15
May 16 – May 23	March 19
May 24 – May 31	March 23
June 1 – June 7	March 27
June 8 – June 15	March 31
June 16 – June 23	April 4

* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

FALL START

Internship Start Date	Midpoint Reflection Due Date
September 1-September 7	January 9
September 8-September 15	January 13
September 16-September 23	January 17
September 24-September 30	January 20
October 1-October 7	January 24
October 8-October 15	January 28
October 16-October 23	February 1

* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

WINTER START

Internship Start Date	Midpoint Reflection Due Date
January 2-January 7	November 10
January 8-January 15	November 14
January 16-January 23	November 18
January 24-January 31	November 22
February 1-February 7	November 25
February 8-February 15	November 29

* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

3. **Final Report:** At the end of the internship, the student will submit a Final Report. Instructions can be found on OWL Brightspace. The Final Report must be **completed and submitted via OWL Brightspace.**

Assignment deadlines can be found below. These correspond to the term/date in which the internship begins and the length of the internship:

8-MONTH INTERNSHIP

SUMMER START

Internship End Date	Final Report Due Date
December 1-December 7	December 21
December 8- December 15	December 29
December 16- December 23	January 6
December 24- December 31	January 14

* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

FALL START

Internship End Date	Final Report Due Date
April 1-April 7	April 21
April 8- April 15	April 29
April 16- April 23	May 7
April 24- April 30	May 14

* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

WINTER START

Internship End Date	Final Report Due Date
August 2- August 7	August 21

August 8- August 15	August 29
August 16- August 23	September 7
August 24- August 31	September 14

* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

12-MONTH INTERNSHIP

SUMMER START

Internship End Date	Final Report Due Date
August 1- August 7 (1 year after start date)	August 21
August 8-August 15	August 30
August 16-August 23	September 6
August 24-August 31	September 14

* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

FALL START

Internship End Date	Final Report Due Date
December 1-December 7	December 21
December 8-December 15	December 29
December 16-December 23	January 6
December 24-December 31	January 14

* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

WINTER START

Internship End Date	Final Report Due Date
April 1-April 7	April 21
April 8-April 15	April 29
April 16-April 23	May 7
April 24-April 30	May 14

* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

16-MONTH INTERNSHIP

SUMMER START

Internship End Date	Final Report Due Date
December 1-December 7	December 21
December 8-December 15	December 29
December 16-December 23	January 6
December 24-December 31	January 14

* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

FALL START

Internship End Date	Final Report Due Date
April 1-April 7	April 21
April 8-April 15	April 29
April 16-April 23	May 7
April 24-April 30	May 14

* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

WINTER START

Internship End Date	Final Report Due Date
August 1- August 7 (1 year after start date)	August 21
August 8-August 15	August 30
August 16-August 23	September 6
August 24-August 31	September 14

* Note: if the assignment due date state above falls on a weekend or statutory holiday, the assignment will be due the next business day.

Students must successfully complete all the internship assignments noted above.

Students must write their Learning Contract, Midpoint Reflection, and Final Report in their own words. Plagiarism is not tolerated whatsoever.

General information about assignments

- ☒ All assignments are due at 23:59 EST unless otherwise specified
- ☒ You are responsible for ensuring that the correct file version is uploaded; incorrect submissions including corrupt files could be subject to late penalties (see below) or a 0.
- ☒ Written assignments will be submitted to Turnitin (statement in policies below)
- ☒ After an assessment is returned, you should wait 24 hours to digest feedback before contacting your evaluator; to ensure a timely response, reach out within 7 days

- ✓ Requests for regrading must include a written explanation and evidence showing how the work meets the assignment criteria or rubric. Requests without a clear justification will not be considered.
- ✓ Prior to the filing of a written request for relief, you must attempt to resolve the concern regarding a mark or grade through informal consultation with the instructor. If you are dissatisfied with the decision of the instructor or you do not receive a decision from the instructor, a written request for relief must be submitted to the Undergraduate Chair of the School offering this course, within three (3) weeks from the date that the mark was issued.

Information about late or missed assessments:

- ✓ Late assessments without academic consideration will be given a FAIL. Requests for academic consideration should be sent to experiencefhs@uwo.ca.

Course-specific conditions:

- ✓ Assessment is also based on performance and professionalism while on internship.

In addition to completing the assignments above, students will be **evaluated on their performance while on internship**. Students are expected to represent themselves in a way that is professional and positively represents Western University and the Faculty of Health Sciences. Failure to do so may result in a Fail in this course.

Academic Policies and Statements

Support Services

There are various support services around campus and these include, but are not limited to:

1. Academic Support and Engagement - <http://academicsupport.uwo.ca>
2. Wellness and Well-being - <https://www.uwo.ca/health/>
3. Registrar's Office -- <http://www.registrar.uwo.ca/>
4. Ombuds Office -- <http://www.uwo.ca/ombuds/>

The websites for Registrarial Services (<http://www.registrar.uwo.ca>), and the same for affiliated university colleges when appropriate, and any appropriate Student Support Services (including the services provided by the USC listed here: <http://westernusc.ca/services/>) and the Student Development Services, should be provided for easy access.

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

Statement on Gender-Based and Sexual Violence

Western is committed to reducing incidents of gender-based and sexual violence and providing compassionate support to anyone who has gone through these traumatic events. If you have experienced sexual or gender-based violence (either recently or in the past), you will find information about support services for survivors, including emergency contacts at:

https://www.uwo.ca/health/student_support/survivor_support/get-help.html.

Statement on Harassment and Discrimination

Western is committed to providing a learning and working environment that is free of

harassment and discrimination. All students, staff, and faculty have a role in this commitment and have a responsibility to ensure and promote a safe and respectful learning and working environment. Relevant policies include Western's [Non-Discrimination/Harassment Policy](#) (M.A.P.P. 1.35) and [Non-Discrimination/Harassment Policy – Administrative Procedures](#) (M.A.P.P. 1.35). Any student, staff, or faculty member who experiences or witnesses' behaviour that may be harassment or discrimination **must report the behaviour** to the Western's [Human Rights Office](#). Harassment and discrimination can be human rights-based, which is also known as EDI-based, (sexism, racism, transphobia, homophobia, islamophobia, xenophobia, antisemitism, and ableism) or non-human rights-based (personal harassment or workplace harassment).

Student Code of Conduct

The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at Western University, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed and set out the disciplinary procedures that the University will follow. For more information, visit <https://www.uwo.ca/univsec/pdf/board/code.pdf>

Absence from Course Commitments

Students must familiarize themselves with the Policy on [Academic Consideration – Undergraduate Students in First Entry Programs](#)

Students missing course work for medical, compassionate, or extenuating circumstances can request academic consideration by completing a request at the [central academic consideration portal](#). Students are permitted one academic consideration request per course per term **without** supporting documentation. Note that supporting documentation is **always** required for academic consideration requests for examinations scheduled by the office of the registrar (e.g., December and April exams) and for practical laboratory and performance tests (typically scheduled during the last week of the term).

Students should also note that the instructor may **designate** one assessment per course per term that requires supporting documentation. This designated assessment is described elsewhere in this document. Academic consideration requests may be denied when flexibility in assessment has already been included. Examples of flexibility in assessment include when there are assessments not required for calculation of the final grade (e.g. 8 out of 10 quizzes), when there is flexibility in the submission timeframe (e.g. 72 hour no late penalty period), or when timed assessments (e.g., quizzes) are available over an extended period of time (e.g., when you are given a 72 hour time period to start – and finish – the assessment).

Please note that academic considerations in this course are granted by the academic advisors in your home unit and implemented by the instructor of this course in accordance with information presented in this course syllabus. Supporting documentation for academic considerations for absences due to illness should use the [Student Medical Certificate](#) or, where that is not possible, equivalent documentation by a health care practitioner. If your absence relates to accommodations that are already supported by [Accessible Education](#), please work with your accessible education counsellor regarding your missed course work.

Accommodation for Religious Holidays

Students should review the policy for [Accommodation for Religious Holidays](#). Where a student will be unable to write examinations and term tests due to a conflicting religious holiday, they should inform their instructors as soon as possible but not later than two weeks prior to writing the examination/term test. In the case of conflict with a midterm test, students should inform their instructor as soon as possible but not later than one week prior to the midterm.

Special Examinations

A Special Examination is any examination other than the regular examination, and it may be offered only with the permission of the Dean of the Faculty in which the student is registered, in consultation with the instructor and Department Chair. Permission to write a Special Examination may be given on the basis of compassionate or medical grounds with appropriate supporting documents. To provide an opportunity for students to recover from the circumstances resulting in a Special Examination, the University has implemented Special Examination dates. The Faculty of Health Sciences has set School-specific dates for these Special Examinations. Please speak with your instructor about the date on which the Special Examination for this course will be held.

Scholastic Offences

Scholastic offences are taken seriously and students are directed to read the policy on [Scholastic Discipline for Undergraduate Students](#).

Plagiarism

Student work is expected to be original. Plagiarism is a serious academic offence and could lead to a zero on the assignment in question, a zero in this course, or your expulsion from the university. You are plagiarizing if you insert a phrase, sentence or paragraph taken directly from another author without acknowledging that the work belongs to him/her. Similarly, you are plagiarizing if you paraphrase or summarize another author's ideas without acknowledging that the ideas belong to someone else. All 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 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 (www.turnitin.com).

Use of Artificial Intelligence (AI) for the Completion of Course Work

Within this course, you may not use artificial intelligence tools (e.g., "ChatGPT"). All submitted work must reflect your own thoughts and independent written work.

Re-submission of Previously Graded Material

Without the explicit written permission of the instructor, you may not submit any academic work for which credit has been obtained previously, or for which credit is being sought, in another course or program of study in the University or elsewhere.

Use of Statistical Pattern Recognition on Multiple Choice 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.

Accessibility Statement

Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may also wish to contact Accessible Education (AE) at 661-2111 x 82147 for any specific question regarding an accommodation or review [The policy on Accommodation for Students with Disabilities](#). If you

think you may qualify for ongoing accommodation (e.g. separate room to write exams, flexibility with deadlines, etc.) that will be recognized in all your courses, we encourage you to visit [Accessible Education](#) for more information.

Correspondence Statement

The centrally administered e-mail account provided to students will be considered the individual's official university e-mail address. It is the responsibility of the account holder to ensure that e-mail received from the University at their official university address is attended to in a timely manner. Students are further expected to attend to announcements presented through Brightspace, and to read emails generated in this way.

Use of Electronic Devices

During Exams

Unless you have medical accommodations that require you to do so, or explicit permission from the instructor of the course, you may not use any electronic devices (e.g., cell phones, tablets, cameras, smart glass, smart watches, or iPods) during ANY tests, quizzes, midterms, examinations, or other in-class evaluations. **These devices MUST either be left at home or with your belongings at the front of the room. They MUST NOT be at your test/exam desk or in your pocket. Any student found with a prohibited device will be referred for investigation of a Scholastic Offence, per the policy listed above. The typical first-offence penalty for possession of a prohibited device is zero on the test or exam.**

During Lectures and Tutorials

Although you are welcome to use a computer during lecture and tutorial periods, you are expected to use the computer for scholastic purposes only, and refrain from engaging in any activities that may distract other students from learning. From time to time, your professor may ask the class to turn off all computers, to facilitate learning or discussion of the material presented in a particular class.

Copyright and Audio/Video Recording Statement

Course material produced by faculty is copyrighted and to reproduce this material for any purposes other than your own educational use contravenes Canadian Copyright Laws. Unless explicitly noted otherwise, you may not make audio or video recordings of lectures – nor may you edit, re-use, distribute, or re-broadcast any of the material posted to the course website.

Contingency Plan for an In-Person Class Pivoting to 100% Online Learning

In the event of a situation that requires this course to pivot to online content delivery, all remaining course content will be delivered entirely online, either synchronously (i.e., at the times indicated in the timetable) or asynchronously (e.g., posted on Brightspace for students to view at their convenience). The grading scheme will **not** change. Any remaining assessments will also be conducted online as determined by the course instructor

Note that disruptive behaviour of any type during online classes, including inappropriate use of the chat function, is unacceptable. Students found guilty of Zoom-bombing a class or of other serious online offenses may be subject to disciplinary measures under the Code of Student Conduct.

Online Proctoring

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

Academic Appeals and Scholastic Offences

Students can file a **request for relief from academic decisions** if the request is based on one or more grounds listed in the policy. Students can read more about the policy [here](#) and a link to the procedures is listed in the Support Services sections of this document.

Students may **appeal** some academic and scholastic disciplinary decisions by a Dean or their designate, to the Senate Review Board Academic (SRBA). Students can read more about the policy [here](#) and a link to the procedures is listed in the Support Services section of this document.