



Western Arts&Humanities

Instructor Information

[Full name, title and appropriate contact information of the instructor and, if the course is taught by more than one instructor, the name of the person responsible for the course (course coordinator).]

[Specify your office hours and format (in-person, Zoom, MS Teams), or the availability of other help resources (in-person or online).]

Course Information

[Course name and number, academic term]

[**NOT for public-facing websites, i.e. for Brightspace only:** the location and days and hours that the course is scheduled, including lecture, laboratory and tutorial hours.]

List of Antirequisites [if applicable] [A list of antirequisites for the course.]

List of Prerequisites [if applicable] [A list of the prerequisites for the course.]

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.

Course Description

[A description of the objectives and content of the course.]

Learning Outcomes / Course Objectives

[Insert your course-level learning outcomes in this section.]

Texts and Materials

[List the materials that are required (or recommended) for the course, including textbooks, supplemental information, notes, manuals, laboratory or safety materials, and any specific electronic devices.]

Course Schedule

[If available, insert a break-down of course topics and week-by-week schedule.]

OWL Brightspace

Students are responsible for checking the course site on a regular basis for news and updates. This is the primary method by which information will be disseminated to all students in the class. Students may access the OWL Brightspace Learner Support site for assistance: <https://brightspacehelp.uwo.ca/> For IT related issues, they may contact Western Technology Services Helpdesk directly: <https://wts.uwo.ca/helpdesk/>.

Technical Requirements

[A list of technical requirements for the course (e.g., stable high-speed internet connection, computer with working microphone and camera, other hardware or software specifications). For example: *This course requires you to have a reliable high-speed internet connection and a computer that meets the technical requirements for writing online timed assessments.*]

Electronic Devices [Required] [Add a statement on what electronic devices will or will not be permitted on tests and exams. Example: *No aids are permitted for this exam. Electronic devices of any kind (including calculators, cell phones and smart watches) are not permitted.*]

Statement on the Use of Generative Artificial Intelligence (AI) [Required]

[Instructors must indicate if, how and when the use of **generative artificial intelligence tools/software/apps** are permitted in the course. Instructors may refer to the Centre for Teaching and Learning for resources on the use of generative Artificial Intelligence.]

The following are examples (only):

Example 1.

*In this course, students are permitted to use AI tools exclusively for information gathering and preliminary research purposes. These tools are intended to enhance the learning experience by providing access to diverse information sources. However, it is essential that students critically evaluate the obtained information, exercise independent thinking, and engage in original research to synthesize and develop their own ideas, arguments, and perspectives. The use of AI tools can serve as a starting point for exploration; however, students are expected to uphold academic integrity by appropriately attributing all sources and avoiding plagiarism. **Assignments should reflect the students' own thoughts and independent written work.** By adhering to these guidelines, students contribute to a responsible and ethical learning environment that promotes critical thinking, independent inquiry and allows them to produce original written contributions.*

Example 2.

*In this course, the use of AI (automatic translation tools, grammar checkers, ChatGPT...) is prohibited. If unauthorized AI use is suspected, the instructor will ask for **research notes, rough drafts, essay outlines, and other materials used in preparing assignments.** Students are expected to **retain** these materials until after final grades have been entered. In the unlikely event of concerns being raised about the authenticity of any assignment, students may be asked to produce these materials; an inability to do so may weigh heavily against them.*

Methods of Evaluation and Schedule of Assignments

[A statement of the methods by which student performance will be evaluated and the weight of each, including an exact timetable and schedule of assignments, is required. When exact dates cannot be supplied, a tentative schedule must be issued, with an exact schedule to follow as soon as possible. This regulation does not preclude the administration of surprise assignments and quizzes, as long as the total number, approximate frequency, and value of

such assignments are specified in the course outline. A reminder: per policy, “Tests in one-term courses may not be scheduled during the last three weeks in the term.”

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

The course outline **must** direct the student to the Policy on Academic Consideration – Undergraduate Students in First Entry Programs

https://uwo.ca/univsec/pdf/academic_policies/appeals/academic_consideration_Sep24.pdf

Per the Academic Consideration policy, instructors

1. “may designate a maximum of one assessment for which supporting documentation is required”
2. “may utilize flexible assessments in lieu of academic consideration **if** designated on course outline”

Please see *all* CTL-suggested statements or “language for indicating assessments with flexible timelines and weighting” (per Western’s new Academic Consideration policy.)

<https://teaching.uwo.ca/teaching/assessing/academic-consideration-policy.html>

Absences at Final Examinations [if applicable]

[Where a final exam will be required, please specify in the course outline the official “special examination” dates. Per policy, a “Special Examination is any examination other than the regular or Supplemental Examinations, 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.” (NB. in all cases where documentation is required, it can *only* be collected by the student’s Home Faculty/Dean’s Office Academic Advising unit.)

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

If you miss the Final Exam, please contact the Academic Advising office of your Faculty of Registration as soon as you are able to do so. They will assess your eligibility to write the Special Examination (the name given by the University to a makeup Final Exam).

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

Course-specific conditions [If applicable]

[Any course-specific conditions that are required to pass the course **must** be outlined. In such cases, the conditions should make academic sense. Typical examples include:

- a passing grade on essays or other written work in a course designated as an “essay course” (i.e., with a suffix of E, F, G, or Z) to satisfy the Senate requirement that students must demonstrate “some minimal competence in essay writing” in order to pass the course,
- a minimum grade on the final exam (or a minimum average on the midterm test(s) and final exam) to ensure that students demonstrate sufficient mastery of the learning outcomes, and
- minimum participation in a seminar course or a group project.

In such cases, the consequences of not meeting the requirement (e.g., a grade of 45) should be specified. Note that students should not be penalized for failing to meet a requirement due to circumstances beyond their control.]

[1000- and 2000-level courses only] [If permission to waive the requirement that students receive evaluation on work totaling 15% of their final grade at least three days prior to the deadline for withdrawal without academic penalty has been obtained from the Dean's Office, a statement to this effect must be made.]

[For take-home final exams] [As per policy, take-home examinations may be scheduled only with permission of the Dean of the Faculty offering the course to ensure that the examination plans will not unduly interfere with the students' ability to write their other exams.]

Note 1: Course instructors who wish to **change the evaluation procedure** shown in the course outline **must receive prior** approval to do so from the Dean of the Faculty concerned.

Note 2: The following is our process in A&H for requesting in-person midterms or final exams for **online** Fall/Winter courses.

*Requests for in-person midterms or final exams in **online** Fall/Winter courses must be submitted to the Associate Dean Academic before **May 1**. Please copy your Department Chair on your request. If approved, a notation should be added to the Timetable entry for the course before the beginning of registration, as well as to Brightspace and the course outline.*

Academic Offences

[Instructors may want to include, here, a program-specific statement around plagiarism and the use of material generated by AI programs or large language models such as ChatGPT.]

Scholastic offences are taken seriously, and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, here:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf.

Statement on the use of plagiarism-checking software [if you use TURNITIN]

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>).

[if you use SCANEX] Computer-marked multiple-choice tests and exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

[If applicable] [Include warnings on the use of any other “checking” software]

Statement on remote proctoring software [If applicable]

Tests and examinations in this course will 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>.

NB: Use of online proctoring for in-person courses requires approval from the Dean’s Office.

Policy on Accommodation for Religious Holidays

Western’s Policy on Accommodation for Religious Holidays can be found here: https://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_religious.pdf.

In the case of mid-term tests, notification is to be “given in writing to the instructor as early as possible, but not later than **one week** prior to the writing of the test”.

Academic Accommodation and Accessible Education [suggested]

Academic Accommodation is “a means of adjusting the academic activities associated with a course or program of student in order to permit students with disabilities to participate in those activities at the University and to fulfill the essential requirements of a course or program.”

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic%20Accommodation%20disabilities.pdf. Students with disabilities are encouraged are encouraged to register with **Accessible Education** at the earliest opportunity. “Accessible Education plays a central role in Western's efforts to ensure that its academic programs are accessible for all students” http://academicsupport.uwo.ca/accessible_education/index.html

Support Services

Academic Advising [suggested]

Your Home Faculty’s Academic Advising Office will support or refer whenever you have an issue that is affecting your studies, including information on adding/dropping courses, academic considerations for absences, appeals, exam conflicts, and many other academic related matters. Do not hesitate to reach out to them if you are struggling and unsure where to go for help. Contact info for all Faculties is here:

https://registrar.uwo.ca/faculty_academic_counselling.html

Mental Health Support

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

Gender-based and sexual violence [required]

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

https://www.uwo.ca/health/student_support/survivor_support/get-help.html. To connect with a case manager or set up an appointment, please contact support@uwo.ca.

Learning Development and Success [suggested]

Counsellors at the Learning Development and Success Centre <https://learning.uwo.ca> are ready to help you improve your learning skills. They offer presentations on strategies for improving time management, multiple-choice exam preparation/writing, textbook reading, and more. Individual support is offered throughout the Fall/Winter terms in the drop-in Learning Help Centre, and year-round through individual counselling.

USC

Additional student-run support services are offered by the USC, <https://westernusc.ca/services/>.