# **Recommended statements to include in course outlines**

Updated: December 11 2023

# Territorial Acknowledgement

The University of Waterloo acknowledges that much of our work takes place on the traditional territory of the Neutral, Anishinaabeg and Haudenosaunee peoples. Our main campus is situated on the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River. Our active work toward reconciliation takes place across our campuses through research, learning, teaching, and community building, and is centralized within the [Office of Indigenous Relations](https://uwaterloo.ca/indigenous).

For more information about the purpose of territorial acknowledgements, please see the [CAUT Guide to Acknowledging Traditional Territory](https://www.caut.ca/content/guide-acknowledging-first-peoples-traditional-territory).

# Declaring absences

For all of the following categories of absence students are responsible for getting in touch with their course instructors as soon as possible to discuss possible accommodations for missed course component(s). The course instructor will determine how the missed work is accommodated. Absences will be accommodated according to the [accommodation guidelines section of the undergraduate calendar](https://ugradcalendar.uwaterloo.ca/page/Acad-Regs-Accommodations).

If you are unable to complete a course component due to [self-declared COVID-related reasons](https://uwaterloo.ca/quest/help/students/how-do-i/self-declare-absence-undergraduate-students#public-health) or [a two-day short-term absence](https://uwaterloo.ca/registrar/current-students/undergraduate-student-short-term-absences) then you should submit a self-declaration of absence through [Quest](https://uwaterloo.ca/quest/help/students/how-do-i/self-declare-absence-undergraduate-students).

If your absence is due to an [illness not pandemic-related](https://uwaterloo.ca/arts/undergraduate/student-support/accommodations-illness-or-extenuating-circumstances#VIF), then a [UW Verification of Illness form](https://uwaterloo.ca/campus-wellness/health-services/student-medical-clinic/verification-illness-services), completed by a health professional, must be uploaded and submitted through the [Verification of Illness or Extenuating Circumstances Process.](https://forms.office.com/r/JR7GyDXnAb) The VIF is the only acceptable documentation for an absence due to illness. Do not submit the VIF or any other medical documentation to your instructors, teaching assistants, or other course personnel.

If your absence is due to other [extenuating circumstances](https://uwaterloo.ca/arts/undergraduate/student-support/accommodations-illness-or-extenuating-circumstances#submit-other)(e.g., bereavement), then you must submit all documentation related to the absence (e.g., obituary) through the  [Verification of Illness or Extenuating Circumstances Process.](https://forms.office.com/r/JR7GyDXnAb)

Submission through the VIF or Extenuating Circumstances System, once approved, will notify your instructors of your absence. However, you are responsible for contacting instructors to discuss accommodation arrangements.

# Accommodating religious and spiritual observances

The University of Waterloo has a duty to [accommodate religious, spiritual, and other creed-based beliefs and practices](https://ugradcalendar.uwaterloo.ca/page/Acad-Regs-Accommodations) under the Ontario Human Rights Commission (2015) [*Policy on preventing discrimination based on creed*](https://www.ohrc.on.ca/en/policy-preventing-discrimination-based-creed). Students may seek accommodations for missed course components on religious, spiritual, or other creed grounds. In such cases the students should please consult the instructor within two weeks of the announcement of the due date for which the accommodation is being sought.

# Mental Health Support

All of us need a support system. The faculty and staff in Arts encourage students to seek out mental health support if they are needed.

**On campus supports**

For counselling (individual or group) reach out to [Campus Wellness and Counselling Services.](https://uwaterloo.ca/campus-wellness/counselling-services) Counselling Services strives to provide a secure, supportive environment for students of all orientations and backgrounds. They offer confidential counselling for a variety of areas including anxiety, stress management, depression, grief, substance use, sexuality, relationship issues, and much more.

**Other on-campus supports**

* [MATES](https://wusa.ca/services/uw-mates):  one-to-one peer support program offered by the Waterloo Undergraduate Student Association (WUSA) and Counselling Services
* Download the [WatSafe app](https://uwaterloo.ca/watsafe/) to your phone to quickly access mental health support information
* [Empower Me](https://uwaterloo.us11.list-manage.com/track/click?u=f5194df42b6fc63ac2f0875eb&id=6859501915&e=d4e4205e24): to access create an account on the Dialogue mobile app or on the web at [www.studentcare.ca/dialogue](http://www.studentcare.ca/dialogue)
* [Sexual Violence Prevention and Response Centre](https://uwaterloo.ca/sexual-violence-prevention-response-office/) - supports all members of the University of Waterloo campus community who have experienced or been impacted by sexual violence.

**Off campus supports**

* [Good2Talk](https://good2talk.ca/):  Free confidential help line for post-secondary students. Phone: 1-866-925-5454
* Grand River Hospital: Emergency care for mental health crisis. Phone: 519-749-4300
* [St. Mary's Hospital](https://uwaterloo.us11.list-manage.com/track/click?u=f5194df42b6fc63ac2f0875eb&id=f9ffc07602&e=d4e4205e24) - 519-744-3311
* [Here 24/7](https://here247.ca/): Mental Health and Crisis Service Team. Phone: 1-844-437-3247
* 988 Suicide Crisis Helpline: a 24/7 urgent mental health care three-digit helpline
* [OK2BME](https://ok2bme.ca/): set of support services for Two-Spirit, lesbian, gay, bisexual, trans, queer, intersex, asexual (@SLGBTQIA+) and questioning kids, teens, adults, and their families in Waterloo Region.  Phone: 519-884-0000 or e-mail ok2bme@caminowellbeing.ca
* [Sexual Assault Support Centre of Waterloo Region](http://www.sascwr.org/) - offers individual counselling to people of all genders, 16+ who have been sexually assaulted at any point in their lives. As well as short-term support for family members or friends of sexual assault survivors. Also, information and referrals

More information about resources and supports for students can be found online in on the [Faculty of Arts Student Support](https://uwaterloo.ca/arts/undergraduate/student-support/) page.

# Anti-racism statement

The University of Waterloo does not tolerate racism or any other form of discrimination and expects campus community members to contribute to a culture where all members feel safe and valued. Any member of the campus community who has experienced racism or discrimination at the University is encouraged to review available processes for addressing their concerns under Policy 33 – Ethical Behaviour and to seek guidance from the Equity Office via email at [equity@uwaterloo.ca](https://uwaterloo.ca/presidents-anti-racism-taskforce/part-report/equity%40uwaterloo.ca) or through their [website](https://uwaterloo.ca/equity-diversity-inclusion-anti-racism/).

# Academic freedom at the University of Waterloo

[Policy 33 -- Ethical Behaviour](https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-33) states, as one of its general principles (Section 1), “The University supports academic freedom for all members of the University community. Academic freedom carries with it the duty to use that freedom in a manner consistent with the scholarly obligation to base teaching and research on an honest and ethical quest for knowledge. In the context of this policy, 'academic freedom' refers to academic activities, including teaching and scholarship, as is articulated in the principles set out in the Memorandum of Agreement between the FAUW and the University of Waterloo, 1998 (Article 6). The academic environment which fosters free debate may from time to time include the presentation or discussion of unpopular opinions or controversial material. Such material shall be dealt with as openly, respectfully and sensitively as possible.” This definition is repeated in Policies 70 and 71, and in the Memorandum of Agreement, Section 6

# Intellectual Property

Students should be aware that this course contains the intellectual property of their instructor, TA, and/or the University of Waterloo.

Intellectual property includes items such as:

* Lecture content, spoken and written (and any audio/video recording thereof);
* Lecture handouts, presentations, and other materials prepared for the course (e.g., PowerPoint slides);
* Questions or solution sets from various types of assessments (e.g., assignments, quizzes, tests, final exams); and
* Work protected by copyright (e.g., any work authored by the instructor or TA or used by the instructor or TA with permission of the copyright owner).

Course materials and the intellectual property contained therein are used to enhance a student’s educational experience. However, sharing this intellectual property without the intellectual property owner’s permission is a violation of intellectual property rights. For this reason, it is necessary to ask the instructor, TA and/or the University of Waterloo for written permission before uploading and sharing the intellectual property of others online (e.g., to an online repository).

Permission from an instructor, TA or the University is also necessary before sharing the intellectual property of others from completed courses with students taking the same/similar courses in subsequent terms/years.  It is also forbidden to share the material listed above from a previous iteration of a course with a student presently enrolled in the course, unless you have the instructor’s written permission to do so. In many cases, instructors might be happy to allow distribution of certain materials. However, doing so without expressed permission is considered a violation of intellectual property rights.

Please alert the instructor if you become aware of intellectual property belonging to others (past or present) circulating, either through the student body or online. The intellectual property rights owner deserves to know (and may have already given their consent).

# Pronouns and chosen or preferred first name

Students can verify their chosen or preferred first name and pronouns by logging into [WatIAM](https://idm.uwaterloo.ca/watiam/). Your chosen or preferred first name and pronouns listed in WatIAM will be used across campus (e.g., in LEARN, Quest, WaterlooWorks, WatCard, etc). Your legal first name will always be used on certain official documents, such as diplomas and transcripts.

Students can add their pronouns in [Quest](https://uwaterloo.ca/quest/help/students/how-do-i/view-or-update-my-personal-information). Should you choose to include your pronouns in Quest, your pronouns will be accessible by instructors, advisors, and employees with access to Quest. If no pronoun is added, the field in Quest will remain blank.