# Course Schedule

**IMPORTANT:** ALL TIMES EASTERN - Please see the University Policies section of your Syllabus for details.

Please note that the Course Schedule only lists activities and assignments. Students should be working through the Unit pages step by step.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Week</th>
<th>Readings and Other Assigned Material</th>
<th>Activities and Assignments</th>
<th>End / Due Date</th>
<th>Completion Grades (Pts.)</th>
<th>Weight (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1: Narrative</td>
<td>Week 1</td>
<td></td>
<td>Introduce Yourself to Your TA Group</td>
<td>Friday, May 4, 2018 at 11:55 PM</td>
<td>1</td>
<td>Counts towards 20%</td>
</tr>
<tr>
<td></td>
<td>Week 2</td>
<td>Chapter 1: Narratives</td>
<td></td>
<td>Rights and Responsibilities Agreement Quiz</td>
<td>Friday, May 4, 2018 at 11:55 PM</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Unit 1: Narrative - Chapter and Assignment Review Quiz (must attain 100% on quiz to unlock the rest of the unit activities)</td>
<td></td>
<td>Ungraded</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Activity 1: 140-Character Memoir</td>
<td>Wednesday, May 9, 2018 at 11:55 PM</td>
<td>2</td>
<td>Counts towards 20%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Activity 2: Photo Essay</td>
<td>Friday, May 11, 2018 at 11:55 PM</td>
<td>2</td>
<td>Counts towards 20%</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Activity 3: Narrative Discussion 1</td>
<td>Monday, May 14, 2018 at 11:55 PM</td>
<td>2</td>
<td>Counts towards 20%</td>
</tr>
<tr>
<td></td>
<td>Week 3</td>
<td>Activity 4: Narrative Discussion 2</td>
<td>Wednesday, May 16, 2018 at 11:55 PM</td>
<td>2</td>
<td>Counts towards 20%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Activity 5: Set up ePortfolio Presentation Template</td>
<td>Friday, May 18, 2018 at 11:55 PM</td>
<td>1</td>
<td>Counts towards 20%</td>
<td></td>
</tr>
<tr>
<td>Week</td>
<td>Chapter</td>
<td>Activity Description</td>
<td>Due Date and Time</td>
<td>Counts</td>
<td>Towards %</td>
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<tr>
<td>4</td>
<td>36</td>
<td>Activity 7a: Submit Draft for Peer Review to Unit 1 Peer Review Workshop discussion forum</td>
<td>Tuesday, May 22, 2018 at 11:55 PM</td>
<td>2</td>
<td>20%</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Activity 7b: Review at least three Personal Narrative drafts in your Unit 1 Peer Review Workshop discussion forum</td>
<td>Friday, May 25, 2018 at 11:55 PM</td>
<td>6</td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>35</td>
<td>Activity 8: Revise Personal Narrative Essay</td>
<td>Before Monday, May 28, 2018</td>
<td></td>
<td>Ungraded</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Activity 9: Personal Narrative Academic Honesty Quiz (to unlock dropbox)</td>
<td>Monday, May 28, 2018 at 11:55 PM</td>
<td></td>
<td>Ungraded</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10a</td>
<td>Activity 10a: Add your Personal Narrative Process Documents to your ePortfolio</td>
<td>Monday, May 28, 2018 at 11:55 PM</td>
<td>4</td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10b</td>
<td>Activity 10b: Submit &quot;Final-for-Now&quot; Revised Personal Narrative Assignment, Reflection, and eP Presentation to the Dropbox</td>
<td>Monday, May 28, 2018 at 11:55 PM</td>
<td></td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>8</td>
<td>Unit 2: Advertisement Analysis - Chapter and Assignment Review Quiz (must attain 100% on quiz to unlock the rest of the unit activities)</td>
<td></td>
<td></td>
<td>Ungraded</td>
<td></td>
</tr>
<tr>
<td>Week 6</td>
<td>Chapter 44: Incorporating Sources into Your Work; Chapter 45: Documenting Sources; Chapter 46: MLA Documentation</td>
<td>Activity 1: Workshop Your Paper Topic Idea</td>
<td><strong>Before</strong> Friday, June 1, 2018 at 11:55 PM</td>
<td>2 Counts towards 20%</td>
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<td></td>
<td></td>
<td>Activity 2: Quotation</td>
<td><strong>Before</strong> Wednesday, June 6, 2018 at 11:55 PM</td>
<td>2 Counts towards 20%</td>
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<td></td>
<td></td>
<td>Activity 3: Advertisement Analysis Discussion 1</td>
<td><strong>Before</strong> Friday, June 8, 2018 at 11:55 PM</td>
<td>2 Counts towards 20%</td>
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<tr>
<td>Week 7</td>
<td>Review Chapter 36: Peer Editing</td>
<td>Activity 4: Advertisement Analysis Discussion 2</td>
<td><strong>Before</strong> Monday, June 11, 2018 at 11:55 PM</td>
<td>2 Counts towards 20%</td>
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<tr>
<td></td>
<td></td>
<td>Activity 6a: Submit Draft for Peer Review to Unit 2 Peer Review Workshop discussion forum</td>
<td><strong>Before</strong> Wednesday, June 13, 2018 at 11:55 PM</td>
<td>2 Counts towards 20%</td>
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<td></td>
<td></td>
<td>Activity 6b: Review at least three Advertisement Analysis drafts in your Unit 2 Peer Review Workshop discussion forum</td>
<td><strong>Before</strong> Friday, June 15, 2018 at 11:55 PM</td>
<td>6 Counts towards 20%</td>
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<tr>
<td></td>
<td>Review Chapter 35: Revising Your Work; Chapters 32, 33 and 34 on Style; Chapter 45 Documenting Sources</td>
<td>Activity 7: Revise Advertisement Analysis Essay</td>
<td><strong>Before</strong> Monday, June 18, 2018</td>
<td>Ungraded</td>
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<tr>
<td></td>
<td></td>
<td>Activity 8: Advertisement Analysis Academic Honesty Quiz (to unlock dropbox)</td>
<td>Monday, June 18, 2018 at 11:55 PM</td>
<td>Ungraded</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Activity 9a: Add your</td>
<td>Monday, June 18, 2018</td>
<td>4 Counts towards 20%</td>
<td></td>
<td></td>
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<tr>
<td>Week</td>
<td>Unit 3: Research and Argument</td>
<td>Chapter 3: Arguments</td>
<td>Activity 1: Workshop Your Paper Topic</td>
<td>Before</td>
<td>2</td>
<td>Counts towards 20%</td>
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<tr>
<td>8</td>
<td></td>
<td></td>
<td>Chapter 37: Beginning Your Research; Chapter 38: Finding Print in Online Sources; and Chapter 40: Evaluating Sources</td>
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<tr>
<td>9</td>
<td></td>
<td></td>
<td>Activity 2: Summary, Paraphrase and Quotation</td>
<td>Monday, June 25, 2018 at 11:55 PM</td>
<td>2.5%</td>
<td></td>
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<tr>
<td>10</td>
<td></td>
<td></td>
<td>Activity 3: Smart Research</td>
<td>Friday, June 29, 2018 at 11:55 PM</td>
<td>2.5%</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Activity 5a: Submit Draft for Peer Review to Unit 3 Peer</td>
<td>Wednesday, July 4, 2018 at 11:55 PM</td>
<td>2</td>
<td>Counts towards 20%</td>
</tr>
</tbody>
</table>

### Unit 3: Argument
- **Chapter and Assignment Review Quiz** (must attain 100% on quiz to unlock the rest of the unit activities)

### Activity 9b:
- Submit "Final-for-Now" Advertisement Analysis Assignment, Reflection, and eP Presentation to the Dropbox
- Monday, June 18, 2018 at 11:55 PM

### Activity 1:
- Workshop Your Paper Topic
- Before Wednesday, June 20, 2018 at 11:55 PM

### Activity 2:
- Summary, Paraphrase and Quotation
- Monday, June 25, 2018 at 11:55 PM

### Activity 3:
- Smart Research
- Friday, June 29, 2018 at 11:55 PM

### Activity 5a:
- Submit Draft for Peer Review to Unit 3 Peer
- Wednesday, July 4, 2018 at 11:55 PM
<table>
<thead>
<tr>
<th>Week 11</th>
<th>Activity 7: Argument Academic Honesty Quiz (to unlock dropbox)</th>
<th>Wednesday, July 11, 2018 at 11:55 PM</th>
<th>Ungraded</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Activity 8a: Add your Argument Process Documents to your ePortfolio</td>
<td>Wednesday, July 11, 2018 at 11:55 PM</td>
<td>4 Counts towards 20%</td>
</tr>
<tr>
<td></td>
<td>Activity 8b: Submit &quot;Final-for-Now&quot; Argument Assignment, Reflection, and eP Presentation to the Dropbox</td>
<td>Wednesday, July 11, 2018 at 11:55 PM</td>
<td>15%</td>
</tr>
<tr>
<td>Week 12</td>
<td>Chapters 51-61: Common Errors</td>
<td>Activity 1: Common Errors Discussion</td>
<td>Monday, July 16, 2018 at 11:55 PM</td>
</tr>
<tr>
<td></td>
<td>Chapter 9: Essay Examinations</td>
<td>Essay Exams - Chapter Review Quiz</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Final Portfolio</td>
<td>Final Portfolio</td>
<td>Wednesday, July 25, 2018 at 11:55 PM</td>
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</tbody>
</table>
Final Examination Arrangements and Schedule

Please carefully review the information about writing exams for online courses, including dates, locations, how to make examination arrangements, writing with a proctor, and deadlines.

If you are taking any on-campus courses, you will automatically be scheduled to write your exam on campus. No action is required.

If you are taking only online courses, do one of the following:

- If your address in QUEST is within 100 km of an examination centre, you must choose an exam centre in Quest by Sunday, May 13, 2018. This must be done each term.
- If your address in Quest is more than 100 km from an exam centre, you must arrange for a proctor. Please review the guidelines and deadlines for writing with a proctor. This must be done each term.

Your online course exam schedule will be available in Quest approximately four weeks before your exam date(s). Instructions on how to find your schedule are posted on the Quest Help page.

University of Waterloo Senate-approved academic regulations related to assignments, tests, and final exams can be found on the Registrar's website.

Official Grades and Course Access

Official Grades and Academic Standings are available through Quest.

Your access to this course will continue for the duration of the current term. You will not have access to this course once the next term begins.
**ANNOUNCEMENTS**

Your instructor uses the Announcements widget on the Course Home page to make announcements during the term as needed. You are expected to read the announcements on a regular basis.

To ensure you are viewing the complete list of news items, you may need to click Show All Announcements.

**DISCUSSIONS**

A General Discussion topic* has also been made available to allow students to communicate with peers in the course. Your instructor may drop in at this discussion topic.

**CONTACT US**

<table>
<thead>
<tr>
<th>Who and Why</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor and TAs</td>
<td>You may contact your TA (see the TA list below) using the Ask the TA discussion topic* to ask specific questions about course content (including your activities and assignments). TAs will use this discussion to communicate with their TA Groups. Your TA drops in at the discussion daily (Monday to Friday) and posts responses to student questions as necessary. For issues of a personal nature, please email your TA directly.</td>
</tr>
</tbody>
</table>

**TAs for ENGL 109:**

- TA Group 1: Alexandra Barnard - ajbarnar@uwaterloo.ca
- TA Group 2: Sally Beresford - s3beresf@uwaterloo.ca
- TA Group 3: Christopher Cameron - c25camer@uwaterloo.ca
- TA Group 4: Christopher Giannakopoulos - cgiannak@uwaterloo.ca
- TA Group 5: Vanya Gnaniah - vrgnaniah@uwaterloo.ca
- TA Group 6: Chitra Karki - ckkarki@uwaterloo.ca
- TA Group 7: Jennifer Rickert - jrickert@uwaterloo.ca
- TA Group 9: Hannah Watts - hwatts@uwaterloo.ca
- TA Group 10: Madison Chan - ms2chan@uwaterloo.ca
- TA Group 11: Jay Rawding - jrawding@uwaterloo.ca
- TA Group 12: Dhruba Neupane - dneupane@uwaterloo.ca
- TA Group 13: Christopher Martin - c23marti@uwaterloo.ca
- TA Group 14: Jey Russell - jd3russe@uwaterloo.ca
- TA Group 15: Travis Morton - rtmorton@uwaterloo.ca

Questions about course policies and administration may be posed to the Ask the Instructor discussion topic*. DO NOT use this topic to ask questions about assignment details or grades.
**Questions of a personal nature** can be directed to your instructor.

Instructor: Dr. George Lamont  
[glamont@uwaterloo.ca](mailto:glamont@uwaterloo.ca)

Please include your TA Group number in the subject line of the email.

Your instructor checks email frequently and you should expect an answer to your questions within 24 hours, Monday to Friday.

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### Technical Support,  
Centre for Extended Learning

- Technical problems with Waterloo LEARN  
[learnhelp@uwaterloo.ca](mailto:learnhelp@uwaterloo.ca)

Include your full name, WatIAM user ID, student number, and course name and number.

Technical support is available during regular business hours, Monday to Friday, 8:30 AM to 4:30 PM (Eastern Time).

[LEARN Help Student Documentation](mailto:LEARN Help Student Documentation)

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### Learner Support Services,  
Centre for Extended Learning

- General inquiries  
- WatCards (Student ID Cards)  
- Examination information  

[Student Resources](mailto:extendedlearning@uwaterloo.ca)  
+1 519-888-4002

Include your full name, WatIAM user ID, student number, and course name and number.

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*Discussion topics can be accessed by clicking **Connect** and then **Discussions** on the course navigation bar above.*
English 109 is designed to get you comfortable writing in an academic context. You will learn about different forms of academic writing, as well as the processes that great writers engage in to create their best work. You will read texts to learn more about how they were written, and thus to improve your own writing.

Because we value learning as a social activity, and thus recognize that writers and readers learn from one another, much of your work in English 109 will involve different kinds of collaboration with your peers.

We believe that this work of writing and reading rhetorically is an important process that takes place over time, and, as such, this course uses portfolio evaluation as the primary means to assess your work. You will get to revise all of your writing many times.

The objectives of English 109 are to

- help you develop your abilities as a writer and reader of texts;
- help you to think critically and communicate effectively;
- learn and practice a variety of strategies for inventing, drafting, and editing texts written in
different genres and for different audiences;
- help you learn to read rhetorically;
- learn ways to adapt your writing to different situations, so that you can more effectively and more powerfully communicate; and
- prepare you to succeed throughout your academic career, regardless of your discipline.

This online course was developed by Dr. Jay Dolmage, with instructional design and multimedia development support provided by the Centre for Extended Learning. Further media production was provided by Instructional Technologies and Multimedia Services.
# ABOUT THE COURSE AUTHOR - JAY DOLMAGE

## EDUCATIONAL BACKGROUND

I studied English Literature and Creative Writing at the University of British Columbia. I then completed an MA in Creative Writing and English Literature at the University of Windsor, and fell in love with teaching writing. I have always been involved in disability rights issues and advocacy, and during work towards a Ph.D. at Miami University of Ohio, I discovered that I could bring my interest in disability into the study and teaching of rhetoric and writing. My dissertation (and a subsequent book project) focuses on the rhetorical history of disability, and the development of bodily rhetorics. For four very enjoyable years, between 2006 and 2010, I taught at West Virginia University, where I also coordinated a large first-year writing program. In the summer of 2010, I returned to Canada, excited to begin the next stage of my career at the University of Waterloo.

## PHILOSOPHY OF TEACHING

I believe that all students have the right and the ability to learn—and that the best classes bring together the most diverse groups of students in ways that mutually benefit all. I think Universities should be places where we work together to improve our entire society, and not just special or elite places for the select few. I also believe that teaching writing teaches important intellectual habits and can be a form of civic engagement, in addition to the academic and job-related skills students can gain. I feel that, as a teacher, I always need to be open to learning, too.

## INTERESTS

I like to run, swim in lakes, read and write fiction, and build things.

## FAMILY/CHILDREN/TRAVEL

I have two wonderful and hilarious kids, Vernon and Francine, and a dog named Tito. My partner Heather is a social worker in the KW area. As a family we like to travel across real and imaginary worlds.
MATERIALS AND RESOURCES

TEXTBOOKS

Required:


Note: this text will be referred to as *HTWA3e* throughout the course.

For textbook ordering information, please contact the [Waterloo Bookstore](#).

For your convenience, you can compile a list of required and optional course materials through [BookLook](#) using your Quest userID and password. If you are having difficulties ordering online and wish to call the Waterloo Bookstore, their phone number is +1 519-888-4673 or toll-free at +1 866-330-7933. Please be aware that textbook orders **cannot** be taken over the phone.

RESOURCES

- [Library services for co-op students on work term and distance education students](#)
1. Unit Assignments
   - Unit 1 Assignment: 10%
   - Unit 2 Assignment: 10%
   - Unit 3 Assignment: 15%

2. Final Portfolio (2 best essays out of 3): 30%
3. Unit Activities (completion grades): 20%
4. Unit 3 Summary Paraphrase and Quotation Activity: 2.5%
5. Unit 3 Smart Research Activity: 2.5%
6. Final Examination (timed writing): 10%

   Note: Students must pass the final exam to pass the course.

**ASSESSMENT OVERVIEW**

In every unit, there will be a series of small activities and short writing assignments. If this work is completed satisfactorily, you will receive full points. Doing this work also prepares you to do well on your major essays.

You will write three major essays in this class, and this will represent the bulk of your course work. Each essay will be 4-5 pages long, and each will represent a key genre of academic writing. You will receive a "final-for-now" grade on these three major essays when they are handed in.

You will then choose your two best major essays to revise again and you will create a final ePortfolio (eP) presentation. You will submit this presentation at the end of the semester for a final portfolio grade. The final portfolio will also include other evidence of your learning, including reflective writing,
rough work, and other earlier drafts of the two chosen essays.

There will be an exam for the class that is designed to help you learn how to successfully plan, organize, and complete timed writing assignments.

Success in this class depends on meeting all of the requirements, the quality of your written work, and your willingness to try new perspectives, to revise and rethink, and to take risks.
COURSE AND DEPARTMENT POLICIES

STANDARD OF WORK

This is a university-level course, and you are expected to be comfortable with the mechanics of writing; that is, to understand and use proper grammar, syntax, and punctuation in order to communicate effectively. The course textbook, How To Write Anything: A Guide and Reference with Readings, Third Edition offers guidelines and activities to help you with these mechanics. If you need extra assistance with the basics of writing, it is your responsibility to seek help.

RIGHTS AND RESPONSIBILITIES AGREEMENT

Every member of this course—instructors as well as students—has rights and responsibilities to ensure a pleasant and productive experience for all. We are all answerable to University policies governing ethical behaviour (Policy 33 - Ethical Behaviour) and academic integrity (Policy 71 - Student Discipline), as well as to those outlining grievance or dispute procedures (Policy 70 - Student Petitions and Grievances).

LATE WORK

Late papers (major assignments) will be penalized 2% (applied to your final-for-now grade) per day late. All major papers must be completed—you will fail the class if any of the major papers is not completed and submitted, however late. You must also complete all other shorter assignments on time. Check the Course Schedule for all due dates. Remember that many short assignments will not be available to complete or submit if you miss a due date. It is very important that you also provide feedback to your peers in a timely manner. Late peer-review notes will miss out on a significant completion grade, and a pattern of late or insufficient peer-review may result in other penalties.

COURSE CONCERNS

If you are experiencing problems with the course or with the marking, you should first discuss your difficulties with your TA via email. If your problem persists, then you should contact the course instructor via email.

Students who believe that they have been wrongfully or unjustly treated or penalized have the right to grieve; refer to Policy 70 - Student Petitions and Grievances.

ONLINE ETIQUETTE

We want the class environment to be a positive one for everyone. Together we will create an online space that promotes mutual respect, positive discussions, the free exchange of ideas, and the productive use of time.

FINAL EXAM

Spring 2018
Students must pass the final exam to pass the course.

**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 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. 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).
UNIVERSITY POLICIES

SUBMISSION TIMES

Please be aware that the University of Waterloo is located in the Eastern Time Zone (GMT or UTC-5 during standard time and UTC-4 during daylight saving time) and, as such, the time that your activities and/or assignments are due is based on this zone. If you are outside the Eastern Time Zone and require assistance with converting your time, please try the Ontario, Canada Time Converter.

ACCOMMODATION DUE TO ILLNESS

If your instructor has provided specific procedures for you to follow if you miss assignment due dates, term tests, or a final examination, adhere to those instructions. Otherwise:

**Missed Assignments/Tests/Quizzes**

Contact the instructor as soon as you realize there will be a problem, and preferably within 48 hours, but no more than 72 hours, have a medical practitioner complete a Verification of Illness Form.

Email a scanned copy of the Verification of Illness Form to your instructor. In your email to the instructor, provide your name, student ID number, and exactly what course activity you missed.

Further information regarding Management of Requests for Accommodation Due to Illness can be found on the Accommodation due to illness page.

**Missed Final Examinations**

If this course has a final exam and if you are unable to write a final examination due to illness, seek medical treatment and have a medical practitioner complete a Verification of Illness Form. Email a scanned copy to the Centre for Extended Learning (CEL) at extendedlearning@uwaterloo.ca within 48 hours of your missed exam. Make sure you include your name, student ID number, and the exam(s) missed. You will be REQUIRED to hand in the original completed form before you write the make-up examination.

After your completed Verification of Illness Form has been received and processed, you will be emailed your alternate exam date and time. This can take up to 2 business days. If you are within 150 km of Waterloo you should be prepared to write in Waterloo on the additional CEL exam dates. If you live outside the 150 km radius, CEL will work with you to make suitable arrangements.

Further information about Examination Accommodation Due to Illness regulations is available in the Undergraduate Calendar.

ACADEMIC INTEGRITY

In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect, and responsibility. If you have not already completed the online tutorial regarding academic integrity you should do so as soon as possible. Undergraduate students should see the Academic Integrity Tutorial and graduate students should see...
Proper citations are part of academic integrity. Citations in CEL course materials usually follow CEL style, which is based on APA style. Your course may follow a different style. If you are uncertain which style to use for an assignment, please confirm with your instructor or TA.

For further information on academic integrity, please visit the Office of Academic Integrity.

**TURNITIN**

Turnitin.com: Text matching software (Turnitin®) may be used to screen assignments in this course. Turnitin® is used to verify that all materials and sources in assignments are documented. Students’ submissions are stored on a U.S. server, therefore students must be given an alternative (e.g., scaffolded assignment or annotated bibliography), if they are concerned about their privacy and/or security. Students will be given due notice, in the first week of the term and/or at the time assignment details are provided, about arrangements and alternatives for the use of Turnitin® in this course.

It is the responsibility of the student to notify the instructor if they, in the first week of term or at the time assignment details are provided, wish to submit the alternate assignment.

**DISCIPLINE**

A student is expected to know what constitutes academic integrity to avoid committing an academic offence, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about “rules” for group work/collaboration, should seek guidance from the course instructor, academic advisor, or the undergraduate Associate Dean. For information on categories of offences and types of penalties, students should refer to Policy 71 - Student Discipline. For typical penalties, check Guidelines for the Assessment of Penalties.

**APPEALS**

A decision made or penalty imposed under Policy 70 - Student Petitions and Grievances, (other than a petition) or Policy 71 - Student Discipline, may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to Policy 72 - Student Appeals.

**GRIEVANCE**

A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read Policy 70 - Student Petitions and Grievances, Section 4. When in doubt please be certain to contact the department’s administrative assistant who will provide further assistance.

**FINAL GRADES**

In accordance with Policy 46 - Information Management, Appendix A - Access to and Release of Student Information, the Centre for Extended Learning does not release final examination grades or final course grades to students. Students must go to Quest to see all final grades. Any grades posted in Waterloo LEARN are unofficial.
ACCESSIBILITY SERVICES

AccessAbility Services, located in Needles Hall, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodation to lessen the impact of your disability, please register with AccessAbility Services at the beginning of each academic term and for each course.

ACCESSIBILITY STATEMENT

The Centre for Extended Learning strives to meet the needs of all our online learners. Our ongoing efforts to become aligned with the Accessibility for Ontarians with Disabilities Act (AODA) are guided by University of Waterloo accessibility Legislation and policy and the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG) 2.0. The majority of our online courses are currently delivered via the Desire2Learn Learning Environment. Learn more about Desire2Learn’s Accessibility Standards Compliance.

USE OF COMPUTING AND NETWORK RESOURCES

Please see the Guidelines on Use of Waterloo Computing and Network Resources.

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