Greetings colleagues;

Normally at this time we would send the End of Term memo for those teaching in the current term, and the Beginning of Term memo for an upcoming term. The usual **information found in the memos** (and more!) is now housed on a new **Teaching Term Info webpage** for Arts instructors, but we will continue to send start of term and end of term reminders with highlights and links to the webpage.

## Teaching Term Info webpage *(Reminders for start and end of term, and everything in-between)*

This page includes sections for important dates, religious observances, grades, academic rules for assignments and tests, course outline requirements, and academic integrity, as well as resources for course development and student support. You can save an up to date PDF of the entire webpage at any time if you prefer to view this information in a different format.

## COVID-19: Remote Teaching Resources and Communication

- **Winter 2021 undergraduate courses in Arts will be taught remotely,** with a small handful of pre-determined exceptions for courses that must have in-person activities.
- Students might have difficulty connecting to online course materials at specific times, because of time zones or lack of reliable Internet.  **These students must not be disadvantaged by scheduled synchronous activities.** If there are synchronous activities (e.g. live lectures), recordings should be available.
- **Course materials** should be available to your students **online**. Contact the library for help with this.
- Resourses to assist in **developing online courses** are available on the **Keep Learning** website.
  - **Universal course design:** CTE can provide advice about universal course design, which is intended to make courses accessible to diverse learners. Consult the Teaching Tips: Planning courses and assignments page(s).
- Visit the University of Waterloo Coronavirus website to stay informed and get the most recent updates for students and instructors, as well as modified services on campus.
- Review the Registrar's Office Mass Communications page (WatIAM login required) for past and planned communications to undergraduate students, to learn what information has been shared with them.

## Winter 2021 Term - Highlights

- **Classes start January 11 and end April 14** (Adjusted dates due to COVID-19)
  - **April 14 follows a Friday schedule** to make up for April 2 - Good Friday)
- **Reading Week is February 13-21 inclusive;** no course activity or assignments can be due then

- **Additional Scheduled Pause: March 15-16;** no course activity or assignments can be due then
- **Pre-exam study days: April 15-16**
- **Final exam period: April 17-26, including Sunday April 18**
- Co-op work term (no change)**:** January 4 to April 23
- Check other **Winter 2021 Important Dates** and **Religious Observances**
- Class Enrolment - if students aren't able to add your class on Quest, consult the Enrolment problems and course overrides page.
- **Course Outline / Syllabus Requirements**
  - **Accessible course outline / syllabus template**
  - List of **required and optional statements** to include on course outlines
  - **Notes about course outlines**
  - Reminders:
    - Course outlines carry **contractual weight** and must be provided by the end of the **first week of classes**. Electronic versions must meet **accessibility standards**.
    - Changes to grading breakdowns should only be made for absolutely compelling reasons, in writing, and with the express approval of the class.
    - Articulate your **late submission policies** and **"participation"** requirements (if applicable) in clear and unambiguous terms. This helps avoid complaints later.
    - **Group work:** consider using the Group assignment checklist (PDF) checklist.
- **Assignments, Tests, Final Exams, Reading Week**
  - Academic rules and timing of tests, assignments, exams/final assessments
  - Accommodations
- If you believe that an academic offence has occurred, consult the **Academic Integrity, Student Discipline - Policy 71** section for information on how to proceed.
- **LEARN service outages:** consult Waterloo Learn Help should these occur.
- **Privacy and Information Management** - resources about student privacy.
- **Grades -** Includes grade submission deadlines, **INC grade process,** grading system, non-numeric grades.
- **Student Support** - Links to accessibility resources, academic and wellness supports, student societies and associations.
- **Course Perception Survey** - Overview of the timeline and process. (TBA - launch delayed. Course Evaluation process still in effect)