Course Schedule

Important: **ALL TIMES EASTERN** - Please see the [University Policies](#) section of your Syllabus for details.

To open the **Assignment 1 dropbox**, you must attempt the [Academic Integrity Quiz](#) and earn 100% on the [Academic Integrity Checklist](#) for that Assignment.

To open the **Assignment 2, 3, and Final Assignment dropboxes**, you must earn 100% on the [Academic Integrity Checklist](#) for that Assignment.

The Course Schedule indicates due dates and when the grace period ends. To stay on track in the course, you should have the modules completed and assessments submitted by the due date. See the [Course and Department Policies](#) page for details.

<table>
<thead>
<tr>
<th>Week</th>
<th>Module</th>
<th>Activities and Assignments</th>
<th>Due Date</th>
<th>Grace Period Ends</th>
<th>Weight (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Module 1: What is Sustainability?</td>
<td>Entry Survey <em>(before starting Module 1)</em></td>
<td>Wednesday May 8, 2019 at 11:55 PM</td>
<td>Monday May 13, 2019 at 11:55 PM (May 20 for late enrol)</td>
<td>2%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>End of Module 1 Quiz</td>
<td>Monday May 13, 2019 at 11:55 PM</td>
<td>Monday June 3, 2019 at 11:55 PM</td>
<td>2%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assignment 1 Academic Integrity Quiz</td>
<td>Monday May 20, 2019 at 11:55 PM</td>
<td>Friday May 24, 2019 at 11:55 PM</td>
<td>Ungraded</td>
</tr>
<tr>
<td>Week 2</td>
<td>Module 2: The Socio-Ecological Crisis</td>
<td><strong>Assignment 1: I=f(PAT)</strong></td>
<td>Monday May 20, 2019 at 11:55 PM</td>
<td>Friday May 24, 2019 at 11:55 PM</td>
<td>8%</td>
</tr>
<tr>
<td>--------</td>
<td>-------------------------------------</td>
<td>---------------------------</td>
<td>-------------------------------</td>
<td>-------------------------------</td>
<td>----</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Important - This activity must be completed before Assignment 1 can be submitted.</strong></td>
<td>Monday May 20, 2019 at 11:55 PM</td>
<td>Friday May 24, 2019 at 11:55 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>End of Module 2 Quiz</strong></td>
<td>Monday May 20, 2019 at 11:55 PM</td>
<td>Monday June 3, 2019 at 11:55 PM</td>
<td>1%</td>
</tr>
<tr>
<td>Week 3</td>
<td>Module 3: Technological Approaches to Sustainability</td>
<td><strong>End of Module 3 Quiz</strong></td>
<td>Monday May 27, 2019 at 11:55 PM</td>
<td>Monday June 3, 2019 at 11:55 PM</td>
<td>2%</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Assignment 2 Academic Integrity Checklist quiz</strong></td>
<td>Monday June 3, 2019 at 11:55 PM</td>
<td>Friday June 7, 2019 at 11:55 PM</td>
<td>Ungraded</td>
</tr>
<tr>
<td></td>
<td><strong>Important - This activity must be completed before Assignment 2 can be submitted.</strong></td>
<td><strong>Assignment 2: Technology</strong></td>
<td>Monday June 10, 2019 at 11:55 PM</td>
<td>Friday June 14, 2019 at 11:55 PM</td>
<td>13%</td>
</tr>
</tbody>
</table>

**Week 4: Catch-up Week**
<table>
<thead>
<tr>
<th>Week 5</th>
<th>Module 4: State Approach</th>
<th>Respond to TA Feedback on Assignment 1: I=f(PAT)</th>
<th>Friday June 7, 2019 at 11:55 PM</th>
<th>Monday June 10, 2019 at 11:55 PM</th>
<th>2%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>End of Module 4 Quiz</td>
<td>Monday June 10, 2019 at 11:55 PM</td>
<td>Monday July 8, 2019 at 11:55 PM</td>
<td>2%</td>
</tr>
<tr>
<td>Week 6</td>
<td>Module 5: Oceans</td>
<td>Module 5 Graded Learning Activity: Reading Guide Notes</td>
<td>Monday June 17, 2019 at 11:55 PM</td>
<td>Monday July 8, 2019 at 11:55 PM</td>
<td>1%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>End of Module 5 Quiz</td>
<td>Monday June 17, 2019 at 11:55 PM</td>
<td>Monday July 8, 2019 at 11:55 PM</td>
<td>2%</td>
</tr>
<tr>
<td>Week 7</td>
<td>Module 6: Market-based Approach</td>
<td>Respond to TA Feedback on Assignment 2: Technology</td>
<td>Friday June 28, 2019 at 11:55 PM</td>
<td>Monday July 1, 2019 at 11:55 PM</td>
<td>2%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Module 6 Graded Learning Activity: Reading Guide Notes</td>
<td>Monday June 24, 2019 at 11:55 PM</td>
<td>Monday July 8, 2019 at 11:55 PM</td>
<td>1%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>End of Module 6 Quiz</td>
<td>Monday June 24, 2019 at 11:55 PM</td>
<td>Monday July 8, 2019 at 11:55 PM</td>
<td>2%</td>
</tr>
<tr>
<td>Week 8</td>
<td>Module 7: Grassroots Approaches to Sustainability and Critical Perspectives</td>
<td>Module 7 Graded Learning Activity: Film Guide Notes</td>
<td>Monday July 1, 2019 at 11:55 PM</td>
<td>Monday July 8, 2019 at 11:55 PM</td>
<td>1%</td>
</tr>
</tbody>
</table>
### Week 9: Catch-up Week

<table>
<thead>
<tr>
<th>Week 10</th>
<th>Module 8: Climate and Energy</th>
<th>Module 8 Graded Learning Activity: Reading Guide Notes</th>
<th>Monday July 22, 2019 at 11:55 PM</th>
<th>Monday July 29, 2019 at 11:55 PM</th>
<th>1%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>End of Module 8 Quiz</td>
<td></td>
<td>Monday July 22, 2019 at 11:55 PM</td>
<td>Monday July 29, 2019 at 11:55 PM</td>
<td>2%</td>
</tr>
</tbody>
</table>

**Select and complete 1** of the following 3 modules (9, 10, or 11) this week, completing all activities and assignments associated with your chosen module **by the end of the grace period**.
<table>
<thead>
<tr>
<th>Due During Exam Period</th>
<th>Final Assignment Academic Integrity Checklist quiz</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Important - This activity must be completed before the Final Assignment can be submitted.</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Final Assignment</th>
<th>Tuesday August 6, 2019 at 11:55 PM</th>
<th>Tuesday August 13, 2019 at 11:55 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ungraded</td>
<td>25%</td>
</tr>
</tbody>
</table>

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.
Contact Information

Announcements

Your instructor uses the Announcements widget on the Course Home page during the term to communicate new or changing information regarding due dates, general feedback on assessments, and to clarify concepts or sections of the course that students are struggling with and have identified in the feedback section at the end of each module. Make sure you subscribe to the announcements in this course, to ensure you receive notifications on when these important announcement has been posted.

You are expected to read the announcements on a regular basis.

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

Discussions

The Ask the Instructor discussion topic* is a place where you can ask questions that will be answered by the TAs or your instructor. 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>
</table>
**Instructor and TA**  
- Course-related questions (e.g., course content, deadlines, assignments, etc.)  
- Questions of a personal nature

Post your course-related questions to the Ask the Instructor discussion topic*. This allows other students to benefit from your question as well.

Questions of a personal nature can be directed to your instructor or your TA. Please consider contacting your TA first and if the issue cannot be resolved please contact the instructor.

Instructor: James Nugent  
[james.nugent@uwaterloo.ca](mailto:james.nugent@uwaterloo.ca)  
+1 519-888-4567 ext. 37657  
Office hours: By appointment.

TAs

Rachel Edwards [Students with last name "A" to McCarthy]  
[r7edwards@uwaterloo.ca](mailto:r7edwards@uwaterloo.ca)

Sarah Ghorpade [Students with last name McCartney to Z"]  
[sarah.ghorpade@uwaterloo.ca](mailto:sarah.ghorpade@uwaterloo.ca)

Your instructor checks email and the Ask the Instructor discussion topic* frequently and will make every effort to reply to your questions within 24–48 hours, Monday to Friday.

Additional **Virtual Help Sessions** will occur a few times throughout the course. Details will be posted in **Announcements**.
**Virtual Help Sessions:**

**Online Rooms/Adobe Connect Support**

Questions about Online Rooms/Adobe Connect

ist-ac@uwaterloo.ca

Include your full name, WatIAM user ID, student number, course name and number, quiz/assignment name, and any other relevant details.

For instructions on how to use Online Rooms/Adobe Connect, see Adobe Connect Help.

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**Technical Support, Centre for Extended Learning**

Technical problems with Waterloo LEARN

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

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**Learner Support Services, Centre for Extended Learning**

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

Student Resources

extendedlearning@uwaterloo.ca
+1 519-888-4002

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

*Discussions can be accessed from the Course Home page by clicking Connect and then Discussions on the course navigation bar.*
Course Description and Learning Outcomes

Course Description

This course introduces students to the goals, principles, and approaches to sustainability. Theories of sustainability aim to reconcile current social and economic goals (e.g., economic growth and poverty alleviation) with long-term environmental objectives (e.g., improved environmental quality, climate stability, biodiversity conservation, managing resources to ensure future access). Case studies are used to illustrate solutions for realizing sustainability and the United Nations Sustainable Development Goals. Students will identify intersecting approaches to sustainability centred on technology, the market, the state, as well as individual and collective action. Key values underlying sustainability are explored, including notions of the “good life”, democracy, social justice, and efficiency.

Course Features

There are 12 modules in this course, however, students are only required to complete 10 modules. Students must complete the required modules, modules 1 through 8 and module 12 (and the associated assessments), and can choose to complete any of the three optional modules (and associated assessments), modules 9, 10, or 11.

The course is designed to get you thinking about and applying key concepts in the course. Throughout the course you will find Apply Your Learning boxes, where you have the opportunity to test your understanding and engage with important concepts. Answering these questions will help you prepare you for the quizzes.

Each module contains text, visuals, video content as well as required reading. The modules also include applied Examples, that help to demonstrate concepts and Definition boxes, that help clarify words that all students may not be familiar with.

Some modules also include ungraded Reading Guide Notes and Film Guide Notes, designed to guide your reading and learning. Some of these Guide Notes are Graded Learning Activities, which students will submit for a participation/completion grade. In most modules, the readings are integrated with the modules (e.g., read a couple module pages, do the required text reading and then return to the module pages). The order matters, so doing all the readings before or after the module is not the best approach.

In addition to these core resources, you'll find lots of Optional Resources in the course. These are clearly labeled on the module pages and listed on the module landing page. These are here for you to deepen your understanding or learn more about a concept you may be particularly interested in and are not required.
Assessments

Your learning will be assessed through End of Module Quizzes (worth 2% each), several Graded Learning Activities (worth 1% each) and a few written Assignments, providing the opportunity to apply concepts learned in the course. The final exam will be a take-home Final Assignment. See the Activities and Assignments pages and Grade Breakdown page for more details.

Learning Outcomes

By the end of this course, you will be able to:

1. Describe the current socio-ecological crisis and summarize key trends.

2. Identify the United Nations Sustainable Development Goals.

3. Compare and contrast different theoretical models of sustainability.

4. Recognize four intersecting approaches to sustainability (i.e., centred on technology, the market, the state, and the citizen), comparing and contrasting their underlying political assumptions regarding economic development, nature, and social justice.

5. Apply four of the key values that underlie sustainability (competing notions of the “good life”; democracy; equity; and efficiency).


7. Classify socio-ecological problems and solutions according to the United Nations’ seventeen Sustainable Development Goals, and understand some of the interconnections between these goals.

8. Situate one’s own well-being in relationship to multi-scalar socio-ecological processes, including the well-being (or suffering) of other human beings in other places in the world, past, present and future.

9. Assess organizations and institutions explicit and implicit values, goals and approaches to sustainability.

This online course was developed by James Nugent, with instructional design and multimedia development support provided by the Centre for Extended Learning.
About the Course Author/Instructor

James Nugent - Course Author

Educational Background

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and Course Author

A Lecturer in the Faculty of Environment at the University of Waterloo, James teaches courses on sustainability, urban politics, political ecology, social movements and ecological economics. James has helped organize several social movement coalitions, bringing together environmental, labour and community groups to create more sustainable and socially just cities. His participatory research help found the Toronto Community Benefit Network which negotiated Ontario’s first community benefits agreement explicitly linking infrastructure projects to broader social and environmental policy objectives.

Current Research

James' research examines how the transition towards a “green” economy is constituted through social movement struggles over employment, racism, and gender oppression, including competing socio-cultural constructions of nature and the city. James' community-based, action-oriented research has analyzed and contributed to coalitions of environmental, labour, and social justice groups that are shaping policies on climate change, environmental infrastructure, and urban economic renewal. His analysis extends the insights of labour geography by understanding uneven development and the production of urban space as socio-ecological processes that are contested by a wide-range of social movement actors.

Philosophy of Teaching

**Learning should be transformational**

Learning should be a transformational experience that challenges us to question our most basic assumptions, values, and beliefs, while fostering the empathy, excitement, and creativity necessary for building a more socially and environmentally just world.

**Diversity is a strength**

Everyone in the course has something valuable to share.
Emotional and social bonds motivate learning

Students learn best when they are emotionally and socially engaged with the course material and with one another.

We learn from the space in which we learn

Learning about power relations in society begins in the classroom itself.

Rewarding creativity & effort

An obsession with marks can interfere with learning. Creativity requires risk-taking. But students who are worried about getting poor marks for proposing an idea or trying a project that does not work out, or for taking a course that is outside their major, may adopt a conservative approach to assignments and course selection.

Critical thinking requires critical speaking

Critical speaking refers to a reflexive and personal ideological transformation through discussion (speaking and listening). Critical speaking is central to critical thinking, community organizing and other democratic processes.

An inclusive and warm learning environment

A respectful and trusting learning environment increases student engagement. This can be achieved through open, honest discourse and communication between instructors, TAs, and students, while respecting differences of opinion and perspective.

Hobbies/Interests/Sports

When not involved in research, James likes to listen to all types of music, play sports, watch films, cook and go camping.
Materials and Resources

Textbook

Required


NOTE: Each course module contain links to websites and online articles that are considered required readings unless labeled as an 'Optional Resource'.

For textbook ordering information, please contact the W Store | Course Materials + Supplies.

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.

Course Reserves

Course Reserves can be accessed using the Library Resources widget on the Course Home page.

Student Resources

- Library services for Co-op students on work term and Extended Learning students
- Writing and Communication Centre: The Writing and Communication Centre (WCC) works with students in all faculties to help you consider your audience, clarify your ideas, develop your voice, and write in the style appropriate to your discipline. WCC staff offer one-on-one support for writing papers, delivering presentations, citing research, and revising for clarity and coherence. Group appointments for team-based projects, presentations, and papers are also available. You can pre-book appointments with WCC staff, or drop in at the Library for quick questions and feedback from WCC peer tutors.
  
  Please note that communication specialists guide you to see your work as readers would. They can teach you revising skills and strategies, but will not change or correct your work for you. Please bring hard copies of your assignment instructions and any notes or drafts to your appointment.
• **AccessAbility Services:** Located in Needles Hall, Room 1401, provides academic support for University of Waterloo students who have both permanent and temporary disabilities. AccessAbility Services 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 accommodations to lessen the impact of your disability, please register at the beginning of each academic term.

• **Counselling Services:** The University of Waterloo, the Faculty of Environment and our Departments/Schools consider students' well-being to be extremely important. We recognize that throughout the term students may face health challenges - physical and/or emotional. **Please note that help is available.** Mental health is a serious issue for everyone and can affect your ability to do your best work. Counselling Services is an inclusive, non-judgmental, and confidential space for anyone to seek support. They offer confidential counselling for a variety of areas including anxiety, stress management, depression, grief, substance use, sexuality, relationship issues, and much more.
The following table represents the grade breakdown of this course.

<table>
<thead>
<tr>
<th>Activities and Assignments</th>
<th>Weight (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Integrity Quizzes</strong></td>
<td>Ungraded</td>
</tr>
<tr>
<td>Assignment 1 Academic Integrity Quiz (to be completed before Assignment 1, required to open the Assignment 1 Dropbox)</td>
<td></td>
</tr>
<tr>
<td>Academic Integrity Checklist (must be completed to open each Assignment Dropbox)</td>
<td></td>
</tr>
<tr>
<td><strong>Surveys</strong></td>
<td>4%</td>
</tr>
<tr>
<td>Entry Survey (complete before Module 1)</td>
<td>2%</td>
</tr>
<tr>
<td>Exit Survey (complete after Module 12)</td>
<td>2%</td>
</tr>
<tr>
<td><strong>Assignments</strong></td>
<td>45%</td>
</tr>
<tr>
<td>Assignment 1: I=f(PAT) (Module 2)</td>
<td>8%</td>
</tr>
<tr>
<td>Response to TA Feedback</td>
<td>2%</td>
</tr>
<tr>
<td>Assignment 2: Technology (Module 3)</td>
<td>13%</td>
</tr>
<tr>
<td>Response to TA Feedback</td>
<td>2%</td>
</tr>
<tr>
<td>Assignment 3: Analysis of an Organization (Module 8)</td>
<td>18%</td>
</tr>
<tr>
<td>Response to TA Feedback</td>
<td>2%</td>
</tr>
<tr>
<td><strong>Graded Learning Activities</strong></td>
<td>6%</td>
</tr>
<tr>
<td>Ecological Footprint Activity (Module 2)</td>
<td>1%</td>
</tr>
<tr>
<td>Reading and Film Guide Notes (for Module 5, 6, 7, 8, and one of the optional modules - 9, 10, or 11)</td>
<td>5%</td>
</tr>
</tbody>
</table>
### End of Module Quizzes

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1-8 and 12 Required</td>
<td>20%</td>
</tr>
<tr>
<td>One of the optional modules (9, 10, or 11)</td>
<td>18%</td>
</tr>
<tr>
<td>Final Assignment (due during exam period)</td>
<td>2%</td>
</tr>
</tbody>
</table>

### Final Assignment 

Final Assignment (due during exam period) 25%

### Total

Total 100%
Course and Department Policies

Course Policies

Late Penalty

The late penalty on Assignments will be a deduction of 25% for each additional calendar day (including weekends) the Assignment is submitted beyond the Grace Period (see below).

The late penalty does not apply to the End of Module quizzes, Graded Learning Activities, or Responding to TA Feedback - these assessments must be submitted by the deadline, as indicated in the Course Schedule.

Grace Period

All students are expected to meet the assessment due dates (i.e. Assignments, Quizzes, Graded Learning Activities, Responding to TA Feedback, and Surveys). However, unexpected circumstances (health issues, family emergencies, etc.) may arise during the course of preparing an assessment ahead of the due date. To minimize the amount of paperwork and emails around these circumstances, you will be granted a grace period. This is the period between the Due Date and "Grace Period Ends" in the Course Schedule. This means that if an illness or circumstance arises in advance of the due date, you will have time to recover and then submit your assessment without penalty up to the end of the grace period. Please note: the grace period is not an extension. If your illness or any other circumstance takes place AFTER the due date (i.e., during the grace period), then you will not be granted an additional extension beyond the grace period for that assessment. Any illness or circumstance that begins before the due date and continues beyond the grace period will require official Verification of Illness form from the Student Medical Clinic or your physician.

In these cases, contact the course instructor as soon as possible – and no later than one-week – after the original due date. Be aware that submitting a note that has been altered or obtained under false pretences is considered a very serious offence by the University. Submitting documentation does not guarantee that you will be allowed to submit the assignment late. Please see the University’s full accommodation policy: Accommodations.

Assignment Regrade Policy

Do not email the instructor until you have read and completed the following.
Your Teaching Assistants make every effort to give you a fair grade based on the quality of your work. The grading rubric is carefully laid out for each assignment. Please be sure to read the rubric **before starting your assignment.** If after receiving your grade you feel your mark does not reflect the quality of your work:

1. **Within two weeks** of receiving your grade, **but no sooner than 48 hours** after receiving your grade, email your TA a formal letter in a document (.doc/.docx/.odt) that requests an assignment regrade. Be sure to includes all of the following information:

   1. your name and student number;
   2. the name of the assignment;
   3. date assignment was due and date when you submitted.

In discussing your assignment and grade be sure to make specific reference to the grading rubric; the assignment instructions; and the TA's feedback.

2. The TA will then re-grade your assignment. **Please note that your mark can be raised, lowered, or remain the same through a re-grade**

3. If you believe your re-graded mark still does not reflect your effort/achievement, then you can appeal your assignment grade by emailing the instructor. **Please note that your mark can be raised, lowered, or remain the same through a re-grade, in addition or subtraction to what the TA has given you.** Please submit your paper for consideration by email to the instructor no later than **one week** following your receipt of the decision by the TA. Include a formal business letter that includes the following information:

   1. your name and student number;
   2. the name of the assignment;
   3. date assignment was due and date when you submitted;
   4. name of your TA
   5. your original grade, and the TA's amended grade following their re-grade;
   6. an explanation of why you think you deserve a higher grade with specific reference to the grading rubric, the assignment instructions and your TA's original and amended feedback.

4. If you still feel that your rights have been grieved, then you can request a formal reassessment procedure under **Policy 70 - Student Petitions and Grievances.** Pay close attention to the timeline and deadlines and your responsibilities for communication with the instructor (referred to as the “Individual” in this case) as listed under Appendix B.

**Other Accommodations**
The University acknowledges that, due to the pluralistic nature of the University community, some students may seek accommodations on religious grounds. Accordingly, students must consult with their instructor(s) within one week of the announcement of the due date for which accommodation is being sought. Failure to provide a timely request will decrease the likelihood of providing an accommodation.

Elective arrangements (such as travel plans) are not considered acceptable grounds for granting an accommodation.

**AccessAbility Accomodations**

If you have an accessibility need that requires accommodation please refer to the AccessAbility Services section of the University Policies page for further details.

**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).
Turnitin.com

**Turnitin.com (Turnitin®)** is a text matching software used to screen assignments to help ensure academic integrity (see departmental policy on academic integrity below), and will be used in this course. Please see the Turnitin section of the University Policies page for further details.

### Department Policies

#### 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. For further details, you may read more about The University’s guiding principles on Academic Integrity.

Students are also expected to know what constitutes academic integrity, to avoid committing academic offenses, and to take responsibility for their actions. Students who are unsure whether an action constitutes an offense, or who need help in learning how to avoid offenses (e.g., plagiarism, cheating) or about “rules” for group work/collaboration should seek guidance from the course professor, academic advisor, or the Undergraduate Associate Dean. As part of this course students are expected to complete the Library's Academic Integrity Tutorial, in addition to Academic Integrity quizzes included in this course. These components will allow students to acknowledge that they understand the grounds of academic integrity and agree to abide by the principles of academic integrity.

Note: Cutting and pasting even a partial sentence without proper quotations and referencing IS considered plagiarism.

When misconduct has been found to have occurred, disciplinary penalties will be imposed under Policy 71 – Student Discipline. For information on categories of offenses and types of penalties, students should refer to Policy 71 - Student Discipline.

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

Please note that the instructor reserves the right to ask you to speak with them in person about any assignment you have submitted for marks. This may include a request to show drafts or previously saved versions of your assignment and for you to walk the instructor through the logic, arguments, and sources of your assignment.
Grievances or Appeals

Grievances

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. See Policy 70 - Student Petitions and Grievances, Section 4. When in doubt please contact your Undergraduate Advisor for details.

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.
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 the Graduate Students and Academic Integrity website.

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.

Turnitin® at Waterloo

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.

AccessAbility 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.

Copyright Information

UWaterloo’s Web Pages

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Other Sources

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If there are any questions about this notice, please contact the University of Waterloo, Centre for Extended Learning, Waterloo, Ontario, Canada, N2L 3G1 or extendedlearning@uwaterloo.ca.