

FUNDAMENTALS OF MUSIC THEORY WINTER 2024

MUSIC 111

Published Dec 20, 2023

CLASS SCHEDULE

Section	Location	Time	Instructor(s)
MUSIC 111 001 [LEC]	CGR 1302	Mondays & Wednesdays 1:30 p.m. - 2:50 p.m.	Trevor Wagler twagler@uwaterloo.ca
This table is generated automatically			

INSTRUCTOR & TA (TEACHING ASSISTANT) INFORMATION

Instructor: Trevor Wagler

Office Hours: ONLINE via ZOOM: Mondays & Wednesdays, 11:00am-12:00noon, and by appointment

Office Location: n/a

Phone: n/a

Email: twagler@uwaterloo.ca

COURSE DESCRIPTION

Calendar Description for MUSIC 111

An introduction to the primary skills of music practice emphasizing the reading and writing of musical notation. Students will learn elementary keyboard, listening, and sight-singing skills. [Note: For students with minimal musical background. Does not fulfil Music major or minor requirements.]

LEARNING OUTCOMES

By the end of this course students should be able to:

1. Employ music notation in simple and compound meters using appropriate rhythmic values of notes and rests with bar lines and beaming.
2. Identify and notate pitches on staves using various clefs and accidentals with appropriate stem and flag direction.
3. Identify and create major and minor scales, modes and key signatures.

- | |
|--|
| 4. Identify and create intervals and chords. |
| 5. Perform scales, intervals, rhythmic patterns, and basic melodies. |
| 6. Aurally recognize and identify intervals, scales, rhythmic patterns, basic chords and melodies. |

PREREQUISITE:

No prerequisite, although this course is NOT intended for students with more than a minimal music background. Music 111 cannot be counted toward fulfillment of music major or minor course requirements.

NOTE: It is your responsibility as university students to seek out challenging ideas and materials, to stimulate your curiosity, and to delve into new areas. If you have RCM Level 8 theory or higher, or equivalent studies or experience, you should not be taking this course.

TENTATIVE COURSE SCHEDULE

This course follows a regular weekly schedule, so you always know when assignments are due. A general week will be as follows:

Mondays 12:00am	LEARN module for that week is released with week-specific schedule and assignments. There is a step-by-step list of the recommended order that you work through the materials, and links to where your work is to be completed or submitted.
Mondays 11:00am-12:00noon	Office hours (held via Zoom); connection link can be found on LEARN
Mondays 1:30-2:50pm	In-person lecture class (in CGC Room 1302)
Tuesdays 11:59pm	Written Assignment based on materials from PREVIOUS week DUE (These are always due the day following my Monday office hours, in case there are last-minute questions.)
Wednesdays 11:00am-12:00noon	Office hours (via Zoom)
Wednesdays 1:30-2:50pm	In-person lecture class
Fridays 11:59pm	TWO smaller assignments are DUE: <ul style="list-style-type: none"> • Quiz-Dictation (Practice or Graded) • Online Practice Exercises
Sundays 11:59pm	Performance Video Assignments (on BONGO) DUE

Assignments are named according to the week in which they are assigned. For example, looking at Week 2 the following assignments are assigned:

- Quiz-Dictation 2 (Practice): LEARN Quiz (Due Friday)
- Online Practice-02a (Artusi: Worksheet 2, a) (Due Friday)
- Online Practice-02b (Artusi: Worksheet 2, b) (Due Friday)
- Video Assignment-02 (Practice) on BONGO (Due Sunday)
- Written Assignment-02 (Due the following Tuesday)

NOTE: they all have “2” in the title since they are assigned in Week 2 and attached to the covered material of Week 2.

The following is a brief description of each type of assignment you will be completing for the course:

Written Assignments are due every TUESDAY at 11:59pm and often consist of two parts. One part is a Quiz on Artusi, and the other is an analysis from the textbook that is completed via a LEARN Quiz. There are occasions when one part will be a written assignment that is to be handed in via the LEARN site dropbox in PDF format or into the Written Assignment Quiz. These are the most important assignments in this course and are worth 40% (4% per assignment). There are 11 assignments, but one assignment with the lowest grade will be dropped.

Online Practice Exercises are worth 13% of your grade, are due every FRIDAY at 11:59pm and are to be completed online. Most of these assignments are on Artusi Music, an online program on which you are required to register. The Quiz tool on LEARN will also be used for some of these practice exercises. There are generally two practice exercises per week (called *Worksheets* on Artusi), which are related directly to the following written assignment and online quiz-dictation. These assignments help you develop the skills you need to learn the language of music. Regular practice is vital for fluidity in reading and performing music. For each online assignment you will receive immediate feedback so you can keep working on the areas that need improvement and more practice. These assignments are not graded in detail, rather you will receive full credit for getting to 50% in this online program. My hope is that you will try all the different parts of the exercise and then work through the areas in which you need to practice. Everyone is different and may need to practice different things.

Online Quiz-Dictations are an important aspect of developing your musical skills and are worth 10%. These will be released weekly through LEARN and are due each FRIDAY at 11:59pm. Only half of these quizzes will be fully graded and you will always have an opportunity to practice first in one week before your quiz will be graded fully the following week. **Two Practice Quizzes will be dropped and One Fully Graded Quiz with the lowest grade will be dropped.** These weekly quizzes will also help you prepare for the dictation section of the midterm and final assessments.

Performance Video Assignments are an important practical part of your learning in this course and are worth 12%. You will be required to submit through BONGO, one video a week, due each SUNDAY at 11:59pm. These will be short videos asking you to complete a few tasks that demonstrate the ways you are engaging and performing the newly learned course materials. You will also be required to complete peer reviews (three per week). For these weekly videos you will receive a total of 4%. There will also be a midterm (4%) and final (4%) video that you will submit only to the professor. The materials you prepare for the midterm and final videos will have been practiced in the weekly shared videos and is essentially the culmination of the work during the first half (midterm) and then the second half (final) of the course.

The **Midterm Assessment** will be given online and will include questions based on the practice exercises and written assignments as well as a dictation based on the Quiz-Dictations.

The **Final Assessment** will be given online and will include questions based on the practice exercises and written assignments as well as a dictation based on the Quiz-Dictations.

LATE ASSIGNMENTS will not be accepted, as it is important to keep up with the work. However, each student will be given ONE WEEK over the course of the term in which a late assignment will be accepted. Please email Prof. Wagler when you need an assignment extended. But note that in each category at least one assignment can be dropped. Use this wisely.

COURSE SCHEDULE:

Week & Dates	TOPICS AND CHAPTERS	ASSIGNMENTS (All assignments are due at 11:59pm on date given)
-----------------	---------------------	---

<p>Week 1: Jan. 8-16</p>	<p>Introduction to Course & Online Resources</p> <p>Chapter 1 – Notating Rhythm</p> <ul style="list-style-type: none"> • Note & Rest Values • Measures • Time Signatures • Larger and smaller note values • Dots and ties • Flags and beams 	<p>DUE Fri. Jan. 12</p> <ul style="list-style-type: none"> • Online Practice-01 (Artusi: Worksheet 1) <p>DUE Sun. Jan. 14</p> <ul style="list-style-type: none"> • Video Assignment-01 (Practice) on BONGO: <p>DUE Tues. Jan. 16</p> <ul style="list-style-type: none"> • Written Assignment-01: <ul style="list-style-type: none"> ◦ Artusi: Quiz 1, WA-01 • LEARN: Written Assignment-01 (in Quiz tool) Analysis in Context – Ch 1
<p>Week 2: Jan. 15-23</p>	<p>Chapter 2 – Notating Pitch</p> <ul style="list-style-type: none"> • The Staff • Clefs • Stem direction • Ledger Lines • The Octave • The Grand Staff • Musicianship Skills <p>Chapter 3 – The Keyboard</p> <ul style="list-style-type: none"> • Octave designation • Accidentals • Enharmonic Equivalents • Diatonic Pitches • Diatonic and Chromatic half steps • Musicianship skills 	<p>DUE Fri. Jan. 19</p> <ul style="list-style-type: none"> • Quiz-Dictation 2 (Practice): LEARN • Online Practice-02a (Artusi: Worksheet 2, a) • Online Practice-02b (Artusi: Worksheet 2, b) <p>DUE Sun. Jan. 21</p> <ul style="list-style-type: none"> • Video Assignment-02 (Practice) on BONGO: <p>DUE Tues. Jan. 23</p> <ul style="list-style-type: none"> • Written Assignment-02 <ul style="list-style-type: none"> ◦ Artusi: Quiz 2, WA-02 ◦ LEARN: Written Assignment-02 (In Quiz tool) Analysis in Context – Ch 3

<p>Week 3: Jan 22-30</p>	<p>Chapter 4 – Simple Meters</p> <ul style="list-style-type: none"> • Metric Accent (Triple, Duple and quadruple meter) • Rest notation • Beat Division and Subdivision • Beaming • Conducting & Musicianship skills 	<p>DUE Fri. Jan. 26</p> <ul style="list-style-type: none"> • Quiz-Dictation 3 (graded): LEARN (Based on Quiz-Dictation 2) • Online Practice-03a (Artusi: Worksheet 3, a) • Online Practice-03b (Artusi: Worksheet 3, b) <p>DUE Sun. Jan. 28</p> <ul style="list-style-type: none"> • Video Assignment-03 (Practice) <p>DUE Tues. Jan. 30</p> <ul style="list-style-type: none"> • Written Assignment-03 <ul style="list-style-type: none"> ◦ Artusi: Quiz 3, WA-03 ◦ LEARN: Written Assignment-03 (In Quiz tool) Analysis in context – Ch 4
<p>Week 4: Jan. 29 – Feb. 6</p>	<p>Chapter 5 – Major Scales and Keys</p> <ul style="list-style-type: none"> • The Major Scale • Transposing Major Scales • Major Keys • The Circle of Fifths • Musicianship 	<p>DUE Fri. Feb. 2</p> <ul style="list-style-type: none"> • Quiz-Dictation 4 (Practice): LEARN • Online Practice-04a (Artusi: Worksheet 4, a) • Online Practice-04b (Artusi: Worksheet 4, b) <p>DUE Sun. Feb. 4</p> <ul style="list-style-type: none"> • Video Assignment-04 (Practice) <p>DUE Tues. Feb. 6</p> <ul style="list-style-type: none"> • Written Assignment-04 <ul style="list-style-type: none"> ◦ Artusi: Quiz 4, WA-04 ◦ LEARN: Written Assignment-04 (in Quiz tool) Analysis in context – Ch 5

<p>Week 5: Feb. 5-13</p>	<p>Chapter 6 – Intervals (Part 1)</p> <ul style="list-style-type: none"> • Interval Size • Interval Quality • Augmented and Diminished Intervals • Musicianship 	<p>DUE Fri. Feb. 9</p> <ul style="list-style-type: none"> • Quiz-Dictation 5 (Graded): LEARN (Based on Quiz-Dictation 4) • Online Practice-05a (Artusi: Worksheet 5, a) • Online Practice-05b (Artusi: Worksheet 5, b) <p>DUE Sun. Feb. 11</p> <ul style="list-style-type: none"> • Video Assignment-05 (Practice) <p>DUE Tues. Feb. 13</p> <ul style="list-style-type: none"> • Written Assignment-05 <ul style="list-style-type: none"> ◦ Artusi: Quiz 5, WA-05
<p>Week 6: Feb. 12-16</p>	<p>Chapter 6 – Intervals (Part 2)</p> <ul style="list-style-type: none"> • Interval Inversion • Compound Intervals • Musicianship 	<p>DUE Fri. Feb. 16</p> <ul style="list-style-type: none"> • Online Practice-06a (Artusi: Worksheet 6, a) • Online Practice-06b (Artusi: Worksheet 6, b) • Video Assignment-06 (Practice) • Written Assignment-06 <ul style="list-style-type: none"> ◦ LEARN: Written Assignment-06 (in Quiz tool) Analysis in context – Ch 6 ◦ Artusi: Quiz 6, WA-06

Feb. 17-25 WINTER STUDY BREAK

<p>Week 7 (Midterm Week): Feb. 26 – Mar. 1</p>	<p>REVIEW & Time for Questions</p>	<p>DUE Fri. Mar. 1</p> <ul style="list-style-type: none"> • Written Midterm Assessment • Video Assignment: Midterm Performance Assessment
---	--	--

<p>Week 8: Mar. 4-12</p>	<p>Chapter 7 – Compound Meter</p> <ul style="list-style-type: none"> • Note Values in Compound Meters • Compound Time Signatures • Beaming in Compound Meters • Borrowed Division • Musicianship 	<p>DUE Fri. Mar. 8</p> <ul style="list-style-type: none"> • Quiz-Dictation 8 (Practice): LEARN • Online Practice-08a (Artusi: Worksheet 8, a) • Online Practice-08b (Artusi: Worksheet 8, b) <p>DUE Sun. Mar. 10</p> <ul style="list-style-type: none"> • Video Assignment-08 (Practice) <p>DUE Tues. Mar. 12</p> <ul style="list-style-type: none"> • Written Assignment-08 <ul style="list-style-type: none"> ◦ Artusi: Quiz 8, WA-08 ◦ LEARN: Written Assignment-08 (in Quiz tool)
<p>Week 9: Mar. 11-19</p>	<p>Chapter 8 – Minor Scales and Keys</p> <ul style="list-style-type: none"> • Major and Minor Modes • Parallel Major and Minor keys • Variations in minor • Musicianship 	<p>DUE Fri. Mar. 15</p> <ul style="list-style-type: none"> • Quiz-Dictation 9 (Graded): LEARN (based on Quiz-Dictation 8) • Online Practice-09a (Artusi: Worksheet 9, a) • Online Practice-09b (Artusi: Worksheet 9, b) <p>DUE Sun. Mar. 17</p> <ul style="list-style-type: none"> • Video Assignment-09 (Practice) <p>DUE Tues. Mar. 19</p> <ul style="list-style-type: none"> • Written Assignment-09 <ul style="list-style-type: none"> ◦ Artusi: Quiz 9, WA-09 ◦ LEARN: Written Assignment-09 (in Quiz tool)

<p>Week 10: Mar. 18-26</p>	<p>Chapter 10 – Triads</p> <ul style="list-style-type: none"> • Triad Quality • Inverted Triads • Constructing Triads • Musicianship 	<p>DUE Fri. Mar. 22</p> <ul style="list-style-type: none"> • Quiz-Dictation 10 (Practice): LEARN • Online Practice-10a (Artusi: Worksheet 10, a) • Online Practice-10b (Artusi: Worksheet 10, b) <p>DUE Sun. Mar. 24</p> <ul style="list-style-type: none"> • Video Assignment-10 (Practice) <p>DUE Tues. Mar. 26</p> <ul style="list-style-type: none"> • Written Assignment-10 <ul style="list-style-type: none"> ◦ Artusi: Quiz-10, WA-10 ◦ LEARN: Written Assignment-10 (in Quiz tool)
<p>Week 11: Mar. 25 – Apr. 2</p>	<p>Chapter 11 – Chords and Symbols</p> <ul style="list-style-type: none"> • Triad and Chord Identification • Chord Symbols • Roman-Numeral Analysis • Diatonic triads in major keys • Musicianship 	<p>DUE Fri. Mar. 29</p> <ul style="list-style-type: none"> • Quiz-Dictation 11 (Graded): LEARN (Based on Quiz-Dictation 10) • Online Practice-11a (Artusi: Worksheet 11, a) • Online Practice-11b (Artusi: Worksheet 11, b) <p>DUE Sun. Mar. 31</p> <ul style="list-style-type: none"> • Video Assignment-11 (Practice) <p>DUE Tues. Apr. 2</p> <ul style="list-style-type: none"> • Written Assignment-11 <ul style="list-style-type: none"> ◦ Artusi: Quiz 11, WA-11 ◦ LEARN: Written Assignment-11 (in Quiz tool)

<p>Week 12:</p> <p>Apr. 1-8</p>	<p>Chapter 12 - Tonality</p> <ul style="list-style-type: none"> • Texture • Harmonic Function • Harmonic Dissonance <p>Melodic Analysis, More Scales (content available on LEARN)</p> <ul style="list-style-type: none"> • Identification of non-chord tones in melody • Other scales (beyond Major & minor) 	<p>DUE Fri. Apr. 5</p> <ul style="list-style-type: none"> • Quiz-Dictation 12 (Practice): LEARN • Online Practice-12a (Artusi: Worksheet 12) • Online Practice-12b (LEARN Quiz 12b) <p>DUE Sun. Apr. 7</p> <ul style="list-style-type: none"> • Video Assignment-12 (Practice) <p>DUE Mon. Apr. 9</p> <ul style="list-style-type: none"> • Written Assignment-12 <ul style="list-style-type: none"> ◦ Complete Handout and upload to dropbox or to appropriate place in WA-12 in Quiz tool: ◦ LEARN: Written Assignment-12 (in Quiz tool).
<p>Final Assessment</p> <p>Apr. 15-19</p>	<p>FINAL ASSESSMENT: Available Apr. 15-19</p> <p>FINAL PERFORMANCE ASSESSMENT (in BONGO): Available Apr. 15-19</p>	<p>DUE Fri. Apr. 19</p> <ul style="list-style-type: none"> • FINAL WRITEN ASSESSMENT: You can complete the online test anytime between Apr. 15-19, however, once you start you will only have 3 hours in which to complete. • FINAL PERFORMANCE ASSESSMENT: (Final video assignment) To be completed and submitted on BONGO by Apr. 19.

TEXTS / MATERIALS

Title / Name	Notes / Comments	Required
Henry, Earl; Jennifer Snodgrass and Susan Piagentini. Fundamentals of Music: Rudiments, Musicianship and Composition. 7th Ed., Pearson, 2019. [ISBN: 9780134491363] (digital edition)	e-text	Yes
Artusi – www.artusimusic.com	ONLINE Theory program for weekly practice	Yes

Fundamentals of Music (Henry, et al): This text is no longer available in a print edition from the publisher, although used print copies may be available online. The 6th edition may also be used for this course, since any discrepancies are minor, and assignments will be available on LEARN.

Artusi: You MUST purchase a four-month student subscription to this online program (\$34.99USD). Once you've registered, enter the following code to enroll in the course:

university-of-waterl_funda-2

There are weekly “worksheets” that prepare you for the written assignments and the Online Dictation-Quizzes. Part of the weekly “Written Assignments” are often “quizzes” in Artusi. Without access to Artusi you will not be able to successfully complete this course. If you have any issues, email Prof. Wagler and he can send you an invitation directly from Artusi.

STUDENT ASSESSMENT

Component	Value
Written Assignments (11) 1 per Week (4% each, lowest grade drops)	40%
Online Practice Exercises (weekly participation - 21 online assignments, 2 drop)	13%
Online Quiz-Dictations (Weekly) (5 practice = 2% participation. 0.5 % each, 2 drop) (5 graded = 2% each, lowest drops for a total of 8%)	10%
Performance Video Assignments (midterm and final graded = 4% each. Weekly assignments/participation credit = 4% total or approx. 0.5 % each)	12% (4% midterm, 4% final, 4% participation for weekly videos)
Midterm Online Assessment (9% written, 1% dictation)	10%
Final Online Assessment (13.5% written, 1.5% dictation)	15%

This course will make use of a WATERLOO LEARN website as well as external websites. The LEARN site will provide all information and links to external resources required to complete the course. You will not be able to complete this course without access to the LEARN site. You will not be able to see the full modules when you begin the course, as materials will be released weekly. You can see the overall course schedule above, which shows the topics, related chapters, assignments and due dates. This will give you a general overview of the course. This same material is also on LEARN in the weekly modules for the course, with directions, videos, links to each assignment (on LEARN and on external sites) and due dates.

ASSIGNMENT SCREENING

No assignment screening will be used in this course.

ADMINISTRATIVE POLICY

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).

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 the missed course component(s). The course instructor will determine how the missed work is accommodated. Absences will be accommodated according to the [academic regulations section of the undergraduate calendar](https://ugradcalendar.uwaterloo.ca/page/Acad-Regs-Accommodations) (<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) (<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) (<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) (<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) (<https://uwaterloo.ca/arts/undergraduate/student-support/accommodations-illness-or-extenuating-circumstances#VIF>), then a [UW Verification of Illness form](https://uwaterloo.ca/arts/undergraduate/student-support/accommodations-illness-or-extenuating-circumstances#VIF), (<https://uwaterloo.ca/arts/undergraduate/student-support/accommodations-illness-or-extenuating-circumstances#VIF>) completed by a health professional, must be uploaded and submitted through the [Verification of Illness or Extenuating Circumstances Process](https://uwaterloo.ca/arts/undergraduate/student-support/accommodations-illness-or-extenuating-circumstances#submit-other). (<https://uwaterloo.ca/arts/undergraduate/student-support/accommodations-illness-or-extenuating-circumstances#submit-other>) 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://uwaterloo.ca/arts/undergraduate/student-support/accommodations-illness-or-extenuating-circumstances#submit-other) .

Submission through the VIF or Extenuating Circumstances System, once approved, will notify your instructors of your absence.

If your absence is due to a [religious or spiritual observance](https://ugradcalendar.uwaterloo.ca/page/Acad-Regs-Accommodations) please inform the instructor within two weeks of the announcement of the due date for which the accommodation is being sought. However, you are responsible for contacting instructors to discuss accommodation arrangements.

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 or through their [website](https://uwaterloo.ca/equity-diversity-inclusion-anti-racism/) .

UNIVERSITY POLICY

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. [Check [the Office of Academic Integrity](https://uwaterloo.ca/academic-integrity/) for more information.]

Grievance: A student who believes that a decision affecting some aspect of their university life has been unfair or unreasonable may have grounds for initiating a grievance. Read [Policy 70, Student Petitions and Grievances, Section 4](https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-70) . When in doubt, please be certain to contact the department's administrative assistant who will provide further assistance.

Discipline: A student is expected to know what constitutes academic integrity to avoid committing an academic offence, and to take responsibility for their actions. [Check [the Office of Academic Integrity](https://uwaterloo.ca/academic-integrity/) for more information.] 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](https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-71) . For typical penalties, check [Guidelines for the Assessment of Penalties](https://uwaterloo.ca/secretariat/guidelines/guidelines-assessment-penalties) .

Appeals: A decision made or penalty imposed under [Policy 70, Student Petitions and Grievances](https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-70) (other than a petition) or [Policy 71, Student Discipline](https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-71) may be appealed if there is a ground. A student who believes they have a ground for an appeal should refer to [Policy 72, Student Appeals](https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-72) .

Note for students with disabilities: [AccessAbility Services](https://uwaterloo.ca/accessability-services/) , located in Needles Hall, Room 1401, 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 with AccessAbility Services at the beginning of each academic term.

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 alternate assignment.