

Conrad Grebel University College  
University of Waterloo  
Music 111: Fundamentals of Music Theory  
Winter 2022

**Class Time:** Mondays & Wednesdays, 10:00-11:20am

**Location:** Conrad Grebel room 1302; or ONLINE via the UWaterloo LEARN (asynchronous)

**Instructor:** Trevor Wagler

**Office Hours:** ONLINE via ZOOM: Mondays & Wednesdays, 1:00-2:00pm, and by appointment (also during our scheduled class time while in-person classes are prohibited)

**Office Location:** n/a

**Phone:** n/a

**Email:** twagler@uwaterloo.ca

### **Course Description:**

An introduction to the primary skills of music theory, emphasizing the reading and writing of musical notation (pitch and rhythm). Students will also learn elementary keyboard orientation, listening, and sight-singing skills.

### **Intended Learning Outcomes:**

Upon completion 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.

### **Required Texts:**

Henry, Earl; Jennifer Snodgrass and Susan Piagentini. *Fundamentals of Music: Rudiments, Musicianship and Composition*. 7<sup>th</sup> Ed., Pearson, 2019. (digital edition)

This text is no longer available in a print edition from the publisher, but used print copies may be available online. The 6<sup>th</sup> edition may also be used for this course, since any discrepancies are minor, and assignments will be available on LEARN.

ONLINE Theory program for weekly practice: Artusi – [www.artusimusic.com](http://www.artusimusic.com)

You MUST purchase a four-month student subscription to this online program (\$29.99USD).

Once you've registered, enter the following code to enroll in the course:

**university-of-waterl\_music-3**

There are weekly “problem sets” 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.

## Web Page:

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. As this is a remote learning 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 below, 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.

## Evaluations:

Assignment	Weighting
<b>Written Assignments</b> (11) 1 per Week (4% each, lowest grade drops)	40%
<b>Online Practice Exercises</b> (weekly participation - 21 online assignments, 2 drop)	13%
<b>Online Quiz-Dictations</b> (Weekly) (5 practice = 2% participation. 0.5 % each, 2 drop) (5 graded = 2% each, lowest drops for a total of 8%)	10%
<b>Performance Video Assignments</b> (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)
<b>Midterm Online Exam</b> (9% written, 1% dictation)	10%
<b>Final Online Exam</b> (13.5% written, 1.5% dictation)	15%

## Course Requirements:

Because this class is beginning as a remote learning course, there will be a regular schedule, so you always know when assignments are due. A general week will be as follows:

Remote: Mondays 12:00am	Module for that week is released with videos introducing course materials and the 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.
In-Person: Mondays & Wednesdays, 10:00-11:20am	Standard in-person lecture class (in place of the above lecture videos). The assignment schedule and due dates remain the same.
Tuesdays 1:00pm	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 11:59pm	Online Quiz-Dictation DUE
Fridays 11:59pm	TWO smaller assignments are DUE: <ul style="list-style-type: none"><li>• Online Practice Exercises</li><li>• Performance Video Assignments (on BONGO)</li></ul>

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 Wednesday)
- Online Practice-02a (Artusi: Problem Set 2, a) (Due Friday)
- Online Practice-02b (Artusi: Problem Set 2, b) (Due Friday)
- Video Assignment-02 (Practice) on BONGO (Due Friday)
- Written Assignment-02 (Due the following Tuesday)

NOTE: they all have "2" in the title and even though the written assignment is DUE in week 3, it is ASSIGNED in week 2 and attached to 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 1:00pm 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 exercise per week (called *Problem Sets* 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 WEDNESDAY 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 exams.

**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. 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 Exam** 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 Exam** 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 except the Written Assignments)
<b>Week 1:</b> Jan. 5-11	<p>Introduction to Course &amp; Online Resources</p> <p><b>Chapter 1 – Notating Rhythm</b></p> <ul style="list-style-type: none"> <li>• Note &amp; Rest Values</li> <li>• Measures</li> <li>• Time Signatures</li> <li>• Larger and smaller note values</li> <li>• Dots and ties</li> <li>• Flags and beams</li> </ul>	<p><b>DUE Fri. Jan. 7</b></p> <ul style="list-style-type: none"> <li>• Online Practice-01 (Artusi: Problem Set 1)</li> <li>• Video Assignment-01 (Practice) on BONGO:</li> </ul> <p><b>DUE Tues. Jan. 11 at 1pm</b></p> <ul style="list-style-type: none"> <li>• Written Assignment-01: <ul style="list-style-type: none"> <li>○ Artusi: Quiz 1, WA-01</li> <li>○ LEARN: Written Assignment-01 (in Quiz tool) Anaylsis in Context – Ch 1</li> </ul> </li> </ul>
<b>Week 2:</b> Jan. 10-18	<p><b>Chapter 2 – Notating Pitch</b></p> <ul style="list-style-type: none"> <li>• The Staff</li> <li>• Clefs</li> <li>• Stem direction</li> <li>• Ledger Lines</li> <li>• The Octave</li> <li>• The Grand Staff</li> <li>• Musicianship Skills</li> </ul> <p><b>Chapter 3 – The Keyboard</b></p> <ul style="list-style-type: none"> <li>• Octave designation</li> <li>• Accidentals</li> </ul>	<p><b>DUE Wed. Jan. 12</b></p> <ul style="list-style-type: none"> <li>• Quiz-Dictation 2 (Practice): LEARN</li> </ul> <p><b>DUE Fri. Jan. 14</b></p> <ul style="list-style-type: none"> <li>• Online Practice-02a (Artusi: Problem Set 2, a)</li> <li>• Online Practice-02b (Artusi: Problem Set 2, b)</li> <li>• Video Assignment-02 (Practice) on BONGO:</li> </ul> <p><b>DUE Tues. Jan. 18 at 1pm</b></p> <ul style="list-style-type: none"> <li>• Written Assignment-02 <ul style="list-style-type: none"> <li>○ Artusi: Quiz 2, WA-02</li> <li>○ LEARN: Written Assignment-02 (In Quiz tool) Analysis in Context – Ch 3</li> </ul> </li> </ul>

<b>WEEK &amp; DATES</b>	<b>TOPICS AND CHAPTERS</b>	<b>ASSIGNMENTS</b> (All assignments are due at 11:59pm on date given except the Written Assignments)
	<ul style="list-style-type: none"> <li>• Enharmonic Equivalents</li> <li>• Diatonic Pitches</li> <li>• Diatonic and Chromatic half steps</li> <li>• Musicianship skills</li> </ul>	
<b>Week 3:</b> Jan. 17-25	<b>Chapter 4 – Simple Meters</b> <ul style="list-style-type: none"> <li>• Metric Accent (Triple, Duple and quadruple meter)</li> <li>• Rest notation</li> <li>• Beat Division and Subdivision</li> <li>• Beaming</li> <li>• Conducting &amp; Musicianship skills</li> </ul>	<b>DUE Wed. Jan. 19</b> <ul style="list-style-type: none"> <li>• Quiz-Dictation 3 (graded): LEARN (Based on Quiz-Dictation 2)</li> </ul> <b>DUE Fri. Jan. 21</b> <ul style="list-style-type: none"> <li>• Online Practice-03a (Artusi: Problem Set 3, a)</li> <li>• Online Practice-03b (Artusi: Problem Set 3, b)</li> <li>• Video Assignment-03 (Practice)</li> </ul> <b>DUE Tues. Jan. 25 at 1pm</b> <ul style="list-style-type: none"> <li>• Written Assignment-03 <ul style="list-style-type: none"> <li>○ Artusi: Quiz 3, WA-03</li> <li>○ LEARN: Written Assignment-03 (in Quiz tool) Analysis in context – Ch 4</li> </ul> </li> </ul>
<b>Week 4:</b> Jan. 24 - Feb. 1	<b>Chapter 5 – Major Scales and Keys</b> <ul style="list-style-type: none"> <li>• The Major Scale</li> <li>• Transposing Major Scales</li> <li>• Major Keys</li> <li>• The Circle of Fifths</li> <li>• Musicianship</li> </ul>	<b>DUE Wed. Jan. 26</b> <ul style="list-style-type: none"> <li>• Quiz-Dictation 4 (Practice): LEARN</li> </ul> <b>DUE Fri. Jan. 28</b> <ul style="list-style-type: none"> <li>• Online Practice-04a (Artusi: Problem Set 4, a)</li> <li>• Online Practice-04b (Artusi: Problem Set 4, b)</li> <li>• Video Assignment-04 (Practice)</li> </ul> <b>DUE Tues. Feb. 1 at 1pm</b> <ul style="list-style-type: none"> <li>• Written Assignment-04 <ul style="list-style-type: none"> <li>○ Artusi: Quiz 4, WA-04</li> <li>○ LEARN: Written Assignment-04 (in Quiz tool) Analysis in context – Ch 5</li> </ul> </li> </ul>
<b>Week 5:</b> Jan. 31 – Feb. 4	<b>Chapter 6 – Intervals (Part 1)</b> <ul style="list-style-type: none"> <li>• Interval Size</li> <li>• Interval Quality</li> <li>• Augmented and Diminished Intervals</li> <li>• Musicianship</li> </ul>	<b>DUE Wed. Feb. 2</b> <ul style="list-style-type: none"> <li>• Quiz-Dictation 5 (Graded): LEARN (Based on Quiz-Dictation 4)</li> </ul> <b>DUE Fri. Feb. 4</b> <ul style="list-style-type: none"> <li>• Online Practice-05a (Artusi: Problem Set 5, a)</li> <li>• Online Practice-05b (Artusi: Problem Set 5, b)</li> <li>• Video Assignment-05 (Practice)</li> <li>• Written Assignment-05 <ul style="list-style-type: none"> <li>○ Artusi: Quiz 5, WA-05</li> </ul> </li> </ul>
<b>Week 6:</b> Feb. 7-11	<b>Chapter 6 – Intervals (Part 2)</b> <ul style="list-style-type: none"> <li>• Interval Inversion</li> <li>• Compound Intervals</li> <li>• Musicianship</li> </ul>	<b>DUE Fri. Feb. 11</b> <ul style="list-style-type: none"> <li>• Online Practice-06a (Artusi: Problem Set 6, a)</li> <li>• Online Practice-06b (Artusi: Problem Set 6, b)</li> <li>• Video Assignment-06 (Practice)</li> <li>• Written Assignment-06 <ul style="list-style-type: none"> <li>○ LEARN: Written Assignment-06 (in Quiz tool) Analysis in context – Ch 6</li> </ul> </li> </ul>
<b>Week 7 (Midterm Week):</b> Feb. 14-18	REVIEW & Time for Questions	<b>DUE Feb. 18</b> <ul style="list-style-type: none"> <li>• Midterm Exam</li> <li>• Video Assignment-Midterm Performance Exam</li> </ul>

<b>Feb. 19-27</b>	<b>WINTER STUDY BREAK</b>	
<b>Week 8:</b> Feb. 28 – Mar. 8	<b>Chapter 7 – Compound Meter</b> <ul style="list-style-type: none"> <li>• Note Values in Compound Meters</li> </ul>	<b>DUE Wed. Mar. 2</b> <ul style="list-style-type: none"> <li>• Quiz-Dictation 8 (Practice): LEARN</li> </ul> <b>DUE Fri. Mar. 4</b>

WEEK & DATES	TOPICS AND CHAPTERS	ASSIGNMENTS (All assignments are due at 11:59pm on date given except the Written Assignments)
	<ul style="list-style-type: none"> <li>• Compound Time Signatures</li> <li>• Beaming in Compound Meters</li> <li>• Borrowed Division</li> <li>• Musicianship</li> </ul>	<ul style="list-style-type: none"> <li>• Online Practice-08a (Artusi: Problem Set 8, a)</li> <li>• Online Practice-08b (Artusi: Problem Set 8, b)</li> <li>• Video Assignment-08 (Practice)</li> </ul> <p><b>DUE Tues. Mar. 8 at 1pm</b></p> <ul style="list-style-type: none"> <li>• Written Assignment-08 <ul style="list-style-type: none"> <li>○ Artusi: Quiz 8, WA-08</li> <li>○ LEARN: Written Assignment-08 (in Quiz tool)</li> </ul> </li> </ul>
<b>Week 9:</b> Mar. 7-15	<b>Chapter 8 – Minor Scales and Keys</b> <ul style="list-style-type: none"> <li>• Major and Minor Modes</li> <li>• Parallel Major and Minor keys</li> <li>• Variations in minor</li> <li>• Musicianship</li> </ul>	<p><b>DUE Wed. Mar. 9</b></p> <ul style="list-style-type: none"> <li>• Quiz-Dictation 9 (Graded): LEARN (based on Quiz-Dictation 8)</li> </ul> <p><b>DUE Fri. Mar. 11</b></p> <ul style="list-style-type: none"> <li>• Online Practice-09a (Artusi: Problem Set 9, a)</li> <li>• Online Practice-09b (Artusi: Problem Set 9, b)</li> <li>• Video Assignment-09 (Practice)</li> </ul> <p><b>DUE Tues. Mar. 15 at 1pm</b></p> <ul style="list-style-type: none"> <li>• Written Assignment-09 <ul style="list-style-type: none"> <li>○ Artusi: Quiz 9, WA-09</li> <li>○ LEARN: Written Assignment-09 (in Quiz tool)</li> </ul> </li> </ul>
<b>Week 10:</b> Mar. 14-22	<b>Chapter 10 – Triads</b> <ul style="list-style-type: none"> <li>• Triad Quality</li> <li>• Inverted Triads</li> <li>• Constructing Triads</li> <li>• Musicianship</li> </ul>	<p><b>DUE Wed. Mar. 16</b></p> <ul style="list-style-type: none"> <li>• Quiz-Dictation 10 (Practice): LEARN</li> </ul> <p><b>DUE Fri. Mar. 18</b></p> <ul style="list-style-type: none"> <li>• Online Practice-10a (Artusi: Problem Set 10, a)</li> <li>• Online Practice-10b (Artusi: Problem Set 10, b)</li> <li>• Video Assignment-10 (Practice)</li> </ul> <p><b>DUE Tues. Mar. 22 at 1pm</b></p> <ul style="list-style-type: none"> <li>• Written Assignment-10 <ul style="list-style-type: none"> <li>○ Artusi: Quiz-10, WA-10</li> <li>○ LEARN: Written Assignment-10 (in Quiz tool)</li> </ul> </li> </ul>
<b>Week 11:</b> Mar. 21-29	<b>Chapter 11 – Chords and Symbols</b> <ul style="list-style-type: none"> <li>• Triad and Chord Identification</li> <li>• Chord Symbols</li> <li>• Roman-Numerical Analysis</li> <li>• Diatonic triads in major keys</li> <li>• Musicianship</li> </ul>	<p><b>DUE Wed. Mar. 23</b></p> <ul style="list-style-type: none"> <li>• Quiz-Dictation 11 (Graded): LEARN (Based on Quiz-Dictation 10)</li> </ul> <p><b>DUE Fri Mar. 25</b></p> <ul style="list-style-type: none"> <li>• Online Practice-11a (Artusi: Problem Set 11, a)</li> <li>• Online Practice-11b (Artusi: Problem Set 11, b)</li> <li>• Video Assignment-11 (Practice)</li> </ul> <p><b>DUE Tues. Mar. 29 at 1pm</b></p> <ul style="list-style-type: none"> <li>• Written Assignment-11 <ul style="list-style-type: none"> <li>○ Artusi: Quiz 11, WA-11</li> <li>○ LEARN: Written Assignment-11 (in Quiz tool)</li> </ul> </li> </ul>
<b>Week 12:</b> Mar. 28 – Apr. 5	<b>Chapter 12 - Tonality</b> <ul style="list-style-type: none"> <li>• Texture</li> <li>• Harmonic Function</li> <li>• Harmonic Dissonance</li> </ul> <p><b>Melodic Analysis, More Scales</b> (content available on LEARN)</p> <ul style="list-style-type: none"> <li>• Identification of non-chord tones in melody</li> <li>• Other scales (beyond Major &amp; minor)</li> </ul>	<p><b>DUE Wed. Mar. 30</b></p> <ul style="list-style-type: none"> <li>• Quiz-Dictation 12 (Practice): LEARN</li> </ul> <p><b>DUE Fri. Apr. 1</b></p> <ul style="list-style-type: none"> <li>• Online Practice-12a (Artusi: Problem Set 12)</li> <li>• Online Practice-12b (LEARN Quiz 12b)</li> <li>• Video Assignment-12 (Practice)</li> </ul> <p><b>DUE Tues. Apr. 5 at 1pm</b></p> <ul style="list-style-type: none"> <li>• Written Assignment-12 <ul style="list-style-type: none"> <li>○ Complete Handout and upload to dropbox or to appropriate place in WA-12 in Quiz tool:</li> </ul> </li> </ul>

WEEK & DATES	TOPICS AND CHAPTERS	ASSIGNMENTS (All assignments are due at 11:59pm on date given except the Written Assignments)
		<ul style="list-style-type: none"> <li>○ LEARN: Written Assignment-12 (in Quiz tool).</li> </ul>
<b>(Week 13): Apr. 4-5</b>	REVIEW for Final Exam and final Quiz-Dictation	<p><b>DUE Tues. Apr. 5</b></p> <ul style="list-style-type: none"> <li>• Quiz-Dictation 13 (Graded): LEARN (Based on Quiz-Dictation 12)</li> </ul>
<b>Final Exam Apr. 11-15</b>	<ul style="list-style-type: none"> <li>• FINAL EXAM: Available Apr. 11-15</li> <li>• FINAL PERFORMANCE EXAM (in BONGO): Available Apr. 11-15</li> </ul>	<p><b>DUE Fri. Apr. 15</b></p> <ul style="list-style-type: none"> <li>• FINAL WRITEN EXAM: You can complete the online exam anytime between Dec. 13-17, however, once you start you will only have 3 hours in which to complete.</li> <li>• FINAL PERFORMANCE EXAM: (Final video assignment) To be completed and submitted on BONGO by Dec. 17.</li> </ul>

## UW Policies

**Academic Integrity:** In order to maintain a culture of academic integrity, members of the University of Waterloo are expected to promote honesty, trust, fairness, respect and responsibility.

Arts: [Academic Integrity website](#)

University of Waterloo: [Academic Integrity Office](#)

**Discipline:** A student is expected to know what constitutes academic integrity, to avoid committing academic offences, 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 professor, academic advisor, or the Undergraduate Associate Dean. 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.

**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.

**Appeals:** A student may appeal the finding and/or penalty in a decision made under Policy 70 - Student Petitions and Grievances (other than regarding a petition) or Policy 71 - Student Discipline if a ground for an appeal can be established. Read Policy 72 - Student Appeals.

**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).

## Other sources of information for students:

**Note for students with learning differences:** The [AccessAbility Services \(AAS\)](#) office, located in Needles Hall Room 1132, 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 the ASS office at the beginning of each academic term.

**Counselling Services:** Counselling Services provides free confidential counselling, in both individual and group sessions, with qualified professionals to help registered students, faculty and staff with personal concerns, educational career decisions, and strategies to studies and exams: [www.adm.uwaterloo.ca/infocs](http://www.adm.uwaterloo.ca/infocs), ext. 33528, NH Room 2080.

**Accommodation for Illness:** A medical certificate presented in support of an official petition for relief from normal academic requirements must provide all of the information requested on the “University of Waterloo Verification of Illness” form or it will not be accepted. More information can be obtained from Health Services and the form is available in pdf: <https://uwaterloo.ca/health-services/student-medical-clinic/services/verification-illness>