

Course Schedule

IMPORTANT: ALL TIMES EASTERN - Please see the [University Policies \(university-policies.aspx\)](#) section of your Syllabus for details

Note for Developers

[CEL Template Changes Log](https://sharepoint.uwaterloo.ca/sites/dce/cp/qaworkspace/Shared%20Documents/Template_Changes_Log.xlsx)
(https://sharepoint.uwaterloo.ca/sites/dce/cp/qaworkspace/Shared%20Documents/Template_Changes_Log.xlsx) (XLSX)
[258]

This schedule template was created using accessible code to help users who rely on assistive technology make sense of the tables.

To make the table accessible, an id attribute was assigned to each of the headings and the source code defines which headings apply to each cell. If you are editing the rows and columns of the table to make it applicable to your course, please ensure that the associated id attributes are updated as well.

Dreamweaver often automatically updates the code if you delete columns, merge, or split cells. If you are adding new columns/row or renaming columns/rows you will likely need to manually update the code.

Please note that the id attributes are separated by spaces. If your column/row header is more than one word you will need to remove the spaces for the id

e.g., `<td headers="Week1 ReadingsAndOtherAssignedMaterial">Text, Chapter 1 and 2</td>`

Week	Module	Readings and Other Assigned Material	Activities and Assignments	Begin Date	End/Due Date	Weight (%)
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Week 1	Module 01:	Text, Chapter 1 and 2	Introduce Yourself		Monday, January 7, 2013 at 11:55 PM	Ungraded
Week 2	Module 02:		Groups for Assignment X will be created by Technical Support		Check after Friday, January 11, 2013 at 4:30 PM	
Week 3	Module 03:		Activity 1: Part 1		Monday, January 25, 2013 at 11:55 PM	XX%
Week 4	Module 04:		Activity 1: Part 2		Friday, February 1, 2013 at 11:55 PM	XX%
			Activity 1: Part 3		Friday, February 1, 2013 at 11:55 PM	XX%
Week 5	Module 05:					
Reading Week (Saturday, October 12, 2019 to Sunday, October 20, 2019)						
Week 6	Module 06:					
Week 7	Module 07:					
Reading Week (Saturday, February 15, 2020 to Sunday, February 23, 2020)						
Week 8	Module 08:					
Week 9	Module 09:					

Week 10	Module 10:					
Week 11	Module 11:					
Week 12	Module 12:					
Final Examination						XX%

There is no final examination for this course

Final Examination Arrangements and Schedule

Information about final exams can be found on the [Final examination schedule \(https://uwaterloo.ca/registrar/final-examinations/exam-schedule\)](https://uwaterloo.ca/registrar/final-examinations/exam-schedule) page on the Registrar's website, and their [Important dates \(https://uwaterloo.ca/registrar/important-dates/calendar\)](https://uwaterloo.ca/registrar/important-dates/calendar) page outlines the final examination periods for this term and the following two terms.

Official Grades and Course Access

Official Grades and Academic Standings are available through [Quest \(https://uwaterloo.ca/quest/\)](https://uwaterloo.ca/quest/).

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

Contact Information

TO DEVELOPERS/QA/OLC:

If the course has a **TA**, either:

- Include TA contact info OR
- Include the following message (in the Instructor and TA row, in the Contact Details cell as the last item):
"The TA will be assigned during the first week of class and this information will be provided through the **Announcements** widget on the **Course Home** page as it becomes available. Please check the announcements regularly."

When including a third-party tool in the instructor row under the Who and Why column, use the format "Questions about X" or "Questions about X, Y, and Z".

If the course uses **Adobe Connect**:

- Add a row before the Technical Support row

Online Rooms/Adobe Connect Support

- Questions about Online Rooms/Adobe Connect

ist-ac@uwaterloo.ca (<mailto:ist-ac@uwaterloo.ca?body=Name:%20%0D%0AUser%20ID:%20%0D%0ACourse:>)

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](https://uwaterloo.teamdynamix.com/TDClient/KB/?CategoryID=11843) (<https://uwaterloo.teamdynamix.com/TDClient/KB/?CategoryID=11843>).

If a course uses another third party tool:

- Add a row before the Technical Support row

Third Party Tool

- Questions about Third Party Tool

email@uwaterloo.ca (<mailto:email@uwaterloo.ca?body=Name:%20%0D%0AUser%20ID:%20%0D%0ACourse:>)

For instructions on how to use Third Party Tool, see [Third Party Tool Help](#) ([?ou=14784](#)).

Announcements

Your instructor uses the **Announcements** widget on the **Course Home** page during the term to communicate new or changing information regarding due dates, instructor absence, etc., as needed [doesn't use the Announcements widget on the Course Home page to communicate with students].

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

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

Who and Why	Contact Details
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<p>Instructor and TA</p> <ul style="list-style-type: none"> • Course-related questions (e.g., course content, deadlines, assignments, etc.) • Questions of a personal nature 	<p>Post your course-related questions to the Ask the Instructor discussion topic*. This allows other students to benefit from your question as well.</p> <p>Questions of a personal nature can be directed to your instructor or your TA.</p> <p>Instructor: [First Name] [Surname] qqqq@uwaterloo.ca (mailto:qqqq@uwaterloo.ca) +1 519-888-4567 ext. xxxxx Office hours: 9:00–11:00 AM, MWF</p> <p>TA: [First Name] [Last Name] tttt@uwaterloo.ca (mailto:tttt@uwaterloo.ca)</p> <p>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.</p>
<p>Technical Support, Centre for Extended Learning</p> <ul style="list-style-type: none"> • Technical problems with Waterloo LEARN 	<p>learnhelp@uwaterloo.ca (mailto:learnhelp@uwaterloo.ca?body=Name:%20%0D%0AUser%20ID:%20%0D%0ACourse:)</p> <p>Include your full name, WatIAM user ID, student number, and course name and number.</p> <p>Technical support is available during regular business hours, Monday to Friday, 8:30 AM to 4:30 PM (Eastern Time).</p> <p>LEARN Help Student Documentation (https://uwaterloo.ca/learn-help/students)</p>

<p>Learner Support Services, Centre for Extended Learning</p> <ul style="list-style-type: none">• General inquiries• WatCards (Student ID Cards)• Examination information	<p><u>Student Resources (https://uwaterloo.ca/extended-learning/learn-online/student-resources)</u></p> <p><u>extendedlearning@uwaterloo.ca (mailto:extendedlearning@uwaterloo.ca?body=Name:%20%0D%0AUser%20ID:%20%0D%0ACourse:)</u> +1 519-888-4002</p> <p>Include your full name, WatIAM user ID, student number, and course name and number.</p>
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*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 will provide students with ...

■ Learning Outcomes

This course will do the following:

- Do this.
- And this.
- And finally this.

This online course was developed by XXX, with instructional design and multimedia development support provided by the Centre for Extended Learning. Further media production was provided by Instructional Technologies and Multimedia Services.

About the Course Author/Instructor

■ Course Author — [Course Author]

Educational Background

[Course Author] ...

Current Research

Research interests include ...

Philosophy of Teaching

[Course Author]'s philosophy of teaching fits well with the constructivist theory of learning, believing that learning is an active process in which students construct new ideas or concepts based upon their current and past knowledge.

Hobbies/Interests/Sports

When not involved in research, [Course Author] likes to ...

Family/Children/Travel

[Course Author] is the proud parent of ... and has visited many interesting people and places throughout the world.

Materials and Resources

Textbook(s)

Required

1. Author. (Year). *Textbook Title (Edition)*. Publisher.

Recommended

1. Author. (Year). *Textbook Title (Edition)*. Publisher.

For textbook ordering information, please contact the [W Store](#) | [Course Materials + Supplies](#) (<https://wstore.uwaterloo.ca/>) .

For your convenience, you can compile a list of required and optional course materials through [BookLook](#) (<https://wstore.uwaterloo.ca/course-materials/my-booklook.html>) 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.

Other Materials

1. Rock Kit (\$100 Deposit).

Resources

- [Library services for Co-op students on work term and Extended Learning students \(https://uwaterloo.ca/library/services/library-services-co-op-students-work-term-and-extended\)](https://uwaterloo.ca/library/services/library-services-co-op-students-work-term-and-extended)

Grade Breakdown

The following table represents the grade breakdown of this course.

Activities and Assignments	Weight (%)
Introduce Yourself	Ungraded
Group Discussions	xx%
Assignments	xx%
Midterm Test	xx%
Quizzes	xx%
Final Examination	xx%

Course and Department Policies

■ Course Policies

Policy Name

Policy description.

■ Department Policies

Policy Name

Policy description.

University Policies

Submission Times

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

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](https://uwaterloo.ca/campus-wellness/health-services/student-medical-clinic) (<https://uwaterloo.ca/campus-wellness/health-services/student-medical-clinic>).

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](https://uwaterloo.ca/registrar/current-students/accommodation-due-to-illness) (<https://uwaterloo.ca/registrar/current-students/accommodation-due-to-illness>) page.

Missed Final Examinations

Your faculty determines academic accommodation; therefore we advise you to speak with your professor if you anticipate being unable to fulfill academic requirements due to illness or other extenuating circumstances.

Further information about Examination [Accommodations](http://ugradcalendar.uwaterloo.ca/page/Acad-Regs-Accommodations) (<http://ugradcalendar.uwaterloo.ca/page/Acad-Regs-Accommodations>) 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](https://uwaterloo.ca/library/get-assignment-and-research-help/academic-integrity/academic-integrity-tutorial) (<https://uwaterloo.ca/library/get-assignment-and-research-help/academic-integrity/academic-integrity-tutorial>) and graduate students should see the [Graduate Students and Academic Integrity](https://uwaterloo.ca/library/get-assignment-and-research-help/academic-integrity/graduate-students-and-academic-integrity) (<https://uwaterloo.ca/library/get-assignment-and-research-help/academic-integrity/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](http://uwaterloo.ca/academic-integrity/) (<http://uwaterloo.ca/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 (<https://uwaterloo.ca/academic-integrity/integrity-waterloo-faculty/turnitinr-waterloo>).

Discipline

A student is expected to know what constitutes academic integrity (<http://uwaterloo.ca/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 (<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 he/she has a ground for an appeal should refer to Policy 72 - Student Appeals (<https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-72>).

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 (<https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-70>), 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 (<https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policies/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 (<https://uwaterloo.ca/quest/>) to see all final grades. Any grades posted in Waterloo LEARN are unofficial.

AccessAbility Services

[AccessAbility Services \(https://uwaterloo.ca/accessability-services/\)](https://uwaterloo.ca/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 \(AODA\) \(http://www.ontario.ca/laws/statute/05a11\)](http://www.ontario.ca/laws/statute/05a11) are guided by University of Waterloo accessibility [Legislation \(https://uwaterloo.ca/human-resources/accessibility/legislation\)](https://uwaterloo.ca/human-resources/accessibility/legislation) and policy and the [World Wide Web Consortium's \(W3C\) Web Content Accessibility Guidelines \(WCAG\) 2.0 \(http://www.w3.org/TR/WCAG20/\)](http://www.w3.org/TR/WCAG20/). The majority of our online courses are currently delivered via the Desire2Learn Learning Environment. Learn more about [Desire2Learn's Accessibility Standards Compliance \(http://www.d2l.com/accessibility/standards/\)](http://www.d2l.com/accessibility/standards/).

Use of Computing and Network Resources

Please see the [Guidelines on Use of Waterloo Computing and Network Resources \(https://uwaterloo.ca/information-systems-technology/about/policies-standards-and-guidelines/campus-network/guidelines-use-waterloo-computing-and-network-resources\)](https://uwaterloo.ca/information-systems-technology/about/policies-standards-and-guidelines/campus-network/guidelines-use-waterloo-computing-and-network-resources).

Copyright Information

UWaterloo's Web Pages

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Other Sources

Respect the copyright of others and abide by all copyright notices and regulations when using the computing facilities provided for your course of study by the University of Waterloo. No material on the Internet or World Wide Web may be reproduced or distributed in any material form or in any medium, without permission from copyright holders or their assignees. To support your course of study, the University of Waterloo has provided hypertext links to relevant websites, resources, and services on the web. These resources must be used in accordance with any registration requirements or conditions which may be specified. You must be aware that in providing such hypertext links, the University of Waterloo has not authorized any acts (including reproduction or distribution) which, if undertaken without permission of copyright owners or their assignees, may be infringement of copyright. Permission for such acts can only be granted by copyright owners or their assignees.

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 (<mailto:extendedlearning@uwaterloo.ca>).