



ST. JEROME'S UNIVERSITY

Department of Sexuality, Marriage, & Family Studies (SMF)

SMF 101: Relationships & Families

FALL 2020: Remote Online

Instructor: Dr. Denise Whitehead (pronouns: she/her)

Email: denise.whitehead@uwaterloo.ca

Office Hours: By Appointment, either by phone or video chat (please email me).

Course Co-Development & Contributions by Carm De Santis (please do not contact Ms. De Santis. While you will see and hear from her throughout this course, she is currently on leave and all questions should be directed to me, the Instructor of record).

Teaching Assistant (TA): Ms. Angela Underhill, Ph.D. Candidate in Family Relations & Human Development at the University of Guelph. (Email: aalunder @uwaterloo.ca). Note: ALL course inquiries should be directed to Dr. Whitehead. Ms. Underhill is only to be contacted as outlined later in the semester with regards to questions about the written assessments. More information will be posted in LEARN to guide you through that process.

WELCOME to SMF 101!! We are delighted that you have chosen to enroll in this course about relationships and families. Past teaching has taught us that students are keen and interested to understand how to engage in meaningful relationships with positive and happy connections. Relationships are complex dynamic interactional processes that provide a range of experiences over our lifetime. Relationships can bring about acceptance, safety, love, belonging and connection, while also presenting challenges in these same areas. This course will address the spectrum of relational process and choices we are faced with daily. In other words, we will take survey of what could be considered “the good, the bad, and the ugly” aspects of relational life. Overall, this course will endeavor to provide a respect for human variation, diversity and inclusion while addressing many key issues in relationships and families.

COURSE CALENDAR DESCRIPTION

This course provides an overview of couple, marital, and family relationships from a broad, interdisciplinary perspective. [Note: Formerly SMF 206]

AntiReq: SMF 206

Territorial Acknowledgement

We acknowledge that we are living and working on the traditional territory of the Attawandaron (also known as Neutral), Anishinaabe and Haudenosaunee peoples. St. Jerome's University is situated on the Haldimand Tract, the land promised to the Six Nations that includes ten kilometres on each side of the Grand River.

COURSE STRUCTURE: This course has been formulated as a REMOTE course during this time of COVID-19. As such, sincere efforts have been made to translate what is usually an in-person course into an “online” version. This means that there will be differences.

This course is being offered ASYNCHRONOUSLY. As such, there will be NO formal meeting time. Rather there are online lectures that are posted at the beginning of each week (late Sunday so you have them each Monday), as well as readings and quizzes to be completed by the end of each week as outlined in this syllabus in the section **“Course Schedule”** below (See pages 9 - 12).

Weekly Time Allocation for SMF 101: University students are generally expected to devote 8-10 hours per week per course (inclusive of lectures (3 hours), readings, studying, and completing assessments).

Thus, a reasonable amount of time for this course is approximately 8-10 hours/week.

Remote learning doesn’t change that expectation. Instead of spending time “attending lectures in a classroom” you will need to attend to the course material being presented via lecture notes, audio visual material, and other forums of information provided weekly on LEARN. Course readings are a critical part of your learning process. The onus is on the student to devote sufficient time to this course and their learning. You may not be aware of this expectation so plan accordingly as you review the course schedule and assessments in this syllabus.

Time Zones: During this time of remote learning I am aware that you will be connecting from all over the world. All quizzes and assignments have due dates with time requirements. It is incumbent upon each student to figure out how their time zone works relative to the University of Waterloo and to plan accordingly.

Here are a couple of things to know:

UW (key reference point is Toronto) is currently in **Eastern Daylight Time (EDT)** (this “daylight savings time” runs from March 8 to November 1. If you are unfamiliar with this concept at 2 a.m. on March 8th we advanced the clocks forward by one hour to capture as much daylight over the spring/summer/fall).

Starting **November 1st at 2 a.m.** we will revert to **Eastern Standard Time (EST)** and the clocks will be “turned” back one hour. Thus at 2 a.m. on Sunday November it will become 1 a.m. I like to think of it as an extra hour of sleep. LEARN will automatically make this adjustment for us but you need to be aware that this happens and to plan your course submissions (quizzes and assignments accordingly).

Assessments: One of the most exciting changes is that comes with remote teaching is that we have shifted the focus from heavy reliance on multiple choice exams to deeper and more reflective writing assignments. The focus on assessments will start with acquiring foundational knowledge (assessed through weekly quizzes), build to analysis and critical thinking (assessed through the SMF 101 Book Report Critique) and conclude with your one-on-one Interview & Capstone Paper assignment where you conduct an interview with a person of your choosing and provide an

analysis connecting your interview to course materials (bringing your foundational knowledge and critical analysis). More information is provided below under Course Assessments, with additional assignment details provided in LEARN.

A note about remote teaching: Remote teaching is new for most instructors. Genuine efforts have been made to adapt this course to maximize your learning and engagement. In addition, careful attention has been paid to adapting assessments to make them relevant, reasonably flexible, and accessible. That said, further adaptations to this course may be undertaken as this remote course unfolds or if timing of content needs to be adjusted.

LEARN: The LEARN D2L platform is a critical resource to this remote, online course. You are encouraged to become **highly** familiar with how to access content, lectures, take the weekly quizzes and access information to assist you in completing the two large assessments (Book Report and Interview).

LEARN also serves as the nerve centre for us to keep in touch with all of you. You will see that we post reminders, updates and other little items that catch our attention that we want to share with you. Please access a few times a week to stay current.

T.A. (Teaching Assistant) Information: There will be a TA to assist with marking given the large number of students and assignments. All questions about marking should be directed to the Instructor – Dr. Denise Whitehead.

COMMUNICATION and EMAILS to the Professor & LEARN Discussion Forum

ALL questions related to this course should be directed only to Dr. Denise Whitehead. That said, questions usually fall into two categories:

1. Questions about course content or process that would be beneficial for ALL students to have access to (similar to asking a question in a classroom). These types of questions should be posted in LEARN for ALL students to see and so that I may answer the question for all students. Trust me, if you have the courage to ask the question it is likely other students were thinking about the same issue or glad to have someone bring something up they hadn't thought of.
2. Personal questions about course progress/AccessAbility accommodations or other sensitive matters should be directed through your UW Email to me.

Email is generally answered within 24-48 hours– Monday to Friday – and at other times when I am able. If you haven't heard from me within 48 hours during the business week, please resend your email in case I didn't receive or it got lost. Generally, I do not respond to email on weekends or to last minute requests (e.g., right before an assignment is due). Please ensure you give me enough time to problem solve.

Please be professional in your emails and include the following:

- A personal address: For example, Dear Denise or, if you are more comfortable, Dear Professor Whitehead or Dear Dr. Whitehead

- In the Subject line please note the course you are in: SMF 101 and a short description of your query
- Your request/question
- A signature line: For example, Sincerely Sarah; Kind Regards, Sayeed; Best, Mija

PLEASE contact me if you are having medical/psychological or other issues that are compromising your ability to complete the course successfully. Generally, tackling these issues earlier, rather than later in the course, allows for more options. Please access the resources available to you as outlined further on in this syllabus.

COURSE GOALS AND LEARNING OUTCOMES

This course provides an overview of relationality from a broad interdisciplinary perspective. This is an introductory course designed to introduce students to some critical theories and diverse perspectives that underpin the interdisciplinary study of relationships and families. At the core of this course is the development and application of critical thinking skills. Various topics of relationships and families will be covered that are attuned to diversity, dominant discourses, power relations, class, race, and dis/abilities, to name a few.

This course has several learning and assessment components that have been designed to work together for an integrated learning experience that will engage you, encourage you to question your own thinking and assumptions, and provide you with new insights and knowledge. I also hope this course will provide you with meaningful information that can be applied to your relational life.

Upon completion of this course, students should be able to:

1. Articulate key theoretical ideas related to the study of relationships and families.
2. Describe how social norms, dominant discourses, and laws shape ideas about family and relationship formation and dissolution.
3. Identify and describe how social, political, economic and cultural factors advantage/disadvantage families and relationships.
4. Critique how gender roles, power distribution, and relational dynamics impact relationships.
5. Reflect on how your socio-political-cultural context combined with your own family, values, and life experiences have shaped your understanding and expectations of relationships and families.
6. Develop critical thinking skills through reading, writing and discussion of course material.

REQUIRED BOOKS: TEXTBOOK AND FICTION BOOK (2 required books)

Textbook: David Knox, Caroline Schacht & J. Joyce Chang. (2020). Choices in Relationships, 13ed. Sage Publications.

NOTE: The FIRST chapter of the textbook has been placed in LEARN for you to get started immediately. Copyright law only allows ONE chapter of a book to be copied in this manner so you

are encouraged to obtain your books ASAP.

You can purchase a copy via Amazon.ca \$127 (paperback) or \$120 (Ebook)

https://www.amazon.ca/Choices-Relationships-David-Knox/dp/1071802305/ref=tmm_other_meta_binding_swatch_0?encoding=UTF8&qid=1588274801&sr=8-1

You can also purchase access to an Ebook version of the textbook through VitalSource \$90 days for \$78.82 CDN, 120 days for \$88.67 CDN, 180 days for \$98.52 CDN or a Lifetime for \$142.85 CDN.

<https://www.vitalsource.com/en-ca/products/interactive-choices-in-relationships-interactive-david-knox-v9781071807125?term=knox+chang>

Unfortunately, the book "Choices in Relationships" is not available for purchase as an Ebook for the UW or St. Jerome's library at this time.

Fiction Book Report Critique: Karma Brown (2020). Recipe for a Perfect Wife. Available as an Ebook through the usual sources: Amazon/Kindle, Chapters Indigo KOBO, Ebooks.com (Approximate Cost: \$14)

https://www.amazon.ca/Recipe-Perfect-Wife-Karma-Brown-ebook/dp/B07VR89BKP/ref=sr_1_1?crid=2QOUHARX83DF&keywords=recipe+for+a+perfect+wife&qid=1588515040&srefix=recipe+for+%2Caps%2C154&sr=8-1

<https://www.chapters.indigo.ca/en-ca/books/recipe-for-a-perfect-wife/9780735236257-item.html?ikwid=recipe+for+a+perfect+wife&ikwsec=Home&ikwidx=0#algoliaQueryId=846b224c6ade25571a4ca0144665e065>

https://www.ebooks.com/en-ca/book/209749535/recipe-for-a-perfect-wife/brown-karma/?src=feed&gclid=Cj0KCQjw17n1BRDEARIsAFDHFex7c9tfo4pR68UX07s07e2pMcdjNXf6Xp4HaikdJPbBHnGyk9hUIAr5Yn7M111C0Tej_0vm0K9Gs0QAwL3_nmtPYaAhduEALw_wcB

AUDIBLE Version

https://www.audible.ca/pd/Recipe-for-a-Perfect-Wife-Audiobook/B0813YCJ38?source_code=GDGGBRF0814170003&ipRedirectOverride=true&gclid=Cj0KCQjw17n1BRDEARIsAFDHFex7c9tfo4pR68UX07s07e2pMcdjNXf6Xp4HaikdJPbBHnGyk9hUIAr5Yn7M111C0Tej_0vm0K9Gs0QAwL3_nmtPYaAhduEALw_wcB&gclsrc=aw.ds

Community/City Libraries might have the book available for you to borrow.

COURSE REQUIREMENTS AND ASSESSMENTS

ASSESSMENTS	DATE OF EVALUATION	WEIGHTING
Weekly Quizzes	See Course Schedule & LEARN	25%
Book Report Critique	Due Sunday November 15 (11:59 p.m.)	35%
Interview and Capstone Paper	Due Friday December 11, 2020 (11:59 p.m.)	40%
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Total		100%

LATE PENALTY POLICY (Please read carefully)

For the Book Report Critique and Interview & Capstone Paper assignments the following late policy applies to ALL students, regardless of circumstance or reason:

Both assignments are to be submitted on the due date by 11:59 p.m., uploaded into DropBox. If you are unable to submit your assignment by the due date/time a **FLAT 10% penalty** will be deducted from your assessed grade for the assignment. This applies for **up to four (4) days** following the due date and the 10% applies whether you are 1 day late or 3 or 4 days late. Note, you do NOT have to request this extension or provide supporting documentation, the penalty will simply be assessed following marking.

IMPORTANT: After four (4) days NO late assignments will be accepted and the assignment will be graded a zero (0). You are reminded to plan accordingly for unexpected events such as illness, work obligations or family events. There will be NO response by the instructor to student requests for further extensions or pleas for not assessing the penalty.

That said, if you are having profound issues related to finishing the course (or others) please contact your Academic Advisor for assistance. <https://uwaterloo.ca/registrar/current-students/advisors>

Illness

People get sick. And during this pandemic there are new ways to become ill. The best way to handle this situation is to keep the Instructor informed. This allows me to know what you are facing and for me to brainstorm options and solutions to help you complete the course.

Self-declaration of COVID symptoms. The University of Waterloo has provided a self-declaration for COVID symptoms for students via Quest. Please note that while I can access this information you must ALSO email me if you have made this declaration.

<https://uwaterloo.ca/quest/help/students/how-do-i/self-declare-my-illness>

As you will see on the above website this is for 14 days. Other illnesses, or if the illness will last greater than fourteen days, must be reported using the Verification of Illness Form

As the website notes:

“Ultimately, the authority for deciding whether your request for consideration will be granted rests with the instructor. Regardless of whether consideration is provided, you are responsible for contacting the instructor/faculty member to discuss how you will meet the course requirements.”

Quizzes (25% = 10 completed quizzes X 2.5%)

There will be a weekly quiz on information related to the readings in the textbook, lectures and other course material outlined in the Content section of LEARN every week as broadly outlined in the course schedule below. These quizzes are designed to help you acquire the foundational knowledge you will need to complete the other assessments in this course (Book Report Critique and the Interview and Capstone Paper). All quizzes will be conducted online via LEARN. Each quiz will be available for completion at the start of the week (Monday) for each corresponding topic as outlined in the Syllabus. The quiz remains available until Sunday and will close at 11:59 p.m.

You have ONE (1) attempt to complete the quiz. You will be presented with 20 randomly assigned questions. You have 20 minutes to complete. After submitting your quiz you will be immediately informed of your grade.

Quizzes must be completed independently without consultation of other students, individuals and the Internet. Please review and follow the expectations regarding academic integrity outline later in this syllabus.

How will the quizzes be graded? There will be opportunity to complete a total of 12 quizzes – one each week. For those weeks with more than one topic and/or chapter from the textbook the one quiz draws questions from both topics and all related assigned course materials. **Only the scores of the top 10 quizzes will contribute to your final grade.** This means that if you perform poorly, or have to miss a quiz or two due to illness or other circumstances you can do so **without** penalty. If you miss writing a quiz you do not need to contact the instructor, regardless of the number of quizzes you miss. There will NOT be opportunity to make them up. **DO NOT CONTACT** the instructor or provide a reason and/or ask for makeup, including if you have enrolled late in the course.

If you miss MORE than 2 of the 12 quizzes you will receive a zero for any quizzes that are part of the ten (10) quizzes for which you will be graded. In sum, the best 10 out of 12 grades will be calculated to comprise the 25%. You are encouraged to complete all quizzes as it helps you stay on top of the content and better prepares you for the larger written assignments.

SMF 101 Book Report Critique (35%) Due Sunday November 15, 2020 by 11:59 p.m.

In this time of virtual learning we are pleased to introduce the SMF Book Report Critique with a very poignant 2020 best seller by Canadian author, Karma Brown. Her new book, Recipe For A Perfect Wife, provides an engaging way to consider the topic of relationships, both modern and from the past.

This is a work of fiction that creates a compelling opportunity for our class to consider the topics that we will be discussing in this course. Like a lot of life's relationships there is love, joy, and friendship. This novel also *unearths* the darker side of relationships: inter-partner violence, use and access of power, rigid gender roles, **sexual assault (graphically portrayed in pages 178-181)** as well as harassment, betrayal, divorce, estrangement, fertility, and abortion. These topics can be very difficult to address on various levels. For some of us, it might be disruptive and bring forward personal and/or familial experiences. Sadly, for a number of us, some of the book's themes are similar to our lived experience. As a result, you might find the information validating and acknowledging, propelling you forward with affirmation and confidence; providing you opportunity to name and attend to past and/or current issues.

For others, this learning process might present challenges, combined with a personal process, resulting in having a range of emotional responses that may feel overwhelming. You are encouraged to reach out to the mental health resources outlined in this syllabus, and to consider reaching out to people you trust and count on. Ultimately, we hope that providing the "Book Report Critique" will serve as a platform to consider the many real facets that relationships encounter and provide a means for the materials in the textbook to come to life. Fundamentally, we want this to be an opportunity for you to be reflective and consider the relational choices that will lay ahead of you and that you will witness others face over the lifespan.

Full details about the SMF Book Report Critique assignment can be found in the LEARN Content section under "SMF Book Report." Over the coming weeks I will post a marking *Rubric* for this assignment.

**Interview and Capstone Paper (40%)
Due Friday December 11, 2020 by 11:59 pm in DropBox in LEARN**

This assignment will be the capstone to your learning about relationships and families. The goal is to have you interview someone about the topic of relationships and families and then provide a written analysis of what you have learned from the interview while connecting it back to the course materials (Text, lectures, Recipe for a Perfect Wife, Videos, etc.).

See the Content section of LEARN where you will find a full description and details of the requirements for the assignment and a grading rubric.

This is a short summary about the assignment:

You will reach out to someone you know to request an interview about relationships and families. This could be a family member or friend. This will be a very personal conversation so you will want

to invite someone that you feel comfortable approaching and you anticipate will be comfortable sharing with you.

You will construct the interview questions based on your course learning to gain insights about the person's experiences (e.g., divorce, having children, remaining single, being LGBTQIA+, not having children, etc.). There are many topics, give thoughtful consideration to what you would like to know more about from someone who has that experience.

Following the interview, you will produce a typed summary of your interview participant's responses. In the Appendix to your final paper you will include all of your interview questions followed by the response of your participant. This should be a thorough enough summary so the instructor/TA can understand the information you gleaned from the interview. It is likely that such an interview will last an hour (more or less).

This final assignment is due in its entirety (Paper + Appendix with interview questions and responses) as ONE Word file to be submitted to Drop Box by Friday December 11, 2020, 11:59 pm EDT.

COURSE SCHEDULE

Week	Dates	Topic	Readings Due	Assessment
1	September 8-13 *This course runs weekly from Monday to Sunday 11:59 pm (Toronto Time Zone) (depending upon time of year – see time change notice November 1	Welcome & Introduction to Course Watch Denise's introduction video in the Announcements section of LEARN) Information about the SMF 101 Book Report featuring: Recipe for a Perfect Wife	Buy the textbook: Choices in Relationships, 13e Buy fiction book: Recipe For A Perfect Wife Choices: Chapter 1: An Introduction to Marriage, Family and Diversity	Take Quiz: Chapter 1 Complete by 11:59 pm Sunday Evening each week – Available in LEARN Quizzes The first chapter of the textbook is available in LEARN as a pdf to get you started. Copyright law only allows ONE chapter of the book. Purchase your own copy ASAP.

2	September 14-20	Love Relationships Selecting a Partner	Choices: Chapters 2 & 5	Take Quiz: CH 2 & 5 + course content
NOTE	September 21	Add Period Ends		
3	September 21-27	Gender & Diversity LGBTQIA Relationships	Choices: Chapter 3 and 7 Recipe: Chapters 1-9	Take Quiz: CH 3 & 7
4	September 28 – October 4	Singlehood, Cohabitation and Living Apart Together	Choices: Chapter 4 Recipe: Chapters 10-14	Take Quiz: CH 4
5	October 5 - 9	Diversity in Marriage Relationships Communication and Technology in Relationships	Choices: Chapters 6 and 8 Recipe: Chapters 15-21	Take Quiz: CH 6 & 8 (Note about Reading Week next week: NO assignments or quizzes may be assigned during this time. You are encouraged to complete this week's quiz by Friday 9 th . For your benefit I will leave the quiz available until the usual Sunday to give students the full week to complete).
Break	October 10-18	READING WEEK	Happy Thanksgiving!	Suggestion: Start thinking about who you want to interview and the topic
6	October 19-25	Planning for Parenthood Diversity in Parenting	Choices: Chapters 11 & 12 Recipe: Chapters 22-28	Take Quiz: CH 11 & 12 Suggestion: Set a date for the interview. Prepare your interview questions.

7	October 26 – November 1	Money, Work, and Relationships	Choices: Chapter 13 Recipe: Chapters 29-35	Take Quiz: CH 13 Suggestion: Conduct interview. Type up interview summary/transcript while still fresh in your mind.
NOTE	Sunday November 1	Daylight Savings Time Ends at 2 a.m.	Clocks turn back one hour	
8	November 2-8	Violence and Abuse in Relationships	Choices: Chapter 10 Recipe: Chapters 36-44 (The End)	Take Quiz: CH 10 Suggestion: Start to work on Book Report Critique.
9	November 9 - 15	Stress and Crisis in Relationships	Choices: Chapter 14	Take Quiz: CH 14 Suggestion: Complete Book Report Critique. Leave time for editing and revisions.
DUE DATE	Sunday November 15 by 11:59 p.m.	<u>Recipe For A Perfect Wife</u> Book Report Critique	Upload into LEARN DropBox	
10	November 16 - 22	Sexuality in Relationships	Choices: Chapter 9	Take Quiz: CH 9
NOTE	November 23	LAST day to drop with no grade	<i>WD: Withdrew, NO credit granted - grade assigned for course dropped</i>	<i>Dropping course after this date is WF (Withdrew/Failure)</i>
11	November 23-29	Divorce, Remarriage & Stepfamilies	Choices: Chapter 15	Take Quiz: CH 15 Suggestion: Start writing interview analysis. More time and thought = better work.
12	November 30 –	The Later Years	Choices: Chapter 16	Take Quiz: CH 16

	December 6 (Classes end Mon Dec 7)			Suggestion: Work on interview analysis. You can always submit early!
NOTE	December 8	Last Day to Drop (WF) without a petition	WF – Withdraw/Failure	
DUE DATE	December 11	Final Assessment: Interview & Capstone Paper	PAPER DUE: Friday December 11 2020 by 11:59 pm in DropBox	Interview: Written Reflection & Analysis

University of Waterloo Student Health and Academic Support Services

Note: Due to COVID-19 and campus closures, UWaterloo in-person counselling services are extremely limited, and most support will be provided online or by phone. Students are advised to contact Counselling Services by phone or email.

UWaterloo Campus

Counselling Services

- ▶ Email: counseling.services@uwaterloo.ca
- ▶ <https://uwaterloo.ca/campus-wellness/counselling-services>

Phone: 519-888-4567 ext. 32655

Health Services

- ▶ Phone: 519-888-4096

Sexual Violence Response Coordinator

- ▶ 519-888-4567 ext. 46869
- ▶ <https://uwaterloo.ca/student-success/blog/post/meet-sexual-violence-response-coordinator>

UW Police Services

- ▶ Phone: 519-888-4911
- ▶ Alternate phone: ext. 22222

AccessAbility Services

- ▶ Email: access@uwaterloo.ca
- ▶ <https://uwaterloo.ca/accessability-services/>
- ▶ Phone: 519-888-4567 ext. 35082

Centre for Mental Health Research

- ▶ Email: cmhr@uwaterloo.ca
- ▶ Phone: 519-888-4567 ext. 33842

Student Success Office

- ▶ Phone: 519-888-4567 ext. 84410

Off campus, 24/7

Good2Talk

- ▶ Phone: 1-866-925-5454
- ▶ Alternate Phone: 211

Here24/7

- ▶ 1-844-437-3247

Waterloo Region Sexual Assault and Domestic Violence Treatment Centre

- ▶ Phone: 519-749-6994

Grand River Hospital

- ▶ Phone: 519-742-3611

Waterloo Regional Police

- ▶ Phone: 911

Sexual Assault Support Centre (24 hour helpline)

- ▶ Phone: 519-741-8633

SHORE Centre

- ▶ Phone: 519-743-9360

OK2BME: Support services for lesbian, gay, bisexual, transgender, or questioning teens in Waterloo.

- ▶ Phone: 519-884-0000 x222

Full details can be found online at the Faculty of ARTS website

<https://uwaterloo.ca/arts/>

Other Important Information

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 www.uwaterloo.ca/academicintegrity/ 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 the St. Jerome's University Policy on Student Petitions and Grievances, www.sju.ca/sites/default/files/upload_file/PLCY_AOM_Student-Petitions-and-Grievances_20151211-SJUSCapproved.pdf. When in doubt, please be certain to contact the St. Jerome's Advising Specialist, Student Affairs Office, who will provide further assistance.

ACADEMIC INTEGRITY

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 www.uwaterloo.ca/academicintegrity/ 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 Associate Dean. When misconduct has been found to have occurred, disciplinary penalties will be imposed under the St. Jerome's University Policy on Student

Discipline, www.sju.ca/sites/default/files/PLCY_AOM_Student-Discipline_20131122-SJUSCapproved.pdf. For information on categories of offences and types of penalties, students should refer to University of Waterloo Policy 71, Student Discipline, www.adm.uwaterloo.ca/infosec/Policies/policy71.htm. For typical penalties, check the Guidelines for the Assessment of Penalties, www.adm.uwaterloo.ca/infosec/guidelines/penaltyguidelines.htm.

Appeals: A decision made or penalty imposed under the St. Jerome's University Policy on Student Petitions and Grievances (other than a petition) or the St. Jerome's University Policy on Student Discipline may be appealed if there is a ground. A student who believes they have a ground for an appeal should refer to the St. Jerome's University Policy on Student Appeals, www.sju.ca/sites/default/files/PLCY_AOM_Student-Appeals_20131122-SJUSCapproved.pdf.

Note for students with disabilities: AccessAbility Services, located in Needles Hall (Room 1401) at the University of Waterloo, 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, www.uwaterloo.ca/accessability-services/.

Intellectual Property

Students should be aware that this course contains the intellectual property of their instructor(s), TA, and/or St. Jerome's University.

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 St. Jerome's University for WRITTEN 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 express written 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).