**St. Jerome’s University in the University of Waterloo**

Department of [NAME]

[COURSE CODE] [TERM/YEAR]

[COURSE NAME]

[MEETING TIMES AND LOCATION]

## INSTRUCTOR [AND TA] INFORMATION

Instructor: [NAME]

Office: [OFFICE NUMBER]

Phone: [PHONE NUMBER AND EXTENSION]

Office Hours: [DAYS AND TIMES]

Email: [EMAIL ADDRESS]

TAs: [TA 1 NAME] [TA 2 NAME]

Email: [TA 1 EMAIL ADDRESS] [TA 2 EMAIL ADDRESS]

Office: [TA 1 OFFICE NUMBER] [TA 2 OFFICE NUMBER]

Office Hours: [TA 1 DAYS AND TIMES] [TA 2 DAYS AND TIMES]

## COURSE DESCRIPTION

## COURSE OBJECTIVES

[INCLUDE ANY INFORMATION RELATED TO OBJECTIVES/GOALS/LEARNING OUTCOMES]

## REQUIRED TEXTS [AND OTHER REQUIRED/SUGGESTED READINGS]

## COURSE REQUIREMENTS AND ASSESSMENT

[INCLUDE BRIEF DESCRIPTION, DUE DATE, AND PERCENTAGE OF FINAL GRADE FOR EACH REQUIREMENT]

## COURSE SCHEDULE

[INCLUDE WEEKLY SCHEDULE LISTING TOPICS, READINGS, ASSIGNMENT, AND TEST DATES]

## IMPORTANT DATES TO REMEMBER

## POLICY ON LATE WORK, MISSED ASSIGNMENTS, AND MAKE-UP TESTS

[INCLUDE DETAILS OF INSTRUCTOR’S POLICY, INCLUDING PENALTIES]

## RULES FOR GROUP WORK IN ASSIGNMENTS

[INCLUDE THIS SECTION IF APPLICABLE TO THE COURSE]

When working on a group assignment, a Group Assignment Checklist must be completed and submitted with the assignment:

<https://uwaterloo.ca/arts/sites/ca.arts/files/uploads/files/group_assignment_disclosure.pdf>

## ATTENDANCE POLICY

[INCLUDE DETAILS OF INSTRUCTOR’S POLICY, INCLUDING PENALTIES]

## ELECTRONIC DEVICE POLICY

[INCLUDE DETAILS OF INSTRUCTOR’S POLICY, INCLUDING PENALITIES FOR IMPROPER USE]

## CORRESPONDENCE

[INCLUDE INSTRUCTOR’S PREFERENCE ON HOW TO BE CONTACTED AND WHAT INFORMATION TO INCLUDE, E.G. STUDENT ID]

## OTHER IMPORTANT INFORMATION [REQUIRED LANGUAGE APPROVED BY SJU SENATE COUNCIL]

**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/](http://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](http://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.

**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/](http://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](http://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](http://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](http://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](http://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/](http://www.uwaterloo.ca/accessability-services/).

[INCLUDE THE NEXT SECTION IF USING TURNITIN; <https://uwaterloo.ca/academic-integrity/guidelines-instructors>]

**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.