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DRAFT - CS1033 - Course Outline
(Sun Sep 01, 2019 01:00 AM - Sun Jan 30, 2022 12:00 AM)

Western University
London, Canada
Department of Computer Science

COMPUTER SCIENCE 1033
-- Introduction to Multimedia and Communications --

Fall 2021 - Blended Version

COURSE OUTLINE

1. GENERAL COURSE INFORMATION

This course is an introduction to multimedia concepts and explores the use of different types of media components (text, images, sound, animation and video) to convey ideas and facilitate interaction delivered through a web site. Topics include design considerations and media creation/editing tools for creating websites, graphics, sound, animation and video files. This course has a theoretical component and a practical component. Media components will be studied at a theoretical level, and students will have the opportunity to practice their skills by using software to create graphics, animation, movies, and web sites. There are no prerequisites for this course however the student must have their own computer and be familiar with the basic skills of computer use and file management. Student will have to purchase some software (under 50 dollars) in order to complete labs and assignments.

Learning Outcomes:

Upon completion of this course, a student will be able to:

- Recognize the characteristics of good design.
- Identify the ways that our world is translated into data that can be stored on a computer.
- List and describe at least 3 compression strategies used by computer scientists.
- Describe how the world wide web and the internet and search engines work.
- List some of the critical people and dates in the history of multimedia.
- Recognize the characteristics that affect the quality and realism of animation and videos.
- Using software, create and assemble the pieces (images, text, sound, animation and video) to build a website.

List of Prerequisites: NONE

2. INSTRUCTOR INFORMATION

Section	Lecturer	Lecture Time and Location	Office	Email	Office Hours	Phone Extension
001	Laura Reid (Course Coordinator)	Wednesdays 7pm-9pm	MC 416	lreid@csd.uwo.ca	Mondays: 1pm-2pm Wednesdays:	86095

NOTE -> there will be a weekly 40 minute online EVERY OTHER WEEK required quiz based on the prerecorded lectures. There will also be an in person class on the alternating weeks where we will work on activities based on the lectures and labs.

10am-11am
Other times available by email appointment.

Laura's office hours will be in-person and/or via zoom. Zoom link will be posted in the Prof & TA Consulting Link. If you come in-person, make sure you are wearing a mask as required by the Western COVID19 restrictions.

| 002 | Bryan Sarlo | Friday 10:30am-12:30pm

NOTE -> there will be a weekly 40 minute online EVERY OTHER WEEK required quiz based on the prerecorded lectures. There will also be an in person class on the alternating weeks where we will work on activities based on the lectures and labs. | MC 361 | bsarlo@uwo.ca | Mondays: 3pm-5pm
Other times available by email appointment.

Bryan's office hours will be on Zoom, at least for the month of September. The format may change to in-person or a hybrid later in the semester. | 81417 |

EMAIL CONTACT WITH YOUR INSTRUCTOR:

We will occasionally need to send email messages to the whole class (via Owl Announcements) or to students individually. Email will be sent to the Western email address assigned to students by Information Technology Services (WTS). It is each student's responsibility to read this email on a frequent and regular basis, or have it forwarded to an alternative email address if preferred. See the WTS web site for directions on forwarding email. You are responsible for checking your email at least every 72 hours as this will be the instructors' main method of communicating with the students outside of lectures.

However, you should note that email at WTS (your Western account) and other email providers such as gmail.com or yahoo.com may have quotas or limits on the amount of space they can use. If you let your email accumulate there, your mailbox may fill up and you may lose important email from your instructors. Losing

email that you have forwarded to an alternative email address is not an excuse for missing out on important information.

You are encouraged to contact the course instructor via email, with brief, email appropriate questions regarding lecture material or clarification of assignments. However, please check the course web site for answers to frequently asked questions, or to see if the information is already there, before emailing the instructor.

Note: You must send email from your Western account, and start the subject line with **_CS1033_** followed by whatever else you want to put in the subject line. Other email may be filtered out. Please send email in plain text format.

3. COURSE DESCRIPTION

LECTURE TOPICS

1. Intro to Multimedia
2. Text:
   - Text attributes and design considerations
3. Graphics:
   - Types of graphics, attributes, considerations
   - Optimization techniques
   - File formats
   - Graphics software
4. Web Development:
   - Design considerations
   - Understanding what's involved in getting your web site up and running
   - Web building software
5. Animation:
   - Types of animation, file formats
   - Sources of animation
   - Creating animation for the web
   - Animation software
6. Sound:
   - Sources of sound, file formats
   - Sound-Editing software
   - Sound on the web (Audacity)
7. Video in Multimedia
   - Equipment overview
   - Digital video considerations
   - Video for the web

Lectures: Watch several short assigned videos online per week.

Labs: Follow steps in a weekly lab (10 labs in total, 1 due per week) and submit completed work via OWL.

The purpose of the labs is to learn how to use the software applications for graphics creation, animation, web site. creation and video through exercises. The labs are self directed step by step instructions that will be performed in assigned lab rooms during your lab time. A Teaching Assistant will be in the lab room to help you if you get stuck and to take attendance.

Lab	Lab Topics Covered
Lab 1	General lab usage and using SFTP with WinSCP software.

Lab 2   Working with Graphics (Part 1 - Affinity application)

Lab 3   Working with Graphics (Part 2 - Affinity application)

Lab 4   Web site Development (Part 1 - https://html5-editor.net/ application)

Lab 5   Web site Development (Part 2 - https://html5-editor.net/ application)

Lab 6   Web site Development (Part 3 - https://html5-editor.net/ application)

Lab 7   Animation (Part 1 - MS PowerPoint)

Lab 8   Animation (Part 2 - MS PowerPoint) and adding animation to a web page

Lab 9   Video (Shotcut/iMovie) and adding video to a web page

Lab 10   Audio editing (Audacity) and adding audio to a web page

TA Consulting Hours for Assignments and Labs:

Note: the schedule (T.A. name, room number and time) for the T.A.s will be posted on OWL. The t.a.s are required to consult, via zoom and in person. They only do consulting the week when an assignment is due. The hours will be posted in owl. If a t.a. fails to show up for his/her consulting hour, please check on the OWL announcements first (the t.a. may have posted an announcement if he/she had to switch his/her hour) and if you see no announcement, email your professor to let him/her know the T.A. did not show up. We are hoping to set up the consulting so that the t.a.s will do 1 hour of zoom consulting and 1 hour of in-person consulting. Please stay tuned.

4. COURSE MATERIALS

Textbook

We are using an online textbook, written specifically for this course by one of our instructors! Click the following link and follow the instructions to purchase/subscribe to it. The cost is about $32 CAD (about $25 USD) and contains detailed explanations of the topics covered in this course as well as review questions at the end of each section.

Link to purchase online textbook: https://he.kendallhunt.com/product/multimedia-and-communication

Technical Requirements

You must have a computer that is running either Windows or Mac with a stable internet connection.

Website

Course content can be accessed from OWL found at http://owl.uwo.ca **You are responsible for reading this information frequently, especially the announcements.** These sites contain:

- Weekly Lecture Notes and Lecture Videos
- Assignments
- Lab Exercises
- Announcements
- Consulting Schedule
- Frequently Asked Questions
- Other Important Information

Lecture Videos and Notes

In Owl under Week By Week

Required Software

You MUST purchase (20 dollars for the term) a subscription to https://www.kritik.io/ . **THIS IS A REQUIRED PURCHASE.** You may not take the course without making this purchase as you will not be able to complete part of each assignment without this software.

You will also need the following software to be installed on your laptop/home computer:

- WinSCP (Windows) or FileZilla (Mac) (free)
- Affinity - about 70 dollars - student discount (making the cost around 41 dollars CDN) is available for Western students
- https://html5-editor.net/ (free)
- brackets from http://brackets.io/ (free - Mac users MUST install brackets but Windows users might also find this program a bit easier to use than Notepad)
- PowerPoint (free to Western Students thanks to a Microsoft donation --> THANK YOU MICROSOFT!)
- Audacity (free)
- Shotcut (free if you have a Windows Laptop) or iMovie (free if you have a Mac Laptop)

NOTE: All of the above software, except for kritik.io, can also be found in MC230 and NCB105 if you plan to work on campus. As of June 2022 (when we were updating this syllabus), remember that if you plan to work on campus you MUST wear a mask and you MUST site 6 feet away from every other student in the lab room. This may have changed by September.

5. METHODS OF EVALUATION

Please note that for assignments, the final exam and lab - Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at this website: http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf

Evaluation Type	Due Date	Self Report Absence (SRA) and Valid Academic Counsellor Approved Excuse (ACAE) **SRA Link -->** Student Center : The Self-Reported Absence link is located on the right-hand side under Student Services Links. *IMPORTANT NOTE: YOU MUST STILL EMAIL YOUR PROF WITHIN 2 DAYS OF SUBMITTING IT TO FOLLOW UP WITH THE PROF. If you do not email your prof to notify them, the SRA will be void. Make sure you contact the correct prof for your section.* **Valid Academic Counsellor Approved Excuse** --> Contact them here: https://registrar.uwo.ca/faculty_academic_counselling.html	Overall weight within the course
Weekly Quizzes	5 Quizzes, posted every other week. Each quiz will consist of about 20 questions in	If you use a SRA or a ACAE, you will receive the mark you get on the final exam as the mark for the missed quiz. NOTE: As explained when you submit an SRA, you must email your professor after you submit the SRA within 48 hours or it will be void and you will have wasted it.	8%

	Owl that review the lecture videos. See below for more info on Quizzes. Each quiz is worth 2%. We will drop your lowest quiz.		
Labs	One lab is due every week. As long as you are working hard to complete the lab during the allotted time, you should get the 1% for the lab. If you are on your phone the entire 2 hours OR if you come with the lab completed ahead of time, you will get 0. Labs MUST be completed during your lab time slot. Each lab is worth 1%. NOTE: You MUST show up to the lab you are scheduled in. You may NOT attend a different lab. THIS RULE HAS NO EXCEPTIONS!	If you use a SRA or a ACAE, you will have to do the lab on your own time and show it to your t.a. in the following weeks lab to get the mark back. NOTE: As explained when you submit an SRA, you must email your professor if you use a SRA after you submit the SRA within 48 hours or it will be void and you will have wasted it.	9%
Poster Assignment - Design a poster based on supplied content	Due Friday, October 8th at 11:55pm PLUS you must also PEER mark 5 other fellow student's assignments. The Peer Marking is due Thursday,	If you use a SRA or a ACAE you will get a 48 hour extension.	8%

	October 14 at 11:55pm and Peer Feedback is due Friday, October 15 at 11:55pm. The peer marking and feedback cannot be late!		
Web Assignment - Build a website based on supplied content	Due Friday, November 12th at 11:55pm PLUS you must also PEER mark 5 other fellow student's assignments. The peer marking is due Thursday, November 18th at 11:55pm and the peer feedback is due Friday, November 19th The peer marking and feedback cannot be late!	If you use a SRA or a ACAE you will get a 48 hour extension	15%
Major Assignment - Build a website about one of your interests based around a general topic we give you.	Due Friday, December 3rd at 11:55pm PLUS you must also PEER mark 5 other fellow student's assignments. The peer marking is due **(NOTE: YOU ONLY GET 2 DAYS THIS TIME FOR PEER MARKING) WEDNESDAY. Dec 7th** at 11:55pm and the peer feedback is due Thursday, Dec 9th at	If you use a SRA or a ACAE you will get a 48 hour extension	20%

	11:55. The peer marking and feedback cannot be late!		
Final Exam	To be announced - See notes below	SRAs cannot be used on the final exam. Students with ACAE will write the makeup exam in JANUARY 2022	40%

If, for any reason the assignment schedule given above cannot be adhered to by the instructors (NOT BY THE STUDENTS, i.e. we are referring to a classwide change, NOT a change for an individual student), the assignment marks may be pro-rated.

More information about the Final Exam

The final exam will be 2 hours in length and multiple choice and in person (it will NOT be an online exam).

The date, time and location of the final exam will be announced by the Registrar's Office.

Students requesting a deferred final exam must supply their academic counselling unit for their home faculty with written documentation. Your lecturer CANNOT grant a request for a deferred final exam. Only a student's academic counselor from their home faculty can approve a request for a deferred final exam

Exam is closed book/lecture notes. No electronic devices are allowed during the exam. We are hoping to conduct the final exam in person in December.

For computer-marked multiple-choice exams, the exams will be filtered through a piece of software that checks for unusual coincidences in answer patterns that indicates cheating has occurred.

NOTE: To be eligible to pass the course, a student must obtain a weighted average of at least 45% on the major assignment and final exam (see below for information on how to calculate the weighted average).

- Calculation of the Weighted Average = (total of weighted marks / sum of weights) and weighted mark = (weight * mark) For example, if you received 60% on the final exam (weighted at 40% of your final mark) and 80% on the major assignment(weighted at 20% of your final mark), your weighted average would be ((60*0.40)+(80*0.20)) / (0.40+0.20) = (24+16) / 0.60 = 40/0.60 = 67% WHICH IS ABOVE THE REQUIRED 45% TO PASS. Notice that if you did not hand in the major project and received 50% on the final exam, your weighted mark would be 33.4% and you would NOT pass the course, even if your overall grade for your labs, all your assignment marks and your final exam was greater than 50%.

NOTE: You must also get over 45% on the final exam to get over 60% in the course (even if the overall grade for your labs, all your assignment marks and final exam resulted in a final grade calculation that was greater than 60%) AND you must get over 35% on the final exam to pass the course (even if the overall grade for your quizzes, labs, all your assignment marks and final exam resulted in a final grade calculation that was greater than 50%)

In the event that the COVID-19 situation worsens, then:

*Tests and examinations in this course will be conducted using a remote proctoring service. By taking this course, you are consenting to the use of this software and acknowledge that you will be required to provide **personal information** (including some biometric data) and the session will be **recorded**. Completion of this course will require you to have a reliable internet connection and a device that meets the technical requirements for this service. More*

information about this remote proctoring service, including technical requirements, is available on Western's Remote Proctoring website at:

https://remoteproctoring.uwo.ca.

More Information about the Assignments

Submission of Assignments

All assignments must be submitted electronically. Instructions on how to submit your assignments are contained within each assignment instructions. Assignment instructions will be posted on the OWL website. All assignments are individual assignments. You may discuss approaches to problems among yourselves; however, the actual details of the work (assignment coding, designing graphics, answers to concept questions, etc.) must be your individual effort. AGAIN: you can discuss your solution with others but you may NOT use someone's solution from previous years or this year, as a template, you MUST start from scratch in the tool used to build the assignment. Copy and pasting code or graphics from fellow/previous students in the course, anyone else and/or outside sources will be considered plagiarism and will be reported to your Dean's office. Plagiarism is a major academic offence (see Scholastic Offence Policy in the Western Academic Calendar).

Assignments that are judged to be the result of academic dishonesty will, for the student's first offence, be given a mark of zero **with additional penalties also being applied.** You are responsible for reading and respecting the Computer Science Department's policy on Scholastic Offences and Rules of Ethical Conduct .

The University of Western Ontario uses software for plagiarism checking such as MOSS. Student's assignments maybe be electronically scanned for plagiarism checking. THUS DO NOT GIVE EMAIL/COPY AND PASTE your assignment solutions to anyone in the course as you maybe be caught for plagiarism and both the sender and the receiver of assignments will be punished. You MUST do the work yourself! Also, references will be requested when downloading images from the Internet for assignments.

Access to our lab rooms - Middlesex College Room 230

After-hours access to Computer Science lab rooms is by student card. If a student card is lost, you will need to visit the Student Services Building to obtain a replacement. As of 2018, the cost for a replacement card is $25. More information is available at https://www.registrar.uwo.ca/services/western_onecard_and_photo_standards.html

Students enrolled in Computer Science courses will be granted access to the labs within 7 days of enrollment. If you do not have access to the labs after 7 days, please open a ticket with Science Technology Services at https://helpdesk.sci.uwo.ca.

Late Policy for Assignments

A late assignment will have 15% deducted from the final grade for each day that the assignment is late up to a maximum of 45% (three days late).

An assignment that is more than three days late will not be accepted.

No extensions will be given for assignments. However, in the event of serious medical or compassionate grounds, a student should take supporting documentation to the academic counselors in the office of the Dean of his/her faculty, who will contact the instructor. Workload, exams, minor illnesses, and home/laptop computer problems are NOT valid excuses for being unable to complete an assignment within the allotted

time. The lecturer will only accept notices from a student's academic counselling unit from their home faculty if student has a valid reason for handing in an assignment late or a Self Reported Absence. THE STUDENT MUST NOT GO TO THE LECTURER with his/her documentation, but instead the student must see the academic counselling unit for his/her home faculty and the counselor will notify the lecturer. Upon notification from the academic counselor, the student will get an extension. For more information look here: http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_illness.pdf

Self Reported Absence: Self Reported Absence (SRA) maybe be used on the assignments, quizzes and labs. If an SRA is used on an assignment, the student will get 48 more hours from either the due date OR if the SRA was received DURING the late penalty days, the student will get 48 hours more to complete the assignment but the late penalty will still be in effect for the days they have already missed. Do NOT forget to email your prof if you use an SRA, if you don't email within 48 hours, the SRA will be void and thus you will have wasted it.

Assignment Backups

It is your responsibility to keep up-to-date backups of assignment disk files in case of system crashes or inadvertently erased files. Keep disk copies of all material handed in, as well as the actual graded assignment and the emails you receive after you submit your assignments, to guard against the possibility of lost assignments or errors in recording marks.

NOTE: We have had several complains about the purple Western USB sticks crashing unexpectedly and causing work to be lost. It is always best practice to make backups on multiple devices, and this is particularly true if you have the Western USB. Make backups on 2 different USBs and/or upload your files to the cloud (i.e. OneDrive or Google Drive) as a secondary backup. This is your responsibility to keep multiple backups in case a USB crashes and work is lost.

Assignment Marking - PEER MARKING

We will be doing peer marking using the system: https://www.kritik.io/ You will be assigned 5 or 6 other random students' assignments to mark. You have 3 days to mark the 5 - 6 other students assignments (it should take less than 15 minutes to mark each assignment).   You do NOT get extra time to do the marking (there is no extension for the marking) so if you don't complete your marking of the 5 - 6 assignments, you will lose roughly 10-20% of your overall assignment mark. The peer marking is considered part of the assignment and is required work. Your mark for the portion representing your work will be the average of the five students who marked your assignment.   You will also have to give feedback to the 5 students who marked your assignment. You have ONE day to give the feedback (this part should take less than 5 minutes). The feedback mark can also NOT be late. This will also be included in your mark (about 5%).   You are responsible for checking your overall assignment mark in kritik.io You will get 4 days to dispute the non-subjective items on the rubric by the peer markers, after you receive your mark from kritik.io. During these 4 days the teaching assistants and/or profs will check the disputes and fix any mistakes in marking. Then the kritik.io assignment marks will be finalized. Once it is finalized, any requests for remarks will not be granted. Once your grade is uploaded to Owl, you have 3 days to email your professor if you still have a question about your peer marking or feedback grade. But your creation grade will not adjusted after the dispute stage is over.

NOTE: Portions of the grade for each assignment will be subjective, for example: creativity.

More Information about the Labs

- You MUST attend the lab that you have been assigned to in your schedule. However, in the event of serious medical or compassionate grounds, a student should take supporting documentation to the academic counsellors in the office of the Dean of his/her faculty, who will contact the instructor. Workload, exams, minor illnesses, and home computer problems are NOT valid excuses for missing a lab. The

lecturer will only accept notices from a student's academic counselling unit from their home faculty or a Self Reported Absence if student has a valid reason for missing a lab. THE STUDENT MUST NOT GO TO THE LECTURER OR THE TEACHING ASSISTANT with his/her documentation, but instead the student must see the academic counselling unit for his/her home faculty and the counsellor will notify the lecturer. Upon notification from the academic counsellor, the lecturer will contact the students teaching assistant and the student.

- We drop your lowest lab mark so you can miss ONE lab without your final mark being affected, so you would only need to contact your Academic Counsellor if you need to miss two or more labs. Words of advice: save your free missed lab until YOU REALLY NEED IT!
- It is university policy that a regularly scheduled class (lecture, lab, or tutorial) takes precedence over tests and exams. Therefore, if another course schedules a test or exam that takes place during your lab or tutorial, the instructor for THAT course must accommodate you.
- You may NOT come to your lab with the lab completed, you MUST work on the lab during your time slot.
- MAKE SURE YOUR T.A. gets your name down for the attendance! If you leave without letting the t.a. know you were there, you will get 0 for the lab.
- Labs are mostly self directed so you likely wont need help from the t.a. unless you get very stuck. But make sure the t.a. knows you are there so you get your 1 mark for showing up.
- If you are on your phone the entire lab or not trying, you will get 0 for the lab.
- MONDAY LABS AND THANKSGIVING - Please read this if you have a lab on a MONDAY:
  - All labs will be cancelled on Thanksgiving Monday. In order to get this mark back, you must do that lab on your own time and then show it to the t.a. the following Monday. This is the only time where you can do the lab material outside of class.

Lab Marking:

The t.a.s will try to have your lab mark entered within one week of the lab. You have 2 weeks from when the lab occurred to dispute a mark given. If you do NOT email the course assistant and/or instructor within 2 weeks of the date of the lab, the lab mark will NOT be modified.

More Information about the Quizzes

Quizzes will:

- be each worth 2% of your final grade. If you miss a quiz you will get 0 unless you use a Self Reported Absence or have a validated reason from your academic counsellor. If you have either of those, whatever mark you get on the final exam, will now be what you get for the missed quiz. If you do use a Self Reported Absence or counsellor's note to miss a quiz, understand that you will NOT have access to that quiz in order to study. The quizzes are randomly generated so if you miss the quiz, you do NOT get to see the questions.
- be testing only material on the video lectures, not material in the lab (unless they overlap).
- be every other week and be held during YOUR lecture section. Thus:
  - if you are in Section 001, the quiz will be open from 7pm till 9pm on the following Wednesday - Sept 29 (Quiz 1), Oct 13 (Quiz 2), Oct 27 (Quiz 3), Nov 17 (Quiz 4) and Dec 1 (Quiz 5).
  - If you are in Section 002, the quiz will be open from 10:30am till 12:30pm on the following Fridays -Oct 1 (Quiz 1), Oct 15 (Quiz 2), Oct 29 (Quiz 3), Nov 19 (Quiz 4) and Dec 3 (Quiz 5).
- have approximately 20 multiple choice/fill in the blank/matching questions based on the material from the video lectures from the previous 2 weeks.
- be 40 minutes long. Once you start the quiz, you have 40 minutes to complete it.
- be open during the whole 2 hours of your lecture section but make sure you start at least 40 minutes BEFORE you section ends, e.g. if you are in section 001, make sure you start by 8:20pm so that you get the

whole 40 minutes as the quiz will shut down at 9pm.

- be marked and then your quiz will be shown to you about 1 week after you write the quiz. If you have an issue with the way any of the quiz questions were marked, you have ONE week from the day you see the quiz mark to contact your professor. After that week has passed, all quiz marks will be considered final.
- be open book, you can use your notes or lecture videos while you are writing the quiz BUT they are still individual quizzes so you should not be working with another student while doing the quiz. The purpose of the quiz is to make sure YOU watched the weekly lectures and are staying on track, not see if you can work with others in the class.
- not allow technical issues (e.g. computer running out of power, internet going down) as a valid reason for not completing the quiz. Thus, make sure your laptop completely charged and your Internet is running and you have a full charged phone as backup, before starting the quiz.

IMPORTANT: Please note that it is considered an **academic offense** to take screenshots of the quiz questions or to copy and paste them or to share what was on a quiz with other people. DO NOT copy or screenshot or verbally repeat any questions during the quiz to share with others or to post online! If you are caught, you will be reported to your Dean's office!

More Information about the Blended Classes

We will have an in-person class the very first week to go over the course outline and explain how the course will be run. You should attend this class on Sept 8 (Section 1) or Sept 10 (Section 2). Then we will have a "Flipped Classroom" style class every other week. During these flipped classrooms the profs will not be lecturing rather they will be running activities and exercises to help you do better on the quizzes, assignments and final exam. You should have watched the previous 2 weeks of lecture videos before attending the Flipped Classroom. Any material distributed at the flipped classrooms will only be available to the students who show up. The Flipped Classes are not required but highly recommended!   You MUST bring your laptop and a pencil to the flipped classes. There are 5 flipped classrooms on the following dates --> Section 1: Sept 22, Oct 6, Oct 20, Nov 10 and Nov 24. Section 2: Sept 24, Oct 8, Oct 22, Nov 12 and Nov 26.

6. ACCOMMODATIONS AND ACCESSIBILITY

Accommodation Policies

Students with disabilities work with Accessible Education (formerly SSD) which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The Academic Accommodation for Students with Disabilities policy can be found at:

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic Accommodation_disabilities.pdf

Academic Consideration for Student Absences

Students who experience an extenuating circumstance (illness, injury or other extenuating circumstance) sufficiently significant to temporarily render them unable to meet academic requirements may submit a request for academic consideration through the following routes:

(i)   Submitting a Self-Reported Absence (SRA) form provided that the conditions for submission are met. To be eligible for a Self-Reported Absence:

• an absence must be no more than 48 hours

• the assessments must be worth no more than 30% of the student's final grade

• no more than two SRAs may be submitted during the Fall/Winter term

(ii)   For medical absences, submitting a Student Medical Certificate (SMC) signed by a licensed medical or mental health practitioner to the Academic Counselling office of their Faculty of Registration.

(iii)   Submitting appropriate documentation for non-medical absences to the Academic Counselling office in their Faculty of Registration.

Note that in all cases, students are required to contact their instructors within 24 hours of the end of the period covered, unless otherwise instructed in the course outline.

Students should also note that individual instructors are not permitted to receive documentation directly from a student, whether in support of an application for consideration on medical grounds, or for other reasons. **All documentation required for absences that are not covered by the Self-Reported Absence Policy must be submitted to the Academic Counselling office of a student's Home Faculty.**

For the policy on Academic Consideration for Student Absences – Undergraduate Students in First Entry Programs, see:

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_illness.pdf

and for the Student Medical Certificate (SMC), see:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf.

Religious Accommodation

When a course requirement conflicts with a religious holiday that requires an absence from the University or prohibits certain activities, students should request accommodation for their absence in writing at least two weeks prior to the holiday to the course instructor and/or the Academic Counselling office of their Faculty of Registration. Please consult University's list of recognized religious holidays (updated annually) at

https://multiculturalcalendar.com/ecal/index.php?s=c-univwo.

Absences from Final Examinations

If you miss the Final Exam, please contact the Academic Counselling office of your Faculty of Registration as soon as you are able to do so. They will assess your eligibility to write the Special Examination (the name given by the University to a makeup Final Exam).

You may also be eligible to write the Special Exam if you are in a "Multiple Exam Situation" (e.g., more than 2 exams in 23-hour period, more than 3 exams in a 47-hour period).

7. ACADEMIC POLICIES

The website for Registrarial Services is http://www.registrar.uwo.ca.

In accordance with policy, https://wts.uwo.ca/identity/identities_and_access/index.html, the centrally administered e-mail account provided to students will be considered the individual's official university e-mail address. It is the responsibility of the account holder to ensure that e-mail received from the University at his/her official university address is attended to in a timely manner.

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf.

Computer-marked multiple-choice tests and exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

8. SUPPORT SERVICES

Please visit the Science & Basic Medical Sciences Academic Counselling webpage for information on add/drop courses, academic considerations for absences, appeals, exam conflicts, and many other academic related matters: https://www.uwo.ca/sci/counselling/

Please contact the course instructor if you require lecture or printed material in an alternate format or if any other arrangements can make this course more accessible to you. You may also wish to contact Student Accessibility Services (SAS) at (519) 661-2147 if you have any questions regarding accommodations.

Western University is committed to a thriving campus as we deliver our courses in the mixed model of both virtual and face-to-face formats. We encourage you to check out the Digital Student Experience website to manage your academics and well-being: https://www.uwo.ca/se/digital/.

Learning-skills counsellors at the Student Development Centre (http://www.sdc.uwo.ca) are ready to help you improve your learning skills. They offer presentations on strategies for improving time management, multiple-choice exam preparation/writing, textbook reading, and more. Individual support is offered throughout the Fall/Winter terms in the drop-in Learning Help Centre, and year-round through individual counselling.

Students who are in emotional/mental distress should refer to Mental Health@Western (http://www.health.uwo.ca/mental_health) for a complete list of options about how to obtain help.

Additional student-run support services are offered by the USC, http://westernusc.ca/services.

9. COVID - 19 INFORMATION

In the event that the COVID-19 situation worsens, then:

*Tests and examinations in this course will be conducted using a remote proctoring service. By taking this course, you are consenting to the use of this software and acknowledge that you will be required to provide **personal information** (including some biometric data) and the session will be **recorded**. Completion of this course will require you to have a reliable internet connection and a device that meets the technical requirements for this service. More information about this remote proctoring service, including technical requirements, is available on Western's Remote Proctoring website at:*

https://remoteproctoring.uwo.ca.

In the event of a COVID-19 resurgence during the course that necessitates the course delivery moving away from face-to-face interaction, all remaining course content will be delivered entirely online, either synchronously (i.e., at the times indicated in the timetable) or asynchronously (e.g., posted on OWL for

students to view at their convenience). The grading scheme will **not** change. Any remaining assessments will also be conducted online as determined by the course instructor