

CS1033 - Course Outline

(Sun Sep 01, 2019 01:00 AM)

Western University**London, Canada****Department of Computer Science**

COMPUTER SCIENCE 1033
-- Introduction to Multimedia and Communications --
Spring 2021 - Online 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)	Online this term - Mondays 7pm-9pm	MC 416	lreid@csd.uwo.ca	Mondays: 2pm-3pm Tuesdays: 9am-10am	N/A (we won't be in our offices so please

		NOTE -> there will be a weekly 20 minute online EVERY WEEK required quiz that must be completed during your 2 lecture hours but the lecture videos are prerecorded			Other times available by email appointment. ALL CONSULTING WILL BE DONE USING ZOOM THIS TERM	email, do NOT leave phone messages)
002	Bryan Sarlo	Online this term - Tuesdays 11:30am-1:30pm NOTE -> there will be a weekly 20 minute online EVERY WEEK required quiz that must be completed during your 2 lecture hours but the lecture videos are prerecorded	MC 361	bsarlo@uwo.ca	Wednesdays: 2:30pm-4:30pm Other times available by email appointment ALL CONSULTING WILL BE DONE USING ZOOM THIS TERM	N/A (we wont be in our offices so please email, do NOT leave phone messages)

EMAIL CONTACT WITH YOUR INSTRUCTOR:

We will occasionally need to send email messages to the whole class or to students individually. Email will be sent to the Western email address assigned to students by Information Technology Services (ITS). 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 ITS 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 ITS (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. Teaching Assistants will have online Zoom sessions that you can join if you have questions but labs are self directed. You should just be able to do each step on your own computer without much help. Each lab takes about 2 hours (some might take up to 3 hours depending on each individual student's abilities). You have been slotted into a lab time but because labs are virtual and self directed this year, you may work on your lab at anytime you wish, thus you don't need to keep that time slot open, the time slot will not be used for anything. NOTE: You have 1 week from the date a lab mark was handed back to inquire about it. After a week has passed, the lab mark will NOT be changed.

Lab	Due Date for Owl Submission.	Lab Topics Covered
Lab 1	Friday, January 22 at 11:55pm	General lab usage and using SFTP with WinSCP software (this lab is the only one due on a Friday but we wanted to give time to students who added the course right before the add/drop period closed).
Lab	Monday, January 25 at	Working with Graphics (Part 1 - Affinity application)

2	11:55pm	
Lab 3	Monday, February 1 at 11:55pm	Working with Graphics (Part 2 - Affinity application)
Lab 4	Monday, February 8 at 11:55pm	Web site Development (Part 1 - https://html5-editor.net/ application)
Lab 5	Monday, February 22 at 11:55pm	Web site Development (Part 2 - https://html5-editor.net/ application)
Lab 6	Monday, March 1 at 11:55pm	Web site Development (Part 3 - https://html5-editor.net/ application)
Lab 7	Monday, March 8 at 11:55pm	Animation (Part 1 - MS PowerPoint)
Lab 8	Monday, March 15 at 11:55pm	Animation (Part 2 - MS PowerPoint) and adding animation to a web page
Lab 9	Monday, March 22 at 11:55pm	Video (Shotcut/iMovie) and adding video to a web page
Lab 10	Monday, March 29 at 11:55pm	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, at least 1 hour a week for the 10 lab weeks and 3 hours in any week that an assignment is due. 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.

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 (15 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. 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.

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)	Overall weight within the course
Weekly Quizzes	10 Quizzes, posted weekly. Each quiz will consist of about, consisting of 10-15 questions in Owl that review the	If you use a SRA or a ACAE, the weight of the missed quiz will move to the final exam.	15%

	lecture videos. See below for more info on Quizzes. Each quiz is worth 1.5% NOTE: Quiz 1 and Quiz 2 are both in the SAME week in order to deal with students adding the course late.		
Labs	One lab is due every week. The lab will always be due Monday nights at 11:55pm. EXCEPT FOR LAB 1 - IT IS DUE FRIDAY, JAN 22 at 11:55pm. A lab can be up to 48 hours late. If a lab is received AFTER 11:55pm on a Monday but before 11:55 on Wednesday, the student will get a 50% deduction in the mark. Each lab is worth 1%.	If you use a SRA or a ACAE, the weight of the missed lab will move to the final exam.	10%
Poster Assignment - Design a poster based on supplied content	Due Friday, February 5th at 11:55pm PLUS you must also PEER mark 5 other fellow student's assignments. The Peer Marking is due Thursday, Feb 11 at 11:55pm and Peer Feedback is due Friday, Feb 12 at 11:55pm. The peer marking and feedback cannot be late!	If you use a SRA or a ACAE you will get a 48 hour extension.	7%
Web Assignment - Build a website based on supplied content	Due Friday, March 12th at 11:55pm PLUS you must also PEER mark 5 other fellow student's assignments. The peer marking is due Thursday, March 18th at 11:55pm and the peer feedback is due Friday, March 19th 21th. The peer marking and feedback cannot be late!	If you use a SRA or a ACAE you will get a 48 hour extension	14%
Major Assignment - Build a website about one of your interests based around a general topic we give you.	Due Monday, April 5 at 11:55pm PLUS you must also PEER mark 5 other fellow student's assignments. The peer marking is due Sunday, April 11th at 11:55pm and the peer feedback is due Monday, April 12th at 11:55. The peer marking and feedback cannot be late!	If you use a SRA or a ACAE you will get a 48 hour extension	19%
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 MAY 2021	35%

If, for any reason the assignment schedule given above cannot be adhered to, the assignment marks will be pro-rated.

More information about the Final Exam

The final exam will be 2 hours in length and multiple choice.

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 likely closed book/lecture notes but this depends on the COVID19 situation. No electronic devices are allowed during the exam.

It is Faculty of Science policy that a student who chooses to write a test or exam deems themselves fit enough to do so, and the student must accept the mark obtained. Claims of medical, physical, or emotional distress after the fact will not be considered. There is no opportunity for a re-weight of the other course components after the test or exam has been written.

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 35% of your final mark) and 80% on the major assignment (weighted at 19% of your final mark), your weighted average would be $((60 \times 0.35) + (80 \times 0.19)) / (0.35 + 0.19) = (21 + 15.2) / 0.54 = 36.2 / 0.54 = 67\%$ 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 32.4% 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 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%)

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 an 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. Students will be required to submit their programs in electronic form for plagiarism checking. Students will be required to submit their programs in electronic form for plagiarism checking. 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>.

COVID19 Update: Middlesex College Room 230 should be open from September to April. If you decide to work in this room you **MUST** wear a mask and you **MUST** sit 6 feet away from all other students. NOTE: depending on the health situation of the province of Ontario, the use of this room **MAY** change during the term.

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 used on a lab or quiz, the weight of the lab or quiz will move to the final exam. 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.

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 - NEW THIS YEAR --> PEER MARKING

We will be doing peer marking this year 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.

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

More Information about the Labs

Except for the first lab (it is moved slightly to accommodate late adds to the course). Your labs are due every Monday night at 11:55pm. Each lab is worth 1%. Labs are done on your own time on your own computer. If you do not have access to your own computer, you should drop this course before the add/drop period ends. The lab steps should be clear and easy to follow. This is our first year doing online labs so if you find a step confusing, please let your professor know so that he/she can clarify the step.

Also make sure:

- you understand that each lab can take up to 3 hours to complete so make sure that you start the lab before 6pm on a Monday (except for lab 1)!
- you submit your lab answer link to owl by 11:55pm on Monday (except for lab 1)
- you understand that each lab is worth 1%. We do NOT drop your lowest lab.
- you are aware that if your lab is late (handed in between 11:56pm on Monday AND 11:55pm on Wednesday), you will receive a 50% deduction for that lab (i.e. you will get 0.5% for that lab). The lab will not be accepted after Wednesday at 11:55pm except for the first lab, lab 1.

- you are aware that if the lab you hand in does NOT contain the personal information (e.g. your Western username) requested in the lab instructions at the location we expect to see it, that you will receive 0 for the lab EVEN IF THE COMPLETED LAB WAS SUBMITTED!
- you are aware that if you use a Self Reported Absence or go to your academic counsellor because you are sick, you will NOT be required to hand in the lab anymore, the weight will move to the final exam. Any reason OTHER than a SRA or counsellor approved reason (e.g. you are too busy with other school work to complete the lab) for missing a lab means that you will get 0 for that week's lab. DO NOT EMAIL YOUR PROFESSOR ASKING IF IT IS OKAY TO MISS A LAB BECAUSE OF OTHER REASONS. ALWAYS USE A SRA OR CONTACT YOUR COUNSELLOR!
- you understand that the lab material WILL be tested on the final exam so it is worth your time and effort to complete all 10 labs.
- you are aware that lab 1 is due on a Friday, unlike the other labs, due to the late add/drop period.
- you understand that any technical issues you have will NOT be considered grounds for redoing the lab. Make sure you make backups and make them often and store stuff in the cloud or on a memory stick. Also, broken computers will NOT be grounds for redoing a lab.
- you understand that you have ONE week from the date you get your lab mark back to complain about the mark. After a week has gone by, no complaints will be considered anymore and the lab mark is final.
- you let the professors know if you find any step on the lab confusing so that they can fix it.
- if there is no OWL submission within 2 days of the deadline, you will receive 0 for that lab.

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 1.5% 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, the weight of a missed quiz will move to the final exam otherwise you will receive 0 for that week's quiz.
- be testing only material on the video lectures, not material in the lab (unless they overlap).
- be weekly 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 Mondays - **Jan 25 (Quiz1), Jan 25(Quiz 2)**, Feb 1, Feb 8, Feb 22, Mar 1, Mar 8, Mar 15, Mar 22 and Mar 29.
 - If you are in Section 002, the quiz will be open from 11:30am till 1:30pm on the following Tuesdays - **Jan 26(Quiz 1), Jan 26 (Quiz 2)**, Feb 2, Feb 9, Feb 23, Mar 2, Mar 9, Mar 16, Mar 23 and Mar 30.
 - **NOTE: because the last day to add a course is Tuesday, January 19, we have had to put Quiz 1 and Quiz 2 BOTH on the same day. So you will write both Quiz 1 and Quiz 2 during the same lecture time (either Jan 25 (section 001) OR Jan 26 (section 002). It doesn't matter which order you write them in. Each only takes 20 minutes, so you will have lots of time to do both quizzes.**
- have approximately 10 multiple choice/fill in the blank/matching questions based on the material from the video lectures.
- be 20 minutes long. Once you start the quiz, you have 20 minutes to complete it.

- be open during the whole 2 hours of your lecture section but make sure you start at least 20 minutes BEFORE you section ends, e.g. if you are in section 001, make sure you start by 8:40pm so that you get the whole 20 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!

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 Absence

Students will have up to two (2) opportunities during the regular academic year to use an on-line portal to self-report an absence during the semester, provided the following conditions are met: the absence is no more than 48 hours in duration, and the assessment for which consideration is being sought is worth 30% or less of the student's final grade. Students are expected to contact their instructors within 24 hours of the end of the period of the self-reported absence, unless noted on the syllabus. Students are not able to use the self-reporting option in the following circumstances:

- for exams scheduled by the Office of the Registrar (e.g., December and April exams)
- absence of a duration greater than 48 hours,
- assessments worth more than 30% of the student's final grade,
- if a student has already used the self-reporting portal twice during the academic year

If the conditions for a Self-Reported Absence are *not* met, students will need to provide a Student Medical Certificate if the absence is medical, or provide appropriate documentation if there are compassionate grounds for

the absence in question. Students are encouraged to contact their Faculty academic counselling office to obtain more information about the relevant documentation.

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

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

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

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

Religious Accommodation

Students should consult the University's list of recognized religious holidays, and should give reasonable notice in writing, prior to the holiday, to the Instructor and an Academic Counsellor if their course requirements will be affected by a religious observance. Additional information is given in the Western Multicultural Calendar:

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

You may also be eligible to write the Special Exam if you are in a "Multiple Exam Situation" (see http://www.registrar.uwo.ca/examinations/exam_schedule.html).

If a student fails to write a scheduled Special Examination, the date of the next Special Examination (if granted) normally will be the scheduled date for the final exam the next time this course is offered. The maximum course load for that term will be reduced by the credit of the course(s) for which the final examination has been deferred. See Academic Calendar for details (under [Special Examinations](#)).

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.

Tests and examinations in this course will be conducted using the remote proctoring service, such as Proctortrack. 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**. More information about this remote proctoring service is available in the Online Proctoring Guidelines at the following link:

<https://www.uwo.ca/univsec/pdf/onlineproctorguidelines.pdf>

Completion of this course will require you to have a reliable internet connection and a device that meets the technical requirements for this service. Information about the technical requirements are available at the following link:

<https://www.proctortrack.com/tech-requirements/>

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>.