# Course Schedule

Important: **ALL TIMES EASTERN** - Please see the [University Policies](University Policies) section of your Course Outline for details.

**Please Note**: ***Incontriamoci! | Optional Live Lectures*** will occur EVERY WEEK as follows: **Lessons** with your **Instructor** are on **Zoom** on **Tuesdays and Thursdays 1:30 - 2:15 PM EST** starting on **January 10 until April 6, 2023**.
**Tutorials** with your **Instructor** are on **Zoom** on **Fridays 1:30 -2:15 PM EST** starting on **January 20 until March 31, 2023**. Remember, these are **optional**.

| Module | Readings and Other Assigned Material | Activities and Assessments | End/Due Date | Weight (%) |
|---|---|---|---|---|
| *Unità 1: La pronuncia italiana e il verbo essere* | *Completate le attività nel libro Top Hat - Capitolo 1:*<br><br>• *Saluti (formale e informale)* \| Greetings (formal and informal)<br>• *Alfabeto* \| Alphabet<br>• *Ortografia in italiano* \| Spelling in Italian<br>• *Pronuncia* \| Pronunciation<br>• *Amici e falsi amici* \| Friends and false friends<br><br>*Completate le attività nel libro  Top Hat - Capitolo 2:*<br><br>• *Verbo essere* \| Verb to be<br>• *C'è, ci sono* \| There is, there are | *Riassunti | Summaries* 1 | Sunday, January 15, 2023 at 11:59 PM | 2% |
| | | [TopHat Online Exercises](TopHat Online Exercises) Capitolo 1,2 (selection) | Sunday, January 22, 2023 at 11:59 PM | Contributes to 22% |
| | | *Discutiamo! | Let's Discuss* Activities:<br><br>• *Introduzioni* \| Introductions<br>• *Dialoghi formali e informali* \| Formal and informal exchanges | Sunday, January 15, 2023 at 11:59 PM | • *Introduzioni* \| Introductions - Ungraded<br>• *Dialoghi formali e informali* \| Formal and informal exchanges - 0.545% |
| *Unità 2: Nomi* | *Completate le attività nel libro Top Hat - Capitolo 2:*<br><br>• *Nomi Maschili, Nomi Femminili* \| | *Riassunti | Summaries* 2 | Sunday, January 22, 2023 at 11:59 PM | 2% |

| | | Masculine Nouns, Feminine Nouns | *TopHat Online Exercises* Capitolo 2 | Sunday, January 29, 2023 at 11:59 PM | Contributes to 22% |
| --- | --- | --- | --- | --- | --- |
| | | • *Articolo Indeterminativo* \| Indefinite articles | *Discutiamo!* \| *Let's Discuss* Activity: <br> • *In giro per Roma* \| Touring Rome | Sunday, January 22, 2023 at 11:59 PM PM | 0.545% |
| *Unità 3: Articoli determinativi, avere ed espressioni con avere* | *Completate le attività nel libro Top Hat - Capitolo 3:* <br> • *Articoli Determinativi* \| Definite Articles <br> • *Avere* \| To have <br> • *Domande* \| How to ask a polite question in Italian <br> • *Frasi Negative* \| Negative Sentences | | *Riassunti* \| *Summaries* 3 | Sunday, January 29, 2023 at 11:59 PM | 2% |
| | | | *TopHat Online Exercises* Capitolo 3 | Sunday, February 5, 2023 at 11:59 PM | Contributes to 22% |
| | | | *Discutiamo!* \| *Let's Discuss* Activity: <br> • *I Nomi* \| The Nouns | Sunday, January 29, 2023 at 11:59 PM | 0.545% |
| *Unità 4: Aggettivi* | *Completate le attività nel libro Top Hat - Capitolo 4:* <br> • *Aggettivi and Buono e Bello* \| Adjectives and Good and Beautiful <br> • *Aggettivi Possessivi* \| Possessive Adjectives | | *Riassunti* \| *Summaries* 4 | Sunday, February 5, 2023 at 11:59 PM | 2% |
| | | | *TopHat Online Exercises* Capitolo 4 | Sunday, February 12, 2023 at 11:59 PM | Contributes to 22% |
| | | | *Discutiamo!* \| *Let's Discuss* Activity: <br> • *Abbigliamento* \| Clothing | Sunday, February 5, 2023 at 11:59 PM | 0.545% |
| *Unità 5: Verbi* | *Completate le attività nel libro Top Hat - Capitolo 5:* <br> • *Verbi regolari e irregolari in –ARE* \| Regular and irregular -ARE verbs <br> • *Preposizioni 'in', 'a' e il verbo 'andare'* \| Prepositions 'in', 'to', and the verb 'to go' | | *Riassunti* \| *Summaries* 5 | Sunday, February 12, 2023 at 11:59 PM | 2% |
| | | | *Compiti* \| *Assignments* 1: <br> • *Un Colloquio* \| An Interview | Sunday, February 12, 2023 at 11:59 PM | 7% |
| | | | *TopHat Online Exercises* Capitolo 5 | **Friday, February 17, 2023 at 11:59 PM** | Contributes to 22% |

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| | | *Discutiamo!* \| Let's Discuss Activity: <br>• *I verbi* \| Verbs | Sunday, February 12, 2023 at 11:59 PM | 0.545% |
| *Unità 6: Preposizioni Semplici, Preposizioni Articolate e Preposizioni Avverbiali* | *Completate le attività nel libro Top Hat - Capitolo 6:* <br>• *La preposizione DA* \| The preposition FROM <br>• *Le preposizioni CON, SU, PER, TRA* \| The prepositions WITH, ON, FOR, BETWEEN <br>• *Preposizioni articolate* \| Articulated prepositions <br>• *Preposizioni Avverbiali e Preposizioni Articolate* \| Adverbial prepositions and articulated prepositions | *Riassunti* \| Summaries 6 | **Friday, February 17, 2023 at 11:59 PM** | 2% |
| | | TopHat Online Exercises Capitolo 6 | Sunday, March 5, 2023 at 11:59 PM | Contributes to 22% |
| | | *Discutiamo!* \| Let's Discuss Activity: <br>• *I nostri amici sono sempre in ritardo!* \| Our friends are always late! | **Friday, February 17, 2023 at 11:59 PM** | 0.545% |
| **Reading Week (Saturday, February 18, 2023 to Sunday, February 26, 2023)** | | | | |
| *Unità 7: Verbi della seconda (-ERE) e terza (-IRE) coniugazione* | *Completate le attività nel libro Top Hat - Capitolo 7:* <br>• *Verbi in -ERE* \| -ERE Verbs <br>• *Verbi in -IRE* \| -IRE Verbs <br>• *I mesi* \| The months | *Riassunti* \| Summaries 7 | Sunday, March 5, 2023 at 11:59 PM | 2% |
| | | TopHat Online Exercises Capitolo 7 | Sunday, March 12, 2023 at 11:59 PM | Contributes to 22% |
| | | *Discutiamo!* \| Let's Discuss Activity: <br>• *Visitiamo una masseria nel Salento* \| Let's visit a masseria in Salento | Sunday, March 5, 2023 at 11:59 PM | 0.545% |
| *Unità 8: Verbi irregolari della seconda (-ERE) e terza (-IRE) coniugazione* | *Completate le attività nel libro Top Hat - Capitolo 8:* <br>• *Verbi irregolari in –ERE e –IRE* \| Irregular -ERE and -IRE verbs <br>• *Sapere e conoscere* \| Know and know <br>• *I partitivi* \| The partitives | *Riassunti* \| Summaries 8 | Sunday, March 12, 2023 at 11:59 PM | 2% |
| | | *Compiti* \| Assignments 2: <br>• *Il mio orario settimanale* \| My weekly schedule | Sunday, March 12, 2023 at 11:59 PM | 7% |

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| | | **TopHat Online Exercises** Capitolo 8 | Sunday, March 19, 2023 at 11:59 PM | Contributes to 22% |
| | | **Discutiamo! | Let's Discuss** Activity:<br>• *Che bella serata tranquilla! |* What a beautiful serene evening! | Sunday, March 12, 2023 at 11:59 PM | 0.545% |
| *Unità 9: Pronomi Oggetto Diretto e il Passato Prossimo con AVERE* | *Completate le attività nel libro Top Hat - Capitolo 9:*<br>• *I pronomi oggetto diretto |* Direct object pronouns<br>• *Passato prossimo con AVERE |* Present perfect with TO HAVE<br>• *Molto, troppo, poco |* Many, too much, too little | **Riassunti | Summaries** 9 | Sunday, March 19, 2023 at 11:59 PM | 2% |
| | | **TopHat Online Exercises** capitolo 9 (selection) | Sunday, March 26, 2023 at 11:59 PM | Contributes to 22% |
| | | **Discutiamo! | Let's Discuss** Activity:<br>• *La casa al mare |* The house by the sea | Sunday, March 19, 2023 at 11:59 PM | 0.545% |
| *Unità 10: Il Passato Prossimo (continued)* | *Completate le attività nel libro Top Hat - Capitolo 9 (REVIEW):*<br>• *I pronomi oggetto diretto |* Direct Object Pronouns<br>• *Il passato prossimo con AVERE |* The present perfect with TO HAVE<br><br>*Completate le attività nel libro Top Hat - Capitolo 10:*<br>• *Passato Prossimo con ESSERE |* Present perfect with TO BE | **Riassunti | Summaries** 10 | Sunday, March 26, 2023 at 11:59 PM | 2% |
| | | **Compiti | Assignments** 3:<br>• *La mia ricetta preferita |* My favourite recipe | Sunday, March 26, 2023 at 11:59 PM | 7% |
| | | **TopHat Online Exercises** Capitolo 9 (selection) | Sunday, April 2, 2023 at 11:59 PM | Contributes to 22% |
| | | **TopHat Online Exercises** Capitolo 10 (small selection) | Sunday, April 9, 2023 at 11:59 PM | Contributes to 22% |
| | | **Discutiamo! | Let's Discuss** Activity:<br>• *Ma quanti soldi spendiamo! |* We spend too much money! | Sunday, March 26, 2023 at 11:59 PM | 0.545% |

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|---|---|---|---|---|
| *Unità 11: Il Passato Prossimo: Appendice* | *Completate le attività nel libro Top Hat - Capitolo 9 (REVIEW):*<br><br>• *Il passato prossimo con AVERE* \| The present perfect with TO HAVE<br><br>*Completate le attività nel libro Top Hat - Capitolo 10:*<br><br>• *Passato Prossimo con ESSERE* \| Present perfect with TO BE | *Riassunti \| Summaries* 11 (this riassunto will help with review of passato prossimo) | Sunday, April 2, 2023 at 11:59 PM | 2% |
| | | Video Assignment: Mi Presento | Sunday, April 2, 2023 at 11:59 PM | 7% |
| | | TopHat Online Exercises Capitolo 9 | Sunday, April 2, 2023 at 11:59 PM | Contributes to 22% |
| | | TopHat Online Exercises Capitolo 10 (small selection) | Sunday, April 9, 2023 at 11:59 PM | Contributes to 22% |
| | | *Discutiamo! \| Let's Discuss* Activity:<br><br>• *Tutti in Corsica!* \| Let's all go to Corsica! | Sunday, April 2, 2023 at 11:59 PM | 0.545% |
| *Unità 12: Ripasso* | | Riassunti \| Summaries 12 (this riassunto will help with review of passato prossimo) | Sunday, April 9, 2023 at 11:59 PM | 2% |
| | | TopHat Online Exercises Capitolo 10 (small selection) | Sunday, April 9, 2023 at 11:59 PM | Contributes to 22% |
| *Prova Finale \| Final Test* | | | **Monday, April 10, 2023 at 12:00 AM - Monday, April 10, 2023 at 11:59 PM** | **20%** |

**There is no final examination for this course**

# Contact Information

## Announcements

You are expected to check **Announcements** on the **Course Home** page on a regular basis. To ensure you are viewing the complete list of announcements, you may need to click **Show All Announcements**.

## Discussions

Discussion topics can be accessed by clicking **Connect** and then **Discussions** on the course navigation bar above. A General Discussion topic has been made available to allow you to communicate with your peers in this course. Your instructor may drop in at this discussion topic.

## Contact Us

| Who and Why | Contact Details |
|---|---|
| **Instructor and TAs**<br><br>• Course-related questions (e.g., course content, deadlines, assignments, etc.)<br>• Questions of a personal nature | **Post your course-related questions** to the Ask the Instructor discussion topic. This allows other students to benefit from your question as well.<br><br>**Questions of a personal nature** can be directed to your instructor or your TA.<br><br>Instructor: Dr. Andrea Privitera<br>andrea.privitera@uwaterloo.ca<br>Office hours: by appointment<br><br>TA: Nadia Formisano<br>nformisa@uwaterloo.ca<br><br>TA: Yashar Alizadeh-Ebadi<br>yalizade@uwaterloo.ca<br><br>TA: Eva Leone<br>eleone@uwaterloo.ca<br><br>Your instructor checks email and the Ask the Instructor discussion topic frequently and will make every effort to reply to your questions within 24–48 hours, Monday to Friday. |

| | |
|---|---|
| **TopHat** | support@tophat.com <br> 1-888-663-5491 |
| **Technical Support**, <br> Centre for Extended Learning <br><br> •   Technical problems with Waterloo LEARN | learnhelp@uwaterloo.ca <br><br> Include your full name, WatIAM user ID, student number, and course name and number. <br><br> Technical support is available during regular business hours, Monday to Friday, 8:30 AM to 4:30 PM (Eastern Time). <br><br> IST Knowledge Base: For Students |
| **Learner Support Services**, <br> Centre for Extended Learning <br><br> •   General inquiries <br> •   Examination information | Student Resources <br><br> extendedlearning@uwaterloo.ca <br><br> Include your full name, WatIAM user ID, student number, and course name and number. |

# Course Description and Learning Outcomes

## Course Description

This is a beginning course in Italian language providing the fundamentals of grammar, structure, and idioms of this language. This course is an introduction to aspects of Italian life and culture through written and audio-visual aids. Pre-Requisite(s):None. Restriction(s): Not available to students who have credit for 4U Italian or equivalent.

## Learning Outcomes

By the end of the course, you should be able to:

- Understand basic spoken Italian
- Communicate in basic Italian using familiar everyday expressions related to practical needs
- Introduce yourself in Italian
- Interpret simple sentences and expressions written in Italian
- Write short sentences in Italian

# About the Course Authors/Instructor

## Course Author — Roberta Cauchi-Santoro

### Educational Background & Current Research

Roberta Cauchi-Santoro holds a Ph.D in Comparative Literature (Western University, 2013) and her current research focuses on Italian women writers.

### Philosophy of Teaching

Roberta's philosophy of teaching fits well with the constructivist theory of learning, believing that learning is a fun and active process in which students construct new ideas and concepts based upon their current and past knowledge.

### Hobbies & Interests

When not involved in research, Roberta likes to travel and read.



Roberta Cauchi-Santoro
© University of Waterloo

## Course Author — Alessia Ursella

### Educational Background & Current Research

Alessia Ursella holds a PhD in Comparative Literatures, Master's Degrees in English, European Studies, Teaching Italian as a Foreign/Second Language, and Teaching English as a Second Language. She focuses on teaching and training techniques, and improving the learning experience.

Alessia believes that learning should be fun: she strives to put high energy and fun in her teaching.

### Hobbies & Interests

In her spare time, Alessia loves to cook, read, and dance.



Alessia Ursella
© University of Waterloo

## Course Author and Instructor — Andrea Privitera

### Educational Background & Current Research

Andrea Privitera holds a dual-degree Ph.D. in Comparative Literature from Western University and the University of Padova. His current work focuses on Italian language learning and contemporary Italian history.

### Philosophy of teaching

A broader and diverse community of learners, where students help one another to achieve success. Andrea adopts a communicative and dedicated

approach in his teaching, encouraging students to take ownership of the learning process.

## Hobbies & Interests

Andrea's hobbies are cinema, playing tabletop games and hiking.



Andrea Privitera
© University of Waterloo

# Materials and Resources

## Textbook

**Required**

The textbook for this course is **Introductory Italian I**, by Sandra Parmegiani (ISBN: 9781774121405). It is an exclusively digital book available on the **Top Hat platform**. It may be purchased directly from *Top Hat* or through the uWaterloo bookstore. Please purchase the book at your earliest (ideally not later than the end of the first week of the semester). You will need to create a student account in *Top Hat* if you don't already have one. You can create your account via the *Top Hat* Registration widget on the course home page.

Please be aware that the book is opened chapter by chapter as we proceed through the topics from one week to the next.

**For textbook ordering information, please contact the [W Store | Course Materials + Supplies](#).**

For your convenience, you can compile a list of required and optional course materials through [BookLook](#) using your Quest userID and password. If you are having difficulties ordering online and wish to call the Waterloo Bookstore, their phone number is +1 519-888-4673 or toll-free at +1 866-330-7933. Please be aware that textbook orders **CANNOT** be taken over the phone.

## Acquiring and Accessing Your TopHat Resources

Access to these resources a two-part process between the University Bookstore (W Store) and *Top Hat*. These resources include:

1. Semester activities, and
2. The Textbook

## Part 1: W Store (Bookstore)

Note: **if you are using *Top Hat* in another course during this semester**, you **do not** need to purchase Top Hat Pro (Classroom), but everyone **must purchase** Top Hat Interactive Textbook: Introductory Italian I.

**Step 1:** Purchase materials from the W Store to obtain Access Keys to the following materials:

1. **Top Hat Pro (Classroom)**
2. **Top Hat Interactive Textbook: Introductory Italian I**

**Step 2:** After 1-3 days, you will receive an email from the W Store containing your Redemption Codes. Follow the instructions to register these codes on the website URL provided.

**Step 3:** Once you have registered BOTH resource codes, you will receive two emails containing:

1. **Textbook Code:** Introductory Italian I (Top Hat Interactive Text) Parmegiani

2. **Subscription Code:** Top Hat - Semester Subscription - University of Waterloo Top Hat

You are now ready to proceed to Part 2: Top Hat. Alternatively, you can purchase these materials directly through the Top Hat Bookstore.

## Part 2: Top Hat

**Step 1:** If you haven't already, Sign Up to Join a Course on Top Hat

**Step 2:** In the first search that appears, enter **ITAL 101**, and locate the correct offer for this course: **Ital 101 W23**

**Step 3:** In the results, confirm that the course Join Code matches this term's offer code: **398496**

**Step 4:** Select **Join Course**

**Step 5:** Enter the codes that you received in two separate emails from the W Store in Step 3 of Part 1, then select **Apply Codes**

**Step 6:** Follow the prompts:

1. select **Continue** on the successful registration page, then

2. select **Submit** on the Checkout page (which should read $0 after entering your access keys from the W Store), then finally

3. select **Continue to Course**.

Congratulations, and welcome to the Course! Before using *TopHat*, for the first time, consider reviewing the following links to confirm how to correctly access and use materials on the *TopHat* digital platform:

- Getting Started with Top Hat: This is a walk through on how to use *TopHat* for the first day of classes.

- Student: Top Hat Overview & Getting Started Guide: Consult these best practices for optimal use of *Top Hat*.

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**Once you have registered, you can Join this course at any time by clicking on the Ital 101 W23: 398496 link.**

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**IMPORTANT**: If you encounter technical issues while using *TopHat*, please contact support@tophat.com or call 1-888-663-5491 between 9am and 9pm ET, Monday to Friday. You will be contacted within 24-48 hours (excluding weekends).

## Resources

- Library services for [Co-op students on work term and students taking online courses](#)

# Grade Breakdown

The following table represents the grade breakdown of this course.

| Activities and Assessments | Weight |
|---|---|
| *Discutiamo!* | Let's Discuss! Activities | 6% |
| TopHat Online Exercises | 22% |
| *Riassunti* | Summaries (x12) | 24% |
| *Compiti* | Assignments (x3) | 21% |
| Video Assignment: Mi Presento | 7% |
| *Prova Finale* | Final Test | 20% |

## Official Grades

Official Grades and Academic Standings are available through [Quest](#).

# Course and Department Policies

## Policy On Late Work, Missed Assignments, and Make-Up Tests

Please make every effort to submit your work on time. In order to succeed in this course, you need to keep the pace and not fall behind. If, for justifiable reasons, you cannot submit a particular assignment on time, kindly email your instructor ahead of time and produce a <u>Verification of Illness</u> **Form**. If you have COVID 19 symptoms, the standard procedure established by the University of Waterloo will be followed.

## Attendance Policy

**The Zoom bi-weekly instructor sessions are completely optional**. MP4 Recordings will be made available on ANNOUNCEMENTS and thus you can consult the recording in your own time.  The **Language Lab** conversation sessions are also optional and recordings will be made available. Consult the **<u>Incontriamoci! Optional Live Lectures</u>** page for more information.

## Correspondence

Please remember to check the beginning-of-the-week announcement every Monday. For general questions about the course, use the <u>Ask the Instructor</u> discussion forum. For other more specific or personal matters email your instructor directly.

## Other Important Information

### Academic Integrity

**Please remember that during COVID 19 remote learning, issues of academic integrity are paramount and instructors are being extra vigilant.** 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 <u>Academic Integrity</u> for more information.]

**Important note!** It is within your instructor's discretion to use software to determine whether an assignment has been, even partially, plagiarized. Assignments found to be even slightly plagiarized will receive a ZERO.

### 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 <u>St. Jerome's University Policy on Student Petitions and Grievances</u>. When in doubt, please be certain to contact the St. Jerome's Advising and Extended 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 [Academic Integrity](#) 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](#). For information on categories of offences and types of penalties, students should refer to [University of Waterloo Policy 71, Student Discipline](#). For typical penalties, check the [Guidelines for the Assessment of Penalties](#).

## 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](#).

## 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.

## Intellectual Property

Students should be aware that this course contains the intellectual property of their instructor, 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, mock 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 astudent'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 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 expressed 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).

## Mental Health Support On Campus and in the Community

Please be aware that SJU offers help to students who need mental health support during the semester. Lindsay Thompson is the SJU Wellness Coordinator and is available by email. The UWaterloo Faculty of Arts provides details on available support on its website.

# University Policies

## Submission Times

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

## Accommodation Due to Illness

**If your instructor has provided specific procedures for you to follow if you miss assignment due dates, term tests, or a final examination, adhere to those instructions.** Otherwise:

### SELF-DECLARED ABSENCES FOR UNDERGRADUATE STUDENTS

Undergraduate students have the option to self-declare a short-term absence during the formal lecture period by following the Undergraduate student short-term absences process outlined by the Registrar's Office.

### MISSED ASSIGNMENTS/TESTS/QUIZZES

Contact the instructor as soon as you realize there will be a problem, and preferably within 48 hours, but no more than 72 hours, have a medical practitioner complete a Verification of Illness Form.

**Email** a scanned copy of the Verification of Illness Form to your instructor. In your email to the instructor, provide your name, student ID number, and exactly what course activity you missed.

Further information regarding Management of Requests for Accommodation Due to Illness can be found on the Accommodation due to illness page.

### MISSED FINAL EXAMINATIONS

Contact your instructor as soon as possible if you are unable to fulfill academic requirements due to illness or other extenuating circumstances.

Further information about Examination Accommodations is available in the Undergraduate Calendar.

## Academic Integrity

In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect, and responsibility. **If you have not already completed the online tutorial regarding academic integrity you should do so as soon as possible.**

Undergraduate students should see the Academic Integrity Tutorial and graduate students should see the Graduate Students and Academic Integrity website.

Proper citations are part of academic integrity. Citations in CEL course materials usually follow CEL style, which is based on APA style. Your course may follow a different style. If you are uncertain which style to use for an assignment, please confirm with your instructor or TA.

For further information on academic integrity, please visit the Office of Academic Integrity.

## Turnitin

**Turnitin.com**: Text matching software (Turnitin®) may be used to screen assignments in this course. Turnitin® is used to verify that all materials and sources in assignments are documented. Students' submissions are stored on a U.S. server, therefore students must be given an alternative (e.g., scaffolded assignment or annotated bibliography), if they are concerned about their privacy and/or security. Students will be given due notice, in the first week of the term and/or at the time assignment details are provided, about arrangements and alternatives for the use of Turnitin® in this course.

It is the responsibility of the student to notify the instructor if they, in the first week of term or at the time assignment details are provided, wish to submit the alternate assignment.

Turnitin® at Waterloo

## Discipline

A student is expected to know what constitutes academic integrity to avoid committing an academic offence, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about "rules" for group work/collaboration, should seek guidance from the course instructor, academic advisor, or the undergraduate Associate Dean. For information on categories of offences and types of penalties, students should refer to Policy 71 - Student Discipline. For typical penalties, check Guidelines for the Assessment of Penalties.

## Appeals

A decision made or penalty imposed under Policy 70 - Student Petitions and Grievances, (other than a petition) or Policy 71 - Student Discipline, may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to Policy 72 - Student Appeals.

## Grievance

A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read Policy 70 - Student Petitions and

Grievances, Section 4. When in doubt please be certain to contact the department's administrative assistant who will provide further assistance.

# Final Grades

In accordance with Policy 46 - Information Management, Appendix A - Access to and Release of Student Information, the Centre for Extended Learning does not release final examination grades or final course grades to students. Students must go to Quest to see all final grades. Any grades posted in Waterloo LEARN are unofficial.

# AccessAbility Services

AccessAbility Services, located in Needles Hall, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodation to lessen the impact of your disability, please register with AccessAbility Services at the beginning of each academic term and for each course.

# Accessibility Statement

The Centre for Extended Learning strives to meet the needs of all our online learners. Our ongoing efforts to become aligned with the Accessibility for Ontarians with Disabilities Act (AODA) are guided by University of Waterloo accessibility Legislation and policy and the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG) 2.0. The majority of our online courses are currently delivered via the Desire2Learn Learning Environment. Learn more about Desire2Learn's Accessibility Standards Compliance.

# Use of Computing and Network Resources

Please see the Guidelines on Use of Waterloo Computing and Network Resources.

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If there are any questions about this notice, please contact the University of Waterloo, Centre for Extended Learning, Waterloo, Ontario, Canada, N2L 3G1 or [extendedlearning@uwaterloo.ca](mailto:extendedlearning@uwaterloo.ca).