



**ST. JEROME'S**  
**UNIVERSITY**

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

Department of Italian and French Studies

Ital 101 ONLINE Fall 2022

Introductory Italian I

## **INSTRUCTOR AND TA INFORMATION**

**Instructor:** Dr. Roberta Cauchi-Santoro

**Office Hours:** I am available for virtual office hours on Bongo by appointment.

I am also available at my office SH 2211 on Mondays and Wednesdays 11 30am-12 30pm.

For general questions about the course please refer to Ask the Instructor Q & A.

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### **Lecture Schedule (OPTIONAL):**

Webex lectures (also posted under LEARN titled "*Incontriamoci*") will take place on Mondays and Wednesdays from 10 am to 10 45 am EST starting on Wednesday September 7th on Webex. Click the Webex widget on Learn and click on the scheduled lecture. You can also click the following link:

<https://uwaterloo.webex.com/uwaterloo/j.php?MTID=mb8aeb05b926c8c7a667f3d18bce5c8c2>

Mp4 recording files of lectures will be available on the same day of the lecture on LEARN Announcements.

**Please remember that for Ital 101 ONLINE students these lectures are OPTIONAL.**

### **Language Lab/Conversation Practice (OPTIONAL):**

There will also be an OPTIONAL 50 minutes weekly conversation practice. The OPTIONAL conversation class will take place on Thursdays 11 30am – 12 20pm on Zoom at the following link:

<https://uwaterloo.zoom.us/j/93526978332?pwd=YTVvSUpKVnFKeUlzQU55YWc1ZmFpZz09>

Mp4 recording files of the Language Lab will be available on the same day of the Lab on LEARN announcements.

### **COURSE DESCRIPTION**

This is a beginning course in Italian language providing the fundamentals of grammar, structure and idiom 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 High-School Italian or equivalent.

### **COURSE OBJECTIVES**

#### **Course Learning Outcomes**

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

1. Understand basic spoken Italian;
2. Communicate in basic Italian using familiar everyday expressions related to practical needs;
3. Introduce yourself in Italian;
4. Interpret simple sentences and expressions written in Italian;
5. Write short sentences in Italian.

#### **Required Textbook**

**Title:** Introductory Italian I *In italiano* (eTextbook)

**Author(s):** Sandra Parmegiani

**Edition / Year:** 2019

**Publisher:** Top Hat

**ISBN:** 9781774121405

The JOIN CODE (JC) for this course is – **781831**

<https://app.tophat.com/e/781831>

The eTextbook is an exclusively digital book (price around \$40). It may be purchased directly from Top Hat: <https://bookstore.tophat.com/s/> (please buy **Introductory Italian I** and not any of the other two Italian books). You can also buy the book through the uWaterloo bookstore. Please purchase the book at your earliest convenience, ideally not later than the end of the first week of the semester. Please be aware that the book is opened (and becomes visible) chapter by chapter as we proceed through the topics from one week to the next. Also remember that **if you are using Top Hat in another course during this semester, you do not need to pay for the additional Top Hat app/platform (around \$30) but only for the digital book.** Before starting to use Top Hat, students should first consult these links to ensure correct use of Top Hat digital book and platform:

<https://tophat-1.wistia.com/medias/91zttmtu8r> : This is a walk-through on how to use Top Hat for the first day of classes.

<https://support.tophat.com/s/article/Student-Top-Hat-Overview-and-Getting-Started-Guide>: Consult these best practices for optimal use of Top Hat.

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

## COURSE REQUIREMENTS AND ASSESSMENT

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### Assessments

The grade determination for this course is indicated in the following table. A brief description of each assessment is provided below. Due dates can be found under the Schedule heading of this outline.

**Table 1: Course Assessments**

Assessment Item	Weight
Top Hat Online Exercises	22%

<b>Assessment Item</b>	<b>Weight</b>
<i>Discutiamo!</i> /Weekly Discussions	6%
<i>Riassunti</i> / Summaries (2x12)	24%
<i>Compiti</i> /Assignments (7x3)	21%
Oral Assignment on LEARN (Video Assignment)	7%
Final Test	20%
<b>Total</b>	<b>100%</b>

## **Assessment Descriptions**

### *Top Hat online exercises*

At the beginning of each chapter, students will be assigned a number of exercises accessible through the Top Hat online platform. Students are expected to closely review the topics covered in each chapter and to complete the exercises by the due date. There are exercises which are to be found within the given chapter and others outside of it. Both these exercises will be assigned and are graded. Marks for each chapter are updated after each due date and can be checked on the Top Hat gradebook. Students have 4 attempts to give the right answer to each question assigned. All the work assigned through Top Hat is worth 22%.

### *Weekly Discussions*

Starting in week 1 and ending in week 11, you are expected to participate in weekly *Discutiamo!* activities, where you will practice the grammatical and linguistic structures introduced that week with your peers. These discussions are worth 6% of your final course grade. The *Discutiamo!* activities are peer learning opportunities, designed to allow you to connect with your peers and discuss newly-introduced concepts with them. They will help you learn the language more

efficiently. Discussion forums can be accessed by clicking **Connect** and then **Discussions** on the course navigation bar above. Be sure to **post** your responses by the deadline specified in the [Course Schedule](#). All discussion forums are class-wide.

### *Short Summaries (Riassunti)*

Every week, you will be asked to write a short 200 word-summary in English (or Italian if you choose) on a topic that is related to the material covered during the given week. The topic for the weekly summary is to be found attached to each *riassunto* dropbox as well as at the end of each LEARN unit. Each *riassunto* (summary) is worth 2%. In the summaries you will write in the second half of the course, you are encouraged to sometimes attempt to write your summary in Italian in order to practise your newly-acquired linguistic skills. This is completely optional and you should only attempt it if you feel confident. No marks will be deducted for not trying this out.

The aim of this assignment is to reflect on the topics of the week. You are not required to do research for this assignment: it is a short summary of a specific grammatical point. It is, however, paramount that you **illustrate your points through original examples in Italian**.

You will receive high marks for taking the time to reflect upon the given topic, summarize the most salient points, illustrate these points through examples and write a generally coherent piece that respects the instructions in terms of length and topic. Please read the rubric for this assignment on LEARN.

### *Compiti*

The *compiti* (assignments) are written and/or oral activities to test the students' skills in all the required abilities in Italian (listening, speaking, reading and writing). They should be **around 250 words long** and should be written/delivered **ENTIRELY IN ITALIAN**. Each *compito* is worth 7% of the global mark and thus it is of utmost importance that you give these assignments due time and attention. You should start thinking about these assignments ahead of the week when they are due. You will be writing a *compito* roughly every month for a total of 3 *compiti*.

**Compito 1: *Un Colloquio* (A FORMAL INTERVIEW).** You should WRITE the

script of an interview between two people. The setting is of your choice but do keep in mind that an interview will require that the two people **address each other formally** (USING the **LEI** form). Remember to use the grammatical structures that you have learnt thus far and do not try to use structures you are unsure of. A sample video of a job interview (but you can choose to write any interview) is available in the *Cultura, Geografia, Curiosità* section of Unit 4.

**Compito 2:** *Il mio orario settimanale* (MY WEEKLY TIMETABLE) You should write a 250-word paragraph where you describe what you usually do during a typical week. Remember that we use the **present simple tense** (the basic and simplest tense) to describe activities that happen habitually. You start by saying what you do on Monday, Tuesday, etc.

**Compito 3:** *La mia ricetta preferita* (MY FAVOURITE RECIPE) You need to produce a video clip in Italian that lasts between **3-4 minutes** where you prepare a dish and describe step-by-step the recipe. You also need to attach a transcript of the video. PLEASE MAKE SURE YOU ONLY POST THE LINK TO THE VIDEO ON DROPBOX AND NOT THE VIDEO ITSELF. You may want to make sure to produce your video on an unlisted account to protect your privacy. One good option is to use [Powtoon](#).

### *Oral Assignment on LEARN Video Assignment*

#### **Oral Assignment on Video Assignment: 7%**

The oral assignment will be carried out on the video assignment section under the SUBMIT tab on LEARN. You can also access the video assignment from the CONTENT tab. Instructions about expectations for this assignment can be found on LEARN (Content> Activities and Assessments> Video Assignment). The oral assignment is worth 7% of the total grade.

### *Final Test*

The final test will be administered via Learn quizzes. The final test (NOT a final exam) is scheduled on the last day of lessons for this course, that is Monday, **December 5<sup>th</sup> 2022**. The test lasts 3 hours and students can start the test any time during the 24 hours of December 5<sup>th</sup>. Regardless of when you start the test, the system will lock after 3 hours. Please be aware of time zones and do not start the

test late at night because by 11:59 pm ET of December 5<sup>th</sup> 2022, THE SYSTEM WILL LOCK. A list of instructions to follow will be also posted on announcements closer to the date.

**Final Test:** 20%

**Duration:** 3 hours (an extra hour is being allowed to compensate for any tech issues that might arise)

**Date:** Monday, DECEMBER 5th, 2022

**Location:** Online final test via LEARN QUIZZES

Due to the cumulative nature of language, the final test comprises grammar and vocabulary covered throughout the course. A mock test will be posted two weeks ahead on announcements. Answers to the mock test will also be posted.

## COURSE SCHEDULE

**What to Expect for this course on LEARN:**

- **LEARN UNITS 1-12. Units include dialogues, discussion forums, vocabulary exercises, video clips where grammar is explained, and links to videos about Italian Geography/Culture/History.**
- **2 Mp4 Recorded lectures for the week posted on LEARN announcements. Remember that lectures are OPTIONAL.**
- **Recordings of the weekly conversation class on LEARN announcements. Conversation classes are also OPTIONAL.**

You will be required to:

- **Write a weekly short summary activity about a grammar point explained during the week (12 summaries worth 24%).**
- **Work on 3 assignments (*compiti*) to be written/ spoken in Italian and a fourth video assignment through video assignment on LEARN (21+ 7= 28%).**
- **Complete Top Hat Exercises** on the online platform ([Top Hat](#)). Please note that the exercises are usually due after 2, 3 or even 4 weeks. The different exercises should be completed during the specific week when the grammar point being tested by the exercise/s is explained in the weekly unit. Unless

you are completely confident, avoid doing all assigned activities at once in the first week. These exercises are worth **22%** of the final assessment for this course.

## Schedule

It is strongly recommended that you follow the course schedule provided below. The schedule outlines what you should be working on each week of the course and lists the important due dates for the assessments. By following the schedule, you will be prepared to complete the assessments in a timely manner and succeed in this course.

**Please remember to always consult the beginning-of-the-week announcement on the LEARN announcements at the beginning of every week in order to know what you should complete by the end of each week.**

## Unit 01: Introduction and Pronunciation, Verb “to be”

*Week 1 – Wednesday September 7th – Sunday September 11<sup>th</sup>*

### Readings

- Top Hat eTextbook: Capitolo 1: Greetings, the Italian alphabet and pronunciation; Capitolo 2: *Essere, Essere + Pronomi, c'è, ci sono, numeri 0-10.*
- LEARN UNIT 1 (Make sure you also click on the links in “Learning activities” to access the actual LEARN textbook content).

### Activities

- Review this **Course Outline** and **Assessments** on the course outline to learn about course expectations, assessments, and due dates. Review all preliminary information about the course on LEARN.
- Study all Unit 01 content, study chapter one and topics listed from chapter two in the Top Hat eTextbook.

### Assessments

- **Riassunto/Summary 1**  
Closes: Sunday September 11<sup>th</sup> at 11:59 pm ET



- **Top Hat Online Exercises** Capitolo 1, 2 (selection)  
Opens: Wednesday, September 7th at 12:01 am ET  
Closes: Sunday, September 18<sup>th</sup> at 11:59 pm ET
- ***Discutiamo!* / Let's Discuss Activities:** Introductions, Formal and informal exchanges.  
Due Date: Sunday, September 11<sup>th</sup>, 2022 at 11:59 PM ET

## Unit 02: Nouns and Articles

*Week 2 – Monday, September 12<sup>th</sup> to Sunday, September 18<sup>th</sup>*

### Readings

- Top Hat eTextbook : Capitolo 2 *Nomi* (Nouns), *Nomi Maschili* (Masculine Nouns), *Nomi Femminili* (Feminine Nouns), *Articoli Indeterminativi* (Indefinite Articles)
- LEARN Unit 02 Content

### Assessments

- ***Riassunto/Summary 2***  
Closes: Sunday, September 18<sup>th</sup> at 11:59 pm ET
- **Top Hat Online Exercises** Capitolo 2  
Opens: Monday, September 12<sup>th</sup> at 12:01 am ET  
Closes: Sunday, Sunday 25<sup>th</sup> at 11:59 pm ET
- ***Discutiamo!* / Let's Discuss Activities:** Touring Rome  
Due Date: Sunday, Sunday 18<sup>th</sup> at 11:59 PM ET

## Unit 03: Interrogatives and Negative Statements

*Week 3 – Monday, September 19<sup>th</sup> to Sunday, September 25<sup>th</sup>*

### Readings

- Top Hat eTextbook: Capitolo 3 *Articoli Determinativi* (Definite articles), *Avere* (to have) and expressions with *avere*, Numeri 11-100, Questions and Negatives.

- LEARN Unit 03 Content

### Assessments

- **Riassunto/ Summary 3**  
Closes: Sunday, September 25<sup>th</sup> at 11:59 pm ET
- **Top Hat Online Exercises Capitolo 3**  
Opens: Monday, September 19<sup>th</sup> at 12:01 am ET  
Closes: Sunday, October 2<sup>nd</sup> at 11:59 pm ET
- **Discutiamo! / Let's Discuss Activities: The Nouns**  
Due Date: Sunday, September 25<sup>th</sup> at 11:59 PM ET

## Unit 04: Adjectives; *Buono and Bello*

*Week 4 – Monday, September 26<sup>th</sup> to Sunday, October 2<sup>nd</sup>*

### Readings

- Top Hat eTextbook: Capitolo 4, Aggettivi, *Buono e Bello*, Aggettivi possessivi, preposizioni (an introduction)
- LEARN Unit 04

### Assessments

- **Riassunto/Summary 4**  
Closes: Sunday, October 2<sup>nd</sup> at 11:59 pm ET
- **Top Hat Online Exercises Capitolo 4**  
Opens: Monday, September 26<sup>th</sup> at 12:01 am ET  
**Closes: Friday, October 7<sup>th</sup> at 11:59pm ET**
- **Discutiamo! / Let's Discuss Activities: Clothing**  
Due Date: Sunday, October 2<sup>nd</sup> at 11:59 PM ET

## Unit 05: *Verbi in -are*

*Week 5 – Monday, October 3<sup>rd</sup> to Friday October 7<sup>th</sup>*

### Readings

- Top Hat eTextbook: Capitolo 5 *Verbi* (Italian Verbs: An Introduction) *La concordanza soggetto-verbo*; Capitolo 5 *Verbi regolari e irregolari in – are*, Capitolo 5 *Preposizioni ‘in’, ‘a’ e il verbo ‘andare’*,
- LEARN Unit 05

### Assessments

- ***Riassunto/Summary 5***  
Closes: Friday October 7<sup>th</sup> at 11:59 pm ET
- ***Compito 1: Un Colloquio (An Interview)***  
Closes: Friday, October 7<sup>th</sup> at 11:59 pm ET
- **Top Hat Online Exercises Capitolo 5**  
Opens: Monday, October 3<sup>rd</sup> at 12:01 am ET  
Closes: Sunday, October 23<sup>rd</sup> at 11:59 pm ET
- ***Discutiamo! / Let's Discuss Activities: Verbs***  
Due Date: Friday, October 7<sup>th</sup> at 11:59 PM ET

## ***READING WEEK***

### ***Unit 06: Preposizioni, preposizioni articolate e preposizioni avverbiali***

*Week 6 – Monday, October 17<sup>th</sup> to Sunday, October 23<sup>rd</sup>*

#### **Readings**

- Top Hat eTextbook: Capitolo 6 verbo “*dare*” e espressioni con “*fare*”, *La preposizione “da”*, Capitolo 6 *La preposizione ‘con’, ‘su’, ‘per’ ‘tra’, Preposizioni articolate and Preposizioni avverbiali*
- LEARN Unit 06

#### **Assessments**

- ***Riassunto 6***  
Closes: Sunday, October 23<sup>rd</sup> at 11:59 pm ET

- **Top Hat Online Exercises** from Capitolo 6  
Opens: Monday, October 17<sup>th</sup> at 12:01 am ET  
Closes: Sunday, October 30<sup>th</sup> at 11:59 pm ET
- ***Discutiamo!* / Let's Discuss Activities:** Our Friends are Always Late!  
Due Date: Sunday, October 23<sup>rd</sup> at 11:59 PM ET

## Unit 07: Verbi in -ere and -ire

*Week 7 – Monday, October 24<sup>th</sup> to Sunday, October 30<sup>th</sup>*

### Readings

- Top Hat eTextbook: Capitolo 7 *Seconda coniugazione. Il verbo “bere”, Verbi regolari in –ere. Terza coniugazione. Verbi regolari in –ire. Verbi della terza coniugazione in –isc. “I mesi” e “L’ora”*
- Learn Unit 07

### Assessments

- ***Riassunto 7***  
Closes: Sunday, October 30<sup>th</sup> at 11:59 pm ET
- **Top Hat Online Exercises** Capitolo 7  
Opens: Monday, October 24<sup>th</sup> at 12:01 am ET  
Closes: Sunday, November 6<sup>th</sup> at 11:59 pm ET
- ***Discutiamo!* / Let's Discuss Activities:** Let’s Visit a masseria in Salento  
Due Date: Sunday, October 30<sup>th</sup> at 11:59 PM ET

## Unit 08: Verbi irregolari in -ere and -ire, Sapere e Conoscere, volere, dovere e potere, il partitivo

*Week 8 – Monday, October 31<sup>st</sup> to Sunday, November 6<sup>th</sup>*

### Readings

- Top Hat eTextbook: Capitolo 8 *Verbi irregolari in -ere and -ire, Sapere e Conoscere, volere, dovere e potere, i partitivi*
- LEARN Unit 08

## Assessments

- **Riassunto 8**  
Closes: Sunday, November 6<sup>th</sup> at 11:59 pm ET
- **Compito 2 Il mio orario settimanale:**  
Closes: Sunday, November 6<sup>th</sup> at 11:59 pm ET
- **Top Hat Online Exercises Capitolo 8**  
Opens: Monday, October 31<sup>st</sup> at 12:01 am ET  
Closes: Sunday, November 13<sup>th</sup> at 11:59 pm ET
- **Discutiamo! / Let's Discuss Activities: What a beautiful serene evening!**  
Due Date: Sunday, November 6<sup>th</sup> at 11:59 PM ET

## Unit 09: *L'oggetto diretto; pronomi diretti*

*Week 9 – Monday, November 7<sup>th</sup> to Sunday, November 13<sup>th</sup>*

### Readings

- Top Hat eTextbook: Capitolo 8 *L'oggetto diretto* (introduction); *capitolo 9 pronomi diretti con "ecco"* and read the rest of chapter 9 (we shall revisit chapter 9 next week)
- LEARN Unit 09

### Assessments

- **Riassunto 9**  
Closes: Sunday, November 13<sup>th</sup> at 11:59 pm ET
- **Top Hat Online Exercises capitolo 9 (selection)**  
Opens: Monday, November 7<sup>th</sup> at 12:01 am ET  
Closes: Sunday, November 20<sup>th</sup> at 11:59 pm ET
- **Discutiamo! / Let's Discuss Activities: The house by the sea**  
Due Date: Sunday, November 13<sup>th</sup> at 11:59 PM ET

## Unit 10: *Il passato prossimo*

*Week 10 – Monday, November 14<sup>th</sup> to Sunday November 20<sup>th</sup>*

### Readings

- Top Hat eTextbook: Capitolo 9 *Il passato prossimo con “avere”; participi passati irregolari; ‘Posizione pronomi diretti con il passato prossimo; “Molto, troppo, poco. Aggettivi e avverbi”*  
Capitolo 10 *“passato prossimo con essere”* (this is the only topic we deal with from Chapter 10- the rest of this chapter will be studied in Ital 102 [next level Italian language course. Please remember that the Top Hat ebook will still be available for consultation “in review” after the semester ends])
- LEARN Unit 10

### Assessments

- **Riassunto 10**  
Closes: Sunday, November 20<sup>th</sup> at 11:59 pm ET
- **Compito 3: La mia ricetta preferita (please post link to video as well as transcript)**  
Closes: Sunday, November 20<sup>th</sup> at 11:59 pm ET
- **Top Hat Online Exercises Capitolo 9 (selection)**  
Opens: Monday, November 14<sup>th</sup> 12:01 am ET  
Closes: Sunday, November 27<sup>th</sup> at 11:59 pm ET
- **Top Hat Online Exercises Capitolo 10 (selection)**  
Opens: Monday, November 14<sup>th</sup> 12:01 am ET  
Closes: Sunday, December 4<sup>th</sup> at 11:59 pm ET
- **Discutiamo! / Let's Discuss Activities: We spend too much money**  
Due Date: Sunday, November 20<sup>th</sup> at 11:59 PM ET

### Unit 11: Ripasso-Review

*Week 11 – Monday, November 21<sup>st</sup> to Sunday, November 27<sup>th</sup>*

#### **Readings (MOCK FINAL TEST WILL BE POSTED)**

- LEARN Unit 11
- Review all chapter readings
- Review all vocabulary

- Review unit content 1-11

### Assessments

- **Riassunto 11 (this *riassunto* will help with review of *passato prossimo*)**  
Closes: Sunday, November 27<sup>th</sup> at 11:59 pm ET
- **Video Assignment on LEARN**  
Closes: Sunday November 27<sup>th</sup> at 11:59pm ET
- **Top Hat Online Exercises Capitolo 10 (selection)**  
Opens: Monday, November 21<sup>st</sup> 12:01 am ET  
Closes: Sunday, December 4<sup>th</sup> at 11:59 pm ET
- ***Discutiamo!* / Let's Discuss Activities: Tutti in Corsica!**  
Due Date: Sunday, November 27<sup>th</sup> at 11:59 PM ET

### Unit 12: Ripasso- Review

*Week 12 – Monday, November 28<sup>th</sup> to Sunday December 4<sup>th</sup>*

- ***Riassunto 12 (this *riassunto* will help with review of *passato prossimo*)***  
Closes: Sunday, December 4<sup>th</sup> at 11:59 pm ET

ANSWERS TO MOCK FINAL TEST POSTED

REVIEW FOR FINAL TEST

**Final test will be held on Monday December 5<sup>th</sup>**

### **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 should keep the pace and not fall behind. **If, for justifiable reasons, you cannot submit a particular assignment on time, kindly email me ahead of time and produce a Verification of Illness Form.** If you have COVID 19 symptoms, the standard procedure established by the University of Waterloo will be followed.

### **ATTENDANCE POLICY**

The online bi-weekly lectures are completely optional. MP4 Recordings will be

made available same day as the lecture and thus you can consult the recording in your own time. The first Webex lecture is on Wednesday September 7<sup>th</sup> at 10am ET and the last Webex lecture is on Wednesday November 30<sup>th</sup> 2022. The 45-minute conversation sessions are also optional and recordings will be made available. The first conversation class is on Thursday September 15<sup>th</sup> at 11:30 am ET.

## CORRESPONDENCE

**Please remember to check the beginning-of-the-week announcement every Monday. For general questions about the course, use the discussion board Q&A. For other more specific or personal matters email me at [rcauchis@uwaterloo.ca](mailto:rcauchis@uwaterloo.ca)**

## OTHER IMPORTANT INFORMATION

**Academic Integrity: Please remember that during COVID 19 online learning, issues of academic integrity are even more important 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 [www.uwaterloo.ca/academicintegrity/](http://www.uwaterloo.ca/academicintegrity/) for more information.]

### **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](#)

**Grievance:** A student who believes that a decision affecting some aspect of their university life has been unfair or unreasonable may have grounds for initiating a grievance. Read the St. Jerome's University Policy on Student Petitions and Grievances, [www.sju.ca/sites/default/files/upload\\_file/PLCY\\_AOM\\_Student-](http://www.sju.ca/sites/default/files/upload_file/PLCY_AOM_Student-)



[Petitions-and-Grievances\\_20151211-SJUSCapproved.pdf](#). When in doubt, please be certain to contact the St. Jerome's Advising Specialist, Student Affairs Office, who will provide further assistance.

**Discipline:** A student is expected to know what constitutes academic integrity, to avoid committing an academic offence, and to take responsibility for their actions. [Check [www.uwaterloo.ca/academicintegrity/](http://www.uwaterloo.ca/academicintegrity/) for more information.]

A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) should seek guidance from the course instructor, academic advisor, or the Associate Dean. When misconduct has been found to have occurred, disciplinary penalties will be imposed under the St. Jerome's University Policy on Student Discipline, [www.sju.ca/sites/default/files/PLCY\\_AOM\\_Student-Discipline\\_20131122-SJUSCapproved.pdf](http://www.sju.ca/sites/default/files/PLCY_AOM_Student-Discipline_20131122-SJUSCapproved.pdf). For information on categories of offences and types of penalties, students should refer to University of Waterloo Policy 71, Student Discipline, [www.adm.uwaterloo.ca/infosec/Policies/policy71.htm](http://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm). For typical penalties, check the Guidelines for the Assessment of Penalties, [www.adm.uwaterloo.ca/infosec/guidelines/penaltyguidelines.htm](http://www.adm.uwaterloo.ca/infosec/guidelines/penaltyguidelines.htm).

**Appeals:** A decision made or penalty imposed under the St. Jerome's University Policy on Student Petitions and Grievances (other than a petition) or the St. Jerome's University Policy on Student Discipline may be appealed if there is a ground. A student who believes they have a ground for an appeal should refer to the St. Jerome's University Policy on Student Appeals, [www.sju.ca/sites/default/files/PLCY\\_AOM\\_Student-Appeals\\_20131122-SJUSCapproved.pdf](http://www.sju.ca/sites/default/files/PLCY_AOM_Student-Appeals_20131122-SJUSCapproved.pdf).

**Note for students with disabilities:** AccessAbility Services, located in Needles Hall (Room 1401) at the University of Waterloo, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with AccessAbility Services at the beginning of each academic term, [www.uwaterloo.ca/accessability-services/](http://www.uwaterloo.ca/accessability-services/).

### **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:

1. Lecture content, spoken and written (and any audio/video recording thereof);
2. Lecture handouts, presentations, and other materials prepared for the course (e.g. PowerPoint slides);
3. Questions or solution sets from various types of assessments (e.g., assignments, quizzes, mock tests, final exams); and
4. Work protected by copyright (e.g., any work authored by the instructor or TA or used by the instructor or TA with permission of the copyright owner).

**Course materials and the intellectual property contained therein, are used to enhance a student's educational experience. However, sharing this intellectual property without the intellectual property owner's permission is a violation of intellectual property rights.** For this reason, it is necessary to ask the instructor, TA, and/or St. Jerome's University for 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. 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.

### **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. The UWaterloo Faculty of Arts provides details about available support on its website.