

Course Schedule

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

Please Note: [Incontriamoci! Optional Live Lectures](#) will occur EVERY WEEK as follows (optional but STRONGLY RECOMMENDED):

Lessons with your instructor on **TUESDAYS AND THURSDAYS, 4:30 - 5:15 PM EST** starting on **May 9** until **August 1, 2023**. Click the link in the Zoom widget on **Course Home** page and select the scheduled lesson.

Tutorials with your TA in Zoom **Date/Time TBA**.

Module	Readings and Other Assigned Material	Activities and Assessments	Begin Date	Due Date	Weight (%)
	<p><i>Ripasso (Settimana 1):</i> <i>Completate le attività nel libro</i> <i>Top Hat - Capitolo 9:</i></p> <ul style="list-style-type: none"> <i>Pronomi oggetto diretto</i> Direct object pronouns <i>Passato prossimo con AVERE</i> Present perfect with TO HAVE 	<p>Top Hat Online Exercises Capitolo 9 (Review Only) No exercises assigned.</p> <p>Discutiamo! Let's Discuss Activity</p> <ul style="list-style-type: none"> <i>Introduzioni</i> Introductions 			Ungraded
<p>Unità 1: Introduzione al Corso (Settimana 1 e 2)</p>	<p><i>Ripasso (Settimana 2):</i> <i>Completate le attività nel libro</i> <i>Top Hat - Capitolo 10 (Selection):</i></p> <ul style="list-style-type: none"> <i>Passato Prossimo e l'uso dei pronomi oggetto diretto</i> Past perfect and the use of direct object pronouns 	<p>Top Hat Online Exercises Capitolo 10 (Selection) First batch of exercises assigned. Exercises open every Monday at 12:01 AM and close on Sunday at 11:59 PM.</p>		Sunday, May 14, 2023 at 11:59 PM	Ungraded
	<p><i>Completate le attività nel libro</i> <i>Top Hat - Capitolo 10:</i></p> <ul style="list-style-type: none"> <i>Passato prossimo con ESSERE</i> Past perfect with TO BE <i>Passato prossimo con ESSERE e AVERE</i> Past Perfect with TO BE and TO HAVE 	<p>Mini-Quiz Settimanali Weekly Mini-Quizzes Mini-Quiz 1</p> <p>Top Hat Online Exercises Capitolo 10 (Selection)</p>	Friday, May 26, 2023 at 12:01 AM	Friday, May 26, 2023 at 11:59 PM	2%
				Sunday, May 28, 2023 at 11:59 PM	Contributes to 13%

[Prossimo e Pronomi Indiretti](#) (Settimana 3)

- *Pronomi oggetto indiretto* | Indirect object pronouns [Discutiamo! | Let's Discuss](#)

Activities:

- *Passato prossimo con pronomi indiretti* | Past perfect with indirect pronouns
 - *A cena con dei vecchi amici* | Dinner with old friends
- *Pronomi indiretti con infinito* | Indirect pronouns with infinitive
 - *Visitare Roma* | Visit Rome

Sunday, May 28, 2023 at 11:59 PM 1% (0.5% each)

[Prove | Tests](#)

Prova 1

Wednesday, May 31, 2023 at 12:01 AM Wednesday, May 31, 2023 at 11:59 PM 4%

Completate le attività nel libro Top Hat - Capitolo 11:

[Mini-Quiz Settimanali | Weekly Mini-Quizzes](#)

Mini-Quiz 2

Friday, June 2, 2023 at 12:01 AM Friday, June 2, 2023 at 11:59 PM 2%

- *Verbi riflessivi e reciproci* | Reflexive and reciprocal verbs

[Top Hat Online Exercises](#)

Capitolo 11

Sunday, June 4, 2023 at 11:59 PM Contributes to 13%

[Unità 3: Verbi riflessivi e reciproci, Pronomi Tonic, Numeri, Imperfetto](#) (Settimana 4)

- *Pronomi Tonic* | Tonic pronouns

- *Numeri* | Numbers

- *Imperfetto* | Imperfect

- *Passato prossimo con verbi riflessivi e reciproci* | Past perfect with reflexive and reciprocal verbs

[Discutiamo! | Let's Discuss](#)

Activities:

- *Max Rossi intervista due persone* | Max Rossi interviews two people
- *Paolo Mancini ha un colloquio di lavoro* | Paolo Mancini has a job interview

Sunday, June 4, 2023 at 11:59 PM 1% (0.5% each)

Completate le attività nel libro Top Hat - Capitolo 12:

[Compiti | Assignments](#)

Compito 1

Monday, June 5, 2023 at 11:59 PM 5%

- *Imperfetto o passato prossimo* | Past Imperfect or perfect

- *Il verbo PIACERE* | The verb TO LIKE

[Mini-Quiz Settimanali | Weekly Mini-Quizzes](#)

Mini-Quiz 3

Friday, June 9, 2023 at 12:01 AM Friday, June 9, 2023 at 11:59 PM 2%

[Unità 4: Imperfetto o passato prossimo, Il verbo piacere, Pronomi doppi](#) (Settimana 5)

Completate le attività nel libro Top Hat - Capitolo 13 (Selection):

[Top Hat Online Exercises](#)

Capitolo 12, 13 (Selection)

Sunday, June 11, 2023 at 11:59 PM Contributes to 13%

- *Pronomi doppi* | Double pronouns

- *Pronomi Doppi e Verbi Riflessivi* | Double Pronouns and Reflexive

[Discutiamo! | Let's Discuss](#)

Activity:

Sunday, June 11,

	<p>Verbs</p> <ul style="list-style-type: none"> • <i>Pronomi Doppi e Verbi Servili</i> Double Pronouns and Dependent Verbs 	<ul style="list-style-type: none"> • <i>Marco chiama Paola al telefono</i> Marco calls Paola on the phone 		<p>2023 at 11:59 PM</p>	<p>0.5%</p>
	<p>Complete le attività nel libro Top Hat - Capitolo 13 (Selection):</p>	<p>Mini-Quiz Settimanali Weekly Mini-Quizzes Mini-Quiz 4</p>	<p>Friday, June 16, 2023 at 12:01 AM</p>	<p>Friday, June 16, 2023 at 11:59 PM</p>	<p>2%</p>
<p>Unità 5: Il trapassato prossimo indicativo (Settimana 6)</p>	<ul style="list-style-type: none"> • <i>(Indicativo) Trapassato Prossimo</i> (Indicative) Past perfect • <i>Pronomi Doppi e Trapassato Prossimo</i> Double pronouns and past perfect 	<p>Top Hat Online Exercises Capitolo 13 (Selection)</p> <p>Discutiamo! Let's Discuss Activity:</p> <ul style="list-style-type: none"> • <i>Alessandro ha comprato un regalo</i> Alessandro bought a present 		<p>Sunday, June 18, 2023 at 11:59 PM</p>	<p>Contributes to 13%</p>
		<p>Prove Tests <i>Prova 2</i> Test 2</p>	<p>Monday, June 19, 2023 at 12:01 AM</p>	<p>Monday, June 19, 2023 at 11:59 PM</p>	<p>4%</p>
	<p>Complete le attività nel libro Top Hat - Capitolo 14 (Selection):</p>	<p>Mini-Quiz Settimanali Weekly Mini-Quizzes Mini-Quiz 5</p>	<p>Friday, June 23, 2023 at 12:01 AM</p>	<p>Friday, June 23, 2023 at 11:59 PM</p>	<p>2%</p>
<p>Unità 6: Tempi al passato, pronomi dimostrativi, numeri ordinali (Settimana 7)</p>	<ul style="list-style-type: none"> • <i>I verbi al passato (confronto)</i> Past tense verbs (comparison) • <i>Numeri ordinali</i> Ordinal numbers • <i>Questo e Quello</i> This and that 	<p>Top Hat Online Exercises Capitolo 14 (Selection)</p> <p>Discutiamo! Let's Discuss Activity:</p> <ul style="list-style-type: none"> • <i>Carlo e Martina vogliono andare a un concerto</i> Carlo and Martina want to go to a concert 		<p>Sunday, June 25, 2023 at 11:59 PM</p>	<p>Contributes to 13%</p>
		<p>Prova Intermedia Midterm Test</p>	<p>Wednesday, June 28, 2023 at 12:01 AM</p>	<p>Wednesday, June 28, 2023 at 11:59 PM</p>	<p>15%</p>
	<p>Complete le attività nel libro Top Hat - Capitolo 14 (Selection):</p>	<p>Mini-Quiz Settimanali Weekly Mini-Quizzes Mini-Quiz 6</p>	<p>Friday, June 30, 2023 at 12:01 AM</p>	<p>Friday, June 30, 2023 at 11:59 PM</p>	<p>2%</p>
<p>Unità 7: NE e CI: Imperativo (Settimana)</p>	<ul style="list-style-type: none"> • <i>I pronomi NE e CI</i> Pronouns NE and CI • <i>Imperativo Affermativo e Negativo</i> Affirmative and Negative Imperative 	<p>Top Hat Online Exercises Capitolo 14 (Selection)</p>		<p>Sunday, July 2, 2023 at 11:59 PM</p>	<p>Contributes to 13%</p>

8)

- *Imperativo Formale e Informale* | Formal and informal imperative

[Discutiamo! | Let's Discuss](#)

- *Aggettivi e pronomi dimostrativi* | Demonstrative adjectives and pronouns

Activity:

- *Andrea e Roberta sono due fratelli* | Andrea and Roberta are two siblings

Sunday, July 2,
2023 at 11:59 PM 0.5%

[Compiti | Assignments](#)

Compito 2

Tuesday, July 4,
2023 at 11:59 PM 5%

Completate le attività nel libro

Top Hat - Capitolo 14 (Selection):

[Mini-Quiz Settimanali | Weekly Mini-Quizzes](#)

Mini-Quiz 7

Friday, July 7,
2023 at 12:01 AM

Friday, July 7,
2023 at 11:59 PM 2%

- *Imperativo con pronomi diretti, indiretti e riflessivi* | Imperative with direct, indirect and reflexive pronouns

[Top Hat Online Exercises](#)

Capitolo 14 (Selection)

Sunday, July 9,
2023 at 11:59 PM
Contributes to 13%

- *Imperativo e I pronomi doppi* | Imperative and double pronouns

[Discutiamo! | Let's Discuss](#)

Activity:

- *Al Mercato di Campo dei Fiori* | At the Campo dei Fiori market

Sunday, July 9,
2023 at 11:59 PM 0.5%

[Prove | Tests](#)

Prova 3 | Test 3

Wednesday, July 12, 2023 at 12:01 AM
Wednesday, July 12, 2023 at 11:59 PM 4%

[Mini-Quiz Settimanali | Weekly Mini-Quizzes](#)

Mini-Quiz 8

Friday, July 14,
2023 at 12:01 AM
Friday, July 14,
2023 at 11:59 PM 2%

Completate le attività nel libro

Top Hat - Capitolo 15 (Selection):

[Top Hat Online Exercises](#)

Capitolo 15 (Selection)

Sunday, July 16,
2023 at 11:59 PM
Contributes to 13%

- *Imperativo Indiretto* | Indirect Imperative
- *Forme irregolari* | Irregular forms

[Discutiamo! | Let's Discuss](#)

Activity:

- *Andrea ha un colloquio di lavoro in Italia* | Andrea has a job interview in Italy

Sunday, July 16,
2023 at 11:59 PM 0.5%

[Unità 8: Imperativo e pronomi \(Settimana 9\)](#)

[Unità 9: Imperativo indiretto \(forme irregolari\) e il Futuro Semplice \(Settimana 10\)](#)

<i>Completate le attività nel libro Top Hat - Capitolo 15 (Selection):</i>	Presentazione Orale Oral Presentation	Friday, July 21, 2023 at 11:59 AM	Friday, July 21, 2023 at 11:59 PM	4%
<i>Unità 10: Comparativi di Uguaglianza, Minoranza, Maggioranza (Settimana 11)</i>	<ul style="list-style-type: none"> <i>Comparativi e Superlativi</i> Mini-Quiz Settimanali Weekly Mini-Quizzes Comparatives and Superlatives Mini-Quiz 9 <i>Comparativi di uguaglianza, di maggioranza e di minoranza</i> Top Hat Online Exercises Comparatives of equality, majority and minority Capitolo 15 (Selection) <i>Superlativo Assoluto</i> Discutiamo! Let's Discuss Absolute superlative Activity: <i>Superlativo Relativo</i> Studenti seguono il corso di diversità ed inclusione Relative superlative Students take the diversity and inclusion course <i>Comparativi Irregolari</i> Irregular Comparatives <i>Suerlativi irregolari</i> Irregular superlatives 	Friday, July 21, 2023 at 12:01 AM	Friday, July 21, 2023 at 11:59 PM	2%
			Sunday, July 23, 2023 at 11:59 PM	Contributes to 13%
			Sunday, July 23, 2023 at 11:59 PM	0.5%
	Compiti Assignments Compito 3		Monday, July 24, 2023 at 11:59 PM	5%
	Prova Finale Final Test	Wednesday, July 26, 2023 at 12:01 AM	Wednesday, July 26, 2023 at 11:59 PM	15%
<i>Completate le attività nel libro Top Hat - Capitolo 15 (Last selection)</i>	Mini-Quiz Settimanali Weekly Mini-Quizzes Mini-Quiz 10	Friday, July 28, 2023 at 12:01 AM	Friday, July 28, 2023 at 11:59 PM	2%
<i>Unità 11: Comparativi e superlativi irregolari (Settimana 12)</i>	Ripasso Esame Finale Final Exam Review Top Hat Online Exercises Capitolo 15 (Last selection)		Sunday, July 30, 2023 at 11:59 PM	Contributes to 13%
	Discutiamo! Let's Discuss Activity:		Sunday, July 30, 2023 at 11:59 PM	0.5%
	<ul style="list-style-type: none"> <i>Maria Esposito è una chef italiana</i> Maria Esposito is an Italian chef 			

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 TA

- Course-related questions (e.g., course content, deadlines, assignments, etc.)
- 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.

Questions of a personal nature can be directed to your instructor or your TA.

Instructor: Dr. Yuri Sangalli

ymsangalli@uwaterloo.ca

Office hours: TBA

TA: Anna Ciardullo Villapiana

avillapi@uwaterloo.ca

Your instructor and TA check 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.

support@tophat.com

1-888-663-5491

[Top Hat | Support Center](#)

Top Hat

Zoom LECTURES

(Professor Yuri M. Sangalli)

Zoom TUTORIALS

(T.A. Anna Ciardullo Villapiana)

Submit a support request to the [IST Service Desk](#)

For instructions on how to use Zoom, see [IST Knowledge Base: Zoom](#)

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- Questions about Zoom

learnhelp@uwaterloo.ca

Technical Support,

Centre for Extended Learning

Include your full name, WatIAM user ID, student number, and course name and number.

- Technical problems with Waterloo LEARN

Technical support is available during regular business hours, Monday to Friday, 8:30 AM to 4:30 PM (Eastern Time).

[IST Knowledge Base: For Students](#)

[Student Resources](#)

Learner Support Services,

Centre for Extended Learning

extendedlearning@uwaterloo.ca

- General inquiries
- Examination information

Include your full name, WatIAM user ID, student number, and course name and number.

Course Description and Learning Outcomes

Course Description

Benvenuti a tutti*!* This course is a continuation of ITAL 101 (Introduction to Italian Language 1) and aims to build and reinforce your communicative competence in all four areas of linguistic proficiency: aural comprehension, reading, speaking and writing. In addition to expanding your Italian vocabulary and becoming familiar with more of the important grammatical concepts of the Italian language, you will also learn about aspects of the culture and history of the Italian peninsula through exposure to audio-visual materials that offer a realistic portrayal of contemporary Italian life.

Learning Outcomes

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

- Use essentials of Italian grammar in speaking and writing in order to:
 - request, provide and obtain information on a range of practical topics;
 - describe surroundings, places, peoples and their feelings;
 - talk about events that happened in the past, and
 - discuss present, past, and future activities using a wide range of vocabulary.
- Read general-interest articles in newspapers and magazines, as well as simple stories, brochures, signs, advertisements, lyrics of songs and poems.
- Understand clearly articulated Italian speech within the limits of familiar vocabulary.
- Recognize key aspects of Italian history, culture, society, and geography.

About the Course Authors

Course Author — Roberta Cauchi-Santoro



Roberta Cauchi-Santoro
© University of Waterloo

Educational Background and 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 and Interests

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

Course Author — Andrea Privitera



Andrea Privitera
© University of Waterloo

Educational Background and 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

Andrea sees a class as a community of learners, where students help one another to achieve success. Andrea adopts a communicative and deductive approach in his teaching, encouraging students to take ownership of the learning process.

Hobbies and Interests

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

Course Author — Alessia Ursella



Alessia Ursella
© University of Waterloo

Educational Background and 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 and Interests

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

Materials and Resources

Textbook

Required

The textbook for this course is *Introductory Italian II*, by Sandra Parmegiani (ISBN: 9781774125250). It is an exclusively digital book available on the **Top Hat platform**. It may be purchased directly from *Top Hat* or through the [W Store](#). 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 Top Hat Resources

Access to these resources is 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 II*.

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 II**

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 II (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 102**, and locate the correct offer for this course: **Ital 102 S23**

Step 3: In the results, confirm that the course Join Code matches this term's offer code: **656662**

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 *Top Hat*, for the first time, consider reviewing the following links to confirm how to correctly access and use materials on the *Top Hat* digital platform:

- [Getting Started with Top Hat](#): This is a walk through on how to use *Top Hat* for the first day of classes.
- [Student: Top Hat Overview & Getting Started Guide](#): Consult these best practices for optimal use of *Top Hat*.

Once you have registered, you can Join this course at any time by clicking on the [Ital 102 S23: 656662](#) link.

IMPORTANT: If you encounter technical issues while using *Top Hat*, please contact support@tophat.com or call 1-888-663-5491 between 9:00 AM and 9:00 PM ET, Monday to Friday. You will be contacted within 24-48 hours (excluding weekends).

[Top Hat | Support Center](#)

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
TopHat Online Exercises (Weekly)	13%
<i>Discutiamo!</i> Let's Discuss (x12)	6%
<i>Mini-Quiz Settimanali</i> Weekly Mini-quizzes (x10)	20%
<i>Prove</i> Tests (x3)	12%
<i>Compiti</i> Assignments (x3)	15%
<i>Prova Intermedia</i> Midterm Test	15%
<i>Presentazione Orale</i> Oral Presentation	4%
<i>Prova Finale</i> Final Test	15%

Official Grades

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

Course and Department Policies

Policy On Late Work

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 [Verification of Illness Form](#). If you have COVID 19 symptoms, the standard procedure established by the University of Waterloo will be followed.

NOTA BENE: Top Hat online exercises are **due every Sunday at 11:59 PM**. These deadlines remain firm.

Attendance Policy

The bi-weekly instructor sessions are optional but STRONGLY RECOMMENDED. Recordings will be made available in the ANNOUNCEMENTS and thus you can consult the recording in your own time. The **Language Lab** conversation sessions led by the TA are also optional but STRONGLY RECOMMENDED and recordings will be made available. Consult the [Incontriameci! | Optional Live Lectures](#) 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 [Ask the Instructor](#) discussion. For other more specific or personal matters email your instructor directly.

Other Important Information

Academic Integrity

Please remember that with 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 [Academic Integrity](#) 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 [St. Jerome's University Policy on Student Petitions and Grievances](#). 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 [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 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. 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](#) .

Short-Term Absences

Review the University of Waterloo's [Accommodations](#) policy for more details.

Additionally, 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.

Please follow the instructions above and contact your instructor for applicable accommodations.

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 [Undergraduate Academic Integrity Module](#) 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>).

University of Waterloo

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