



ST. JEROME'S UNIVERSITY

St. Jerome's University in the University of Waterloo / University of Guelph
Department of Italian & French Studies / School of Languages and Literatures
ITAL 201 / ITAL*2090 (0.5) Fall 2022
Intermediate Italian
Online (SJU) / Blended (U of Guelph)

INSTRUCTOR AND TA INFORMATION

Instructor: Dr. Andrea Privitera

Lectures: Starting on **September 7 (U of Guelph students, please note: classes commence on a different date at St. Jerome's University)**
Mondays and Wednesdays 12:30 pm – 1:20 pm on Zoom ([see link below](#))

Office Hours: Online by appointment

Tutorial Hours: **Starting on the second week of classes**
SJU: Thursdays, 12:30 pm - 1:20 pm on Zoom ([see link below](#))
U of Guelph: Tuesday and Thursdays 9:30 - 10:20 am at MCKN 119A

Instructor Email: andrea.privitera@uwaterloo.ca

TAs: Anna Villapiana (SJU)
Email: avillapiana@uwaterloo.ca

Dario Aspesi (U of Guelph)
daspesi@uoguelph.ca

PREREQUISITES

ITAL 102 or 155 (SJU), ITAL*1070 (U of Guelph)

COURSE DESCRIPTION

This course, open to students of both St. Jerome's University and the University of Guelph, builds on the grammar and vocabulary introduced in ITAL 101 and ITAL 102 (SJU), or ITAL1060 and ITAL1070 (U of Guelph). It introduces additional grammar and vocabulary to enhance speaking, listening and writing practice through the eTextbook *Proviamo insieme! Intermediate Italian* on Top Hat.

You will work on contemporary and authentic Italian texts, songs and videos during the biweekly online lectures. You will also apply the grammar learned during lectures in conversation with your TA and other students during tutorials / Italian Labs.

COURSE OBJECTIVES

Upon completion of this course, you should be able to:

1. Recognize, interpret, and connect standard inputs in Italian.
2. Communicate in Italian about topics related to the student's environment, background, daily activities, and personal interests at an A2 level.
3. Read and understand songs, videos, short stories and other short texts in Italian.
4. Write simple texts (of more than one sentence) as well as simple responses to questions in Italian.

IMPORTANT INFORMATION FOR U OF GUELPH STUDENTS: HOW TO ACCESS COURSE MATERIAL

For the course, we will not use U of Guelph's CourseLink. Instead, we will use LEARN (learn.uwaterloo.ca), the equivalent of CourseLink at UWaterloo. Lecture recordings, announcements and most graded assignments will be available only on LEARN.

To access LEARN, **you must have a @uwaterloo.ca email address (also known as a WatIAM account)**. To activate your @uwaterloo.ca account please follow these instructions:

1. **You should receive soon instructions on your @uoguelph.ca email on how to claim a WatIAM account. Please follow the instructions in this email carefully.** If you don't receive any request soon, please let me know.
2. After activating your @uwaterloo.ca account, **make sure also to activate WatIAM's two-factor authentication on your mobile device (managed through the Duo Mobile App)**. You can find more information on how to activate the two-factor authentication by following this link: <https://uwaterloo.ca/two-factor-authentication/>. **Without the two-factor authentication activated, you won't be able to access LEARN or your @uwaterloo.ca email account.**
3. Once your WatIAM account and two-factor authentication have been activated, **please contact the instructor from your @uwaterloo.ca email to confirm that your newly-created account is working.** The instructor will need to send a request to our IT department again so they can add you to the Intermediate Italian course site.

After completing these three steps, you should be able to access the course site at learn.uwaterloo.ca. The course will appear with the UWaterloo's code "ITAL 201".

PLEASE NOTE: by default, you will receive all notifications and announcements from this course on your @uwaterloo.ca mail account, not your @uoguelph.ca account. If you do not intend to check this email address, please ensure that all emails you receive in your new @uwaterloo.ca address are forwarded to your @uoguelph.ca address or any account you check frequently.

[If you need assistance in accessing LEARN or your WatIAM account, please see the contact information in the "Correspondence" section of this outline.](#)

REQUIRED TEXTS

Title: *Proviamo Insieme!* Intermediate Italian (eTextbook)

Authors: Andrea Privitera and Enrica Aurora Cominetti

Edition / Year: 2021

Publisher: Top Hat

ISBN: 9781774128619

Top Hat Link: <https://app.tophat.com/e/715435>

Join Code: 715435

PLEASE NOTE: Students need to buy both the eTextbook AND a Top Hat Semester Subscription to access the eTextbook and complete the activities.

UWaterloo Store Links

[Top Hat Subscription](#)

[Proviamo Insieme! Intermediate Italian](#) (eTextbook)

UofGuelph Store Links:

[Top Hat Subscription](#)

[Proviamo Insieme! Intermediate Italian](#) (eTextbook)

HOW TO CONNECT TO *PROVIAMO INSIEME* INTERMEDIATE ITALIAN ON TOP HAT

You should receive an email asking you to join the course at the beginning of the term. Please follow the email instructions and you will be able to access the textbook.

You can also [click on this link](#) and enter the Join Code above.

If you have any other issues accessing the textbook, [please contact Top Hat support](#).

ONLINE LECTURES

Biweekly lectures will take place ONLINE on Zoom during the whole term. You are encouraged to attend, but **participation is optional** for all students. **Lecture recordings will be made available** on LEARN.

You can join them by clicking on the following link:

<https://uwaterloo.zoom.us/j/92444871952?pwd=VEh0SzFjN0lVa3BPaFdrWVRcndCZz09>

Alternatively, you can join the Zoom meeting by adding these credentials by clicking *Join* in your Zoom app Home screen.

Meeting ID: 924 4487 1952

Passcode: 150274

Lectures will be interactive, and you will be encouraged to speak and write in Italian during class. Please

access the meeting on a laptop or desktop computer from a quiet place and on a stable internet connection. Make sure to have the most recent version of Zoom installed on your device.

For information about using Zoom, please see [IST Knowledge Base: Zoom](#).

[See the first page of the outline for the dates and hours of Online Lectures.](#)

TUTORIALS / ITALIAN LAB

The course also includes a conversation class, known as the **weekly tutorials at SJU** and the **Italian Lab at U of Guelph**. These tutorials/labs will give you the opportunity to practice your spoken Italian, including the grammar and vocabulary learned during the lectures, with your TA and other students.

These conversation classes will help you prepare for the Oral Test (15% of the final mark), which will take place during Tutorials / Italian Lab hours in the last two weeks of the course.

NOTE ON FORMAT AND ATTENDANCE REQUIREMENTS: Due to different program requirements, the tutorial at St. Jerome's University and the Italian Lab at the University of Guelph follow different formats and schedules:

- **For U of Guelph students**, the Italian Lab will take place **in-person**, **twice a week**. Attendance is **mandatory**.
- **For SJU students**, tutorials will be **online on Zoom during the whole term**. They will take place **once a week**. Attendance is **highly encouraged but optional**. **Lecture recordings will be made available** on LEARN.
 - To access the SJU tutorial, please use this link:
 - <https://uwaterloo.zoom.us/j/94342301117?pwd=K2RkSGR6YW1GTWJGTXZoZX FtSkFnZz09>
 - Meeting ID: 943 4230 1117
 - Passcode: 747698

[See the first page of the outline for the dates, hours and locations of the Tutorials.](#)

COURSE REQUIREMENTS AND ASSESSMENT

Assessment	Weight
Quizzes (x2)	20%
Midterm	20%
Diario (x4)	10%
Esercizi Top Hat (x10)	10%
Oral Test	15%
Final Test	25%
Total	100%

Quizzes (x2, 20% total)

The two quizzes will **test topics covered until the last session prior to the assessment.**

They will be available **on the DROPBOX menu entry on LEARN** (Submit > Dropbox) to download, work out and be uploaded again any time **during the 24 Hour-period in the scheduled day** ([see the course schedule below](#)).

You are asked to not refer to your notes, your textbook, or any other aid while taking the quizzes.

Midterm (20%)

The midterm test will assess **all grammatical points and vocabulary covered up until the last lesson prior to the test.**

The midterm test will be available **on the DROPBOX menu entry on LEARN** (Submit > Dropbox) menu entry to download, work out and uploaded again any time **during the 24 Hour-period on the scheduled day** ([see the course schedule below](#)).

You are asked to not refer to your notes, your textbook, or any other aid during the midterm.

Diario (x4, 10% total)

You are expected to write 4 diari (journal entries) which have to be uploaded to the Learn DROPBOX (Submit > Dropbox) on LEARN by each individual deadline ([see the course schedule below](#)).

Each journal entry should be around **300 words long**, it should be written **entirely in Italian** and can be about **any topic of your choice**. Each diary entry should be about **a different topic** to demonstrate knowledge of a wide vocabulary and **should demonstrate a command of grammar and syntax learned at that point of the course.**

You may use limited aid while working on this written assignment (for example, consulting a dictionary).

However, any extensive use of external aid is not allowed. Remember that **you ultimately must be the author of the text you are submitting.** Be aware that the use of extensive external aid is always easily detected, for reasons that may not be readily apparent to you, but that will be obvious to your reader.

A rubric for this assignment is available on LEARN (Content > Rubrics).

Esercizi Top-Hat (x10, 10% total)

You are expected to join the course eTextbook on Top Hat at the beginning of the term ([see above for instructions on how to purchase and access the eTextbook](#)) and to complete the eTextbook activities every week and by their due date ([see course schedule below](#)).

Chapters and activities will open on the Top Hat course site on the first day of the term as well as each following Monday (except for reading week) at 12 am. The activities will close the following Monday at 11:59 pm. You should work on these activities every week and by their due date.

Each activity has both a participation mark and a correctness mark. You will have four attempts for each activity to submit the correct answer.

Oral Test (15%)

The oral test **will take place in the tutorial hours during the last two weeks of classes.** The TA leading your tutorial section will provide more scheduling details ahead of the oral test.

The oral test will last around **10 minutes**. You should **prepare a brief presentation** (maximum 5 minutes) **entirely in Italian**. During the oral test, **the examiner will also be asking questions and showing prompts**, and student is expected to answer questions and carry out an organic conversation in Italian.

A rubric for this assignment is available on LEARN (Content > Rubrics).

Final Test (25%)

The final test will take place during the last lecture day of the course ([see course schedule below](#)). It will cover all grammar and vocabulary presented in the lectures following the midterm test.

The final test will be available **on the DROPBOX menu entry on LEARN** (Submit > Dropbox) menu entry to download, work out and uploaded again any time **during the 24 Hour-period on the scheduled day.**

You are asked to not refer to your notes, your textbook, or any other aid during the final test.

COURSE SCHEDULE

PLEASE NOTE: St. Jerome's University and the University of Guelph follow different academic calendars so, **there will be some minor scheduling differences depending on what is your main campus.** Specific activities for each campus are tagged as **"SJU students"** or **"U of G students"**. **All other untagged activities are for all students.**

All times in the schedule are Eastern (Canada).

Week 1 (September 7 – September 11)

- TOPICS: Introduction
- LECTURES AND TUTORIALS
 - **ZOOM Lecture on Wednesday, 12:30 pm – 1:20 pm. (U of Guelph Students, please note: classes commence on a different date at St. Jerome's University).**
 - **No tutorials** (both will start on the second week of classes)
- ACTIVITIES AND ASSESSMENTS
 - Read carefully course outline and schedule.
 - Purchase the Top Hat eTextbook.
 - Top Hat Capitolo 0 (1% of final grade)
 - Opens: Wednesday, September 7 at 12:01 am.
 - Closes: Monday, September 19 at 11:59 pm.

Week 2 (September 12 – September 18)

- TOPICS: "Ci" / "Ne"; Futuro Semplice; Comparativi, Trapassato Prossimo.
- LECTURES AND TUTORIALS
 - ZOOM Lectures on Monday and Wednesday, 12:30 pm – 1:20 pm.
 - **U of G Students:** In-Person Tutorial on Tuesday and Thursday, 9:30 am – 10:20 am.
 - **SJU Students:** Online Tutorial on Thursday, 12:30 pm – 13:20 pm.
- ACTIVITIES AND ASSESSMENTS
 - Complete Top Hat Capitolo 0 (1% of final grade) by Monday, September 19 at 11:59 pm.
 - A Mock Quiz will be published later in the week in preparation for Quiz 1 next week.

Week 3 (September 19 – September 25)

- TOPICS: Condizionale Presente; condizionale Passato.
- LECTURES AND TUTORIALS
 - ZOOM Lectures on Monday and Wednesday, 12:30 pm – 1:20 pm.
 - **U of G Students:** In-Person Tutorial on Tuesday and Thursday, 9:30 am – 10:20 am.
 - **SJU Students:** Online Tutorial on Thursday, 12:30 pm – 13:20 pm.
- ACTIVITIES AND ASSESSMENTS
 - **Quiz 1 (on LEARN Dropbox, 10% of final grade)**
 - **Opens: Wednesday, September 21 at 12:01 am.**
 - **Closes: Wednesday, September 21 at 11:59 pm.**
 - Top Hat Capitolo 0 (1% of final grade)

- Closes on Monday, September 19 at 11:59 pm.
- Top Hat Capitolo 1 (1% of final grade)
 - Opens on Monday, September 19 at 12:01 am.
 - Closes on Monday, September 26 at 11:59 pm.

Week 4 (September 26 – October 2)

- TOPICS: Costruzioni impersonali; avverbi; verbi pronominali.
- LECTURES AND TUTORIALS
 - ZOOM Lectures on Monday and Wednesday, 12:30 pm – 1:20 pm.
 - **U of G Students**: In-Person Tutorial on Tuesday and Thursday, 9:30 am – 10:20 am.
 - **SJU Students**: Online Tutorial on Thursday, 12:30 pm – 13:20 pm.
- ACTIVITIES AND ASSESSMENTS
 - Diario 1 (on LEARN Dropbox, 2.5% of final grade)
 - Due: Wednesday, September 28 at 11:59 pm.
 - Top Hat Capitolo 1 (1% of final grade)
 - Closes on Monday, September 26 at 11:59 pm.
 - Top Hat Capitolo 2 (1% of final grade)
 - Opens on Monday, September 26 at 12:01 am.
 - Closes on Monday, October 3 at 11:59 pm.

Week 5 (October 3 – October 9)

- TOPICS: Congiuntivo presente.
- LECTURES AND TUTORIALS
 - ZOOM Lecture **only on Wednesday**, 12:30 pm – 1:20 pm. **No ZOOM lecture on Monday because of the Midterm.**
 - **U of G Students**: In-Person Tutorial on Tuesday and Thursday, 9:30 am – 10:20 am.
 - **SJU Students**: Online Tutorial on Thursday, 12:30 pm – 13:20 pm.
- ACTIVITIES AND ASSESSMENTS
 - **Midterm (on LEARN Dropbox, 20% of final grade)**
 - **Opens: Monday, October 3 at 12:01 am.**
 - **Closes: Monday, October 3 at 11:59 pm.**
 - Top Hat Capitolo 2 (1% of final grade)
 - Closes on Monday, October 3 at 11:59 pm.
 - Top Hat Capitolo 3 (1% of final grade)
 - Opens on Monday, October 3 at 12:01 am.
 - Closes on Monday, October 17 at 11:59 pm.

READING WEEK AT SJU / FALL BREAK AT U OF GUELPH (October 10 – October 16)

- LECTURES AND TUTORIALS
 - **NO ZOOM LECTURES DUE TO SJU READING WEEK.**
 - **U of G Students**: In-Person Tutorial **only on Thursday**, 9:30 am – 10:20 am. **(Tuesday tutorial will not take place due to Fall Break)**

- **SJU Students: No tutorials** due to SJU Reading week.
- ACTIVITIES AND ASSESSMENTS
 - Top Hat Capitolo 3 (1% of final grade)
 - Closes on Monday, October 17 at 11:59 pm.
- Please Complete the informal Mid-Course Survey by October 17 at 11:59 pm.

Week 6 (October 17 – October 23)

- TOPICS: Congiuntivo presente irregolare; gerundio; tempi progressivi; “che” and “cui”.
- LECTURES AND TUTORIALS
 - ZOOM Lectures on Monday and Wednesday, 12:30 pm – 1:20 pm.
 - **U of G Students**: In-Person Tutorial on Tuesday and Thursday, 9:30 am – 10:20 am.
 - **SJU Students**: Online Tutorial on Thursday, 12:30 pm – 13:20 pm.
- ACTIVITIES AND ASSESSMENTS
 - Diario 2 (on LEARN Dropbox, 2.5% of final grade)
 - Due: Wednesday, October 19 at 11:59 pm.
 - Top Hat Capitolo 3 (1% of final grade)
 - Closes on Monday, October 17 at 11:59 pm.
 - Top Hat Capitolo 4 (1% of final grade)
 - Opens on Monday, October 17 at 12:01 am.
 - Closes on Monday, October 24 at 11:59 pm.

Week 7 (October 24 – October 30)

- TOPICS: Congiuntivo passato; congiuntivo passato irregolare.
- LECTURES AND TUTORIALS
 - ZOOM Lectures on Monday and Wednesday, 12:30 pm – 1:20 pm.
 - **U of G Students**: In-Person Tutorial on Tuesday and Thursday, 9:30 am – 10:20 am.
 - **SJU Students**: Online Tutorial on Thursday, 12:30 pm – 13:20 pm.
- ACTIVITIES AND ASSESSMENTS
 - Top Hat Capitolo 4 (1% of final grade)
 - Closes on Monday, October 24 at 11:59 pm.
 - Top Hat Capitolo 5 (1% of final grade)
 - Opens on Monday, October 24 at 12:01 am.
 - Closes on Monday, October 31 at 11:59 pm.

Week 8 (October 31 – November 6)

- TOPICS: Discorso indiretto; congiuntivo imperfetto.
- LECTURES AND TUTORIALS
 - ZOOM Lectures on Monday and Wednesday, 12:30 pm – 1:20 pm.
 - **U of G Students**: In-Person Tutorial on Tuesday and Thursday, 9:30 am – 10:20 am.
 - **SJU Students**: Online Tutorial on Thursday, 12:30 pm – 13:20 pm.
- ACTIVITIES AND ASSESSMENTS
 - **Quiz 2 (on LEARN Dropbox, 10% of final grade)**

- **Opens: Wednesday, November 2 at 12:01 am.**
- **Closes: Wednesday, November 2 at 11:59 pm.**
- Top Hat Capitolo 5 (1% of final grade)
 - Closes on Monday, October 31 at 11:59 pm.
- Top Hat Capitolo 6 (1% of final grade)
 - Opens on Monday, October 31 at 12:01 am.
 - Closes on Monday, November 7 at 11:59 pm.

Week 9 (November 7 – November 13)

- TOPICS: Congiuntivo e congiunzioni; congiuntivo e infinito; congiuntivo trapassato.
- LECTURES AND TUTORIALS
 - ZOOM Lectures on Monday and Wednesday, 12:30 pm – 1:20 pm.
 - **U of G Students**: In-Person Tutorial on Tuesday and Thursday, 9:30 am – 10:20 am.
 - **SJU Students**: Online Tutorial on Thursday, 12:30 pm – 13:20 pm.
- ACTIVITIES AND ASSESSMENTS
 - Diario 3 (on LEARN Dropbox, 2.5% of final grade)
 - Due: Wednesday, November 9 at 11:59 pm.
 - Top Hat Capitolo 6 (1% of final grade)
 - Closes on Monday, November 7 at 11:59 pm.
 - Top Hat Capitolo 7 (1% of final grade)
 - Opens on Monday, November 7 at 12:01 am.
 - Closes on Monday, November 14 at 11:59 pm.

Week 10 (November 14 – November 20)

- TOPICS: Congiuntivo e concordanze; Periodo ipotetico della realtà.
- LECTURES AND TUTORIALS
 - ZOOM Lectures on Monday and Wednesday, 12:30 pm – 1:20 pm.
 - **U of G Students**: In-Person Tutorial on Tuesday and Thursday, 9:30 am – 10:20 am.
 - **SJU Students**: Online Tutorial on Thursday, 12:30 pm – 13:20 pm.
- ACTIVITIES AND ASSESSMENTS
 - Diario 4 (on LEARN Dropbox, 2.5% of final grade)
 - Due: Wednesday, November 16 at 11:59 pm.
 - Top Hat Capitolo 7 (1% of final grade)
 - Closes on Monday, November 14 at 11:59 pm.
 - Top Hat Capitolo 8 (1% of final grade)
 - Opens on Monday, November 14 at 12:01 am.
 - Closes on Monday, November 21 at 11:59 pm.

Week 11 (November 21 – November 27)

- TOPICS: Periodo ipotetico della possibilità; periodo ipotetico dell'irrealtà.
- LECTURES AND TUTORIALS
 - ZOOM Lectures on Monday and Wednesday, 12:30 pm – 1:20 pm.

- **U of G Students:** In-Person Tutorial on Tuesday and Thursday, 9:30 am – 10:20 am.
- **SJU Students:** Online Tutorial on Thursday, 12:30 pm – 13:20 pm.
- ACTIVITIES AND ASSESSMENTS
 - **Oral Tests (15% of final grade)**
 - **During tutorial hours.**
 - Top Hat Capitolo 8 (1% of final grade)
 - Closes on Monday, November 21 at 11:59 pm.
 - Top Hat Capitolo 9 (1% of final grade)
 - Opens on Monday, November 21 at 12:01 am.
 - Closes on Monday, November 28 at 11:59 pm.

Week 12 (November 28 – December 4)

- TOPICS: General review for the Final Test.
- LECTURES AND TUTORIALS
 - ZOOM Lectures on Monday and Wednesday, 12:30 pm – 1:20 pm.
 - **U of G Students:** In-Person Tutorial on Tuesday and Thursday, 9:30 am – 10:20 am.
 - **SJU Students:** Online Tutorial on Thursday, 12:30 pm – 13:20 pm.
- ACTIVITIES AND ASSESSMENTS
 - **Oral Tests (15% of final grade)**
 - **During tutorial hours.**
 - Top Hat Capitolo 9 (1% of final grade)
 - Closes on Monday, November 28 at 11:59 pm.
 - **Final Test next week (on LEARN Dropbox, 25% of final grade):**
 - **Opens: Monday, December 5 at 12:01 am.**
 - **Closes: Monday, December 5 at 11:59 pm.**
 - **There is no final examination for this course during the Final Examination period.**

POLICY ON LATE WORK, MISSED ASSIGNMENTS, AND MAKE-UP TESTS

- **All quizzes, tests, and Top Hat activities** are expected to be completed on time, and **deadlines for these are considered "firm" as indicated on the Course Schedule.**
- **Journal entries (i.e., "Diari")** are also expected to be completed on time. Any entry submitted late **will be penalized 2% per day up to 7 days after due date. After 7 days, no work will be accepted.**
- If you encounter circumstances that you feel may cause you to be late in submitting any particular assignment, you should contact your instructor immediately, explain the circumstances or provide documentation, and an extension may be negotiated. To do so, you must be in contact with your instructor **at least 48 hours prior to the deadline.** Diary Entries will require instructor approval and may need documentation in order not to be subject to the late work policy.

ATTENDANCE POLICY

- **Biweekly lectures will take place Online on Zoom during the whole term.** You are highly encouraged to attend, but **participation is optional for all students.** Lecture recordings will be

made available on LEARN.

- For SJU students, tutorials will take place online **during the whole term**. Attendance is highly encouraged but **optional**. Tutorial recordings will be made available on LEARN.
- For U of Guelph students, tutorials will take place **in-person**. Attendance is **mandatory**.

CORRESPONDENCE

You are expected to keep up to date with announcements about the course through LEARN. The instructor will post slides, links, and other material to the course page on LEARN and therefore you should login on a regular basis.

- If you have questions about the **course content**, please post them in the *Chiedi all'insegnante* discussion on LEARN. You are encouraged to read these public discussions regularly. **The instructor will reply to inquiries within 24-48 hours, Monday to Friday**. Appropriate language should be used at all times.
- If you need assistance with your **WatIAM credentials or @uwaterloo.ca account**, please contact the IST service desk team (<https://uwaterloo.ca/information-systems-technology/help>).
- If you need assistance with **LEARN**, please contact the LEARNHelp team at learnhelp@uwaterloo.ca. Make sure to include your full name, WatIAM user ID, student number, and course name and number. Technical support is available during regular business hours, Monday to Friday, 8:30 AM to 4:30 PM ET.
- If you need assistance with the **Top Hat eTextbook**, please contact the Top Hat customer support at support@tophat.com or +1-888-663-5491. The service is active from 9:00 AM to 9:00 PM ET, Monday to Friday.
- If you have questions of a **personal nature**, please email the instructor at andrea.privitera@uwaterloo.ca. **The instructor will reply to personal inquiries within 24-48 hours, Monday to Friday**. Appropriate language should be used at all times.

OTHER IMPORTANT INFORMATION (UWATERLOO / SJU)

Intellectual Property: Students should be aware that this course contains the intellectual property of their instructor, 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, 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).

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. Check www.uwaterloo.ca/academicintegrity/ for more information.

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 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) 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](#).

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.

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.

MENTAL HEALTH SERVICES

All of us need a support system. The SJU faculty and staff encourage students to seek out mental health support if they are needed.

On Campus:

- Counselling Services: counselling.services@uwaterloo.ca / 519-888-4567 x32655
- **MATES**: one-to-one peer support program offered by Federation of Students (FEDS) and Counselling Services
- Health Services Emergency service: located across the creek from Student Life Centre

Off campus, 24/7:

- **Good2Talk**: Free confidential help line for post-secondary students. Phone: 1-866-925-5454
- Grand River Hospital: Emergency care for mental health crisis. Phone: 519-749-4300 x6880
- **Here 24/7**: Mental Health and Crisis Service Team. Phone: 1-844-437-3247
- **OK2BME**: set of support services for lesbian, gay, bisexual, transgender or questioning teens in Waterloo. Phone: 519-884-0000 x213

Full details can be found online on the Faculty of Arts [website](#).

Download [UW and regional mental health resources \(PDF\)](#)

Download the [WatSafe app](#) to your phone to quickly access mental health support information

UNIVERSITY STATEMENTS (U OF GUELPH)

Email Communication

As per university regulations, all students are required to check their e-mail account regularly: e-mail is the official route of communication between the University and its students.

When You Cannot Meet a Course Requirement

When you find yourself unable to meet an in-course requirement because of illness or compassionate reasons please advise the course instructor (or designated person, such as a teaching assistant) in writing, with your name, id#, and e-mail contact. The grounds for Academic Consideration are detailed in the Undergraduate and Graduate Calendars.

Undergraduate Calendar - Academic Consideration and Appeals

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml>

Graduate Calendar - Grounds for Academic Consideration

<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/index.shtml>

Associate Diploma Calendar - Academic Consideration, Appeals and Petitions

<https://www.uoguelph.ca/registrar/calendars/diploma/current/index.shtml>

Drop Date

Students will have until the last day of classes to drop courses without academic penalty. The deadline to drop two-semester courses will be the last day of classes in the second semester. This applies to all students (undergraduate, graduate and diploma) except for Doctor of Veterinary Medicine and Associate Diploma in Veterinary Technology (conventional and alternative delivery) students. The regulations and procedures for course registration are available in their respective Academic Calendars.

Undergraduate Calendar - Dropping Courses

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-drop.shtml>

Graduate Calendar - Registration Changes

<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/genreg-reg-regchg.shtml>

Associate Diploma Calendar - Dropping Courses

<https://www.uoguelph.ca/registrar/calendars/diploma/current/c08/c08-drop.shtml>

Copies of Out-of-class Assignments

Keep paper and/or other reliable back-up copies of all out-of-class assignments: you may be asked to resubmit work at any time.

Accessibility

The University promotes the full participation of students who experience disabilities in their academic programs. To that end, the provision of academic accommodation is a shared responsibility between the University and the student.

When accommodations are needed, the student is required to first register with Student Accessibility Services (SAS). Documentation to substantiate the existence of a disability is required; however, interim accommodations may be possible while that process is underway.

Accommodations are available for both permanent and temporary disabilities. It should be noted that common illnesses such as a cold or the flu do not constitute a disability.

Use of the SAS Exam Centre requires students to make a booking at least 14 days in advance, and no later than November 1 (fall), March 1 (winter) or July 1 (summer). Similarly, new or changed accommodations for online quizzes, tests and exams must be approved at least a week ahead of time.

For Guelph students, information can be found on the SAS website

<https://www.uoguelph.ca/sas>

For Ridgetown students, information can be found on the Ridgetown SAS website

<https://www.ridgetownc.com/services/accessibilityservices.cfm>

Academic Integrity

The University of Guelph is committed to upholding the highest standards of academic integrity, and it is the responsibility of all members of the University community-faculty, staff, and students-to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff, and students have the responsibility of supporting an environment that encourages academic integrity. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection.

Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

Undergraduate Calendar - Academic Misconduct

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconduct.shtml>

Graduate Calendar - Academic Misconduct

<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/index.shtml>

Recording of Materials

Presentations that are made in relation to course work - including lectures - cannot be recorded or copied without the permission of the presenter, whether the instructor, a student, or guest lecturer. Material recorded with permission is restricted to use for that course unless further permission is granted.

Resources

The Academic Calendars are the source of information about the University of Guelph's procedures, policies, and regulations that apply to undergraduate, graduate, and diploma programs.

Academic Calendars

<https://www.uoguelph.ca/academics/calendars>

Disclaimer

Please note that the ongoing COVID-19 pandemic may necessitate a revision of the format of course offerings, changes in classroom protocols, and academic schedules. Any such changes will be announced via CourseLink and/or class email.

This includes on-campus scheduling during the semester, mid-terms and final examination schedules. All University-wide decisions will be posted on the COVID-19 website (<https://news.uoguelph.ca/2019->

[novel-coronavirus-information/](#)) and circulated by email.

Illness

Medical notes will not normally be required for singular instances of academic consideration, although students may be required to provide supporting documentation for multiple missed assessments or when involving a large part of a course (e.g.. final exam or major assignment).

Covid-19 Safety Protocols

For information on current safety protocols, follow these links:

<https://news.uoguelph.ca/return-to-campus/how-u-of-g-is-preparing-for-your-safe-return/>

<https://news.uoguelph.ca/return-to-campus/spaces/#ClassroomSpaces>

Please note, these guidelines may be updated as required in response to evolving University, Public Health or government directives.