



ST. JEROME'S UNIVERSITY

Department of Sexuality, Marriage, & Family Studies (SMF)

SMF 101: Relationships & Families

SPRING 2021: Remote Online

Instructor: Dr. Toni Serafini (pronouns: she/her; they/them)

Email: tserafini@uwaterloo.ca

Office Hours: By Appointment, either by phone or video chat (please email me).

Course Co-Development & Contributions by Dr. Denise Whitehead and Carm De Santis (Note: please do not email these individuals. While you will see and hear from them throughout this course, they are not the instructors of record for the Spring 2021 offering of SMF 101. All questions should be directed as outlined below).

Teaching Assistant (TA): Angela Underhill, Ph.D. Candidate in Family Relations & Human Development at the University of Guelph, is the primary TA for this course. (aunderhi@uoguelph.ca).

Note: ALL course inquiries should be directed to Dr. Toni Serafini

WELCOME to SMF 101!! We are delighted that you have chosen to enroll in this course about relationships and families. Past teaching has taught us that students are keenly interested in understanding how to engage in meaningful relationships with positive and happy connections. Relationships are complex, dynamic, interactional processes that provide a range of experiences over our lifetime. Relationships can bring about acceptance, safety, love, belonging, and connection, while also presenting challenges in these same areas. This course will address the spectrum of relational processes and choices we are faced with daily. In other words, we will take a survey of what could be considered “the good, the bad, and the ugly” aspects of relational life. Overall, this course will endeavor to provide a respect for human variation, diversity, and inclusion while addressing many key issues in relationships and families.

COURSE CALENDAR DESCRIPTION

This course provides an overview of couple, marital, and family relationships from a broad, interdisciplinary perspective. [Note: Formerly SMF 206]

AntiReq: SMF 206

Territorial Acknowledgement

We acknowledge that we are living and working on the traditional territory of the Attawandaron (also known as Neutral), Anishinaabe, and Haudenosaunee peoples. St. Jerome's University is situated on the Haldimand Tract, the unceded land of the Six Nations that includes ten kilometers on each side of the Grand River.

COURSE STRUCTURE: This course has been formulated as a REMOTE course during this time of COVID-19. As such, sincere efforts have been made to translate what is usually an in-person course into an “online” version. This means that there will be differences.

This course is being offered **ASYNCHRONOUSLY**. As such, there will be **NO required, formal meeting time**. Rather there are online lectures that are posted at the beginning of each week (late Sunday so you have them each Monday), as well as readings and quizzes to be completed by the end of each week as outlined in this syllabus in the section “Course Schedule” below (See pages 8 - 11).

SYNCHRONOUS Virtual “Drop-In Office Hours” (or chat time): Tuesdays from 2:30pm to 3:30pm I will be available by zoom to meet with students as a group to discuss course content, assignments, etc. Please feel free to drop in at some point over the course of the term. Note: this is not a required component of the course. I offer it as a means of building some form of “connection” with your instructor and peers during an unprecedented time of “disconnect” due to COVID-19.

Weekly ZOOM Link:

Topic: SMF 101 Weekly Drop-in: "Tuesdays with Toni"

<https://us02web.zoom.us/j/5977018076?pwd=NkM2ZE9kdVZhdjJnVU9TeCtoZEgrZz09>

Meeting ID: 597 701 8076

Passcode: Toni2021

Weekly Time Allocation for SMF 101: University students are generally expected to devote an average of 8-10 hours per week per course (this includes reviewing weekly slides [in place of live lectures], readings, studying, and completing assessments). For a full term (at 5 courses), this is about the equivalent of a full-time job.

Remote learning doesn’t change that expectation. Instead of spending time “attending lectures in a classroom” you will need to attend to the course material being presented via lecture notes, audio visual material, and other forums of information provided weekly on LEARN. Course readings are a critical part of your learning process. The onus is on the student to devote sufficient time to this course and their learning. You may not be aware of this expectation so plan accordingly as you review the course schedule and assessments in this syllabus.

Time Zones: During this time of remote learning, I am aware that you will be connecting from all over the world. All quizzes and assignments have due dates with time requirements. It is incumbent upon each student to figure out how their time zone works relative to the University of Waterloo and to plan accordingly. All course timelines follow time zone for Toronto, Ontario, Canada

Here are a couple of things to know:

- UW (key reference point is Toronto) is currently in Eastern Daylight Time (EDT; also fondly known as Daylight Savings Time).
- This ends in November, when we return to Eastern Standard Time (and the clocks go back one hour).

Assessments: One of the most exciting changes that comes with remote teaching is that we have shifted the focus from heavy reliance on multiple choice exams to deeper and more reflective writing assignments. The focus on assessments will start with acquiring foundational knowledge (assessed through weekly quizzes), build to analysis and critical thinking (assessed through the SMF 101 Book Report Critique) and conclude with your one-on-one Interview & Capstone Paper assignment where you conduct an interview with a person of your choosing and provide an analysis connecting your interview to course materials (bringing your foundational knowledge and critical analysis). More information is provided below under Course Assessments, with additional assignment details provided in LEARN.

A note about remote teaching: Remote teaching is new for most instructors. Genuine efforts have been made to adapt this course to maximize your learning and engagement. In addition, careful attention has been paid to adapting assessments to make them relevant, reasonably flexible, and accessible. That said, further adaptations to this course may be undertaken as this remote course unfolds or if timing of content needs to be adjusted.

LEARN: The LEARN D2L platform is a critical resource to this remote, online course. You are encouraged to become **highly** familiar with how to access content, lectures, take the weekly quizzes, and access information to assist you in completing the two large assessments (Book Report and Interview Capstone Assignment).

LEARN also serves as the nerve centre for us to keep in touch with all of you. You will see that we post reminders, updates and other little items that catch our attention that we want to share with you. Please access a few times a week to stay current.

COMMUNICATION and EMAILS to the Professor & LEARN Discussion Forum

ALL questions related to this course should be directed only to Dr. Toni Serafini. That said, questions usually fall into two categories:

1. Questions about course content or process that would be beneficial for ALL students to have access to (similar to asking a question in a classroom). These types of questions should be posted in LEARN for ALL students to see and so that I may answer the question for all students. Trust me, if you have the courage to ask the question it is likely other students were thinking about the same issue or glad to have someone bring up something they hadn't thought of.
2. Personal questions about course progress/AccessAbility accommodations or other sensitive matters should be directed through your UW Email to me.

Email is generally answered within 24-48 hours— Monday to Friday – and at other times when I am able. If you haven't heard from me within 48 hours during the business week, **please resend your email** in case I didn't receive or it got lost. Generally, I do not respond to email on weekends or to last minute requests (e.g., right before an assignment is due). **Please ensure you give me enough time to problem-solve.**

Please be professional in your emails and include the following:

- A personal address: For example, Dear Toni or, if you are more comfortable, Dear Professor Serafini or Dear Dr. Serafini
- In the Subject line please note the course you are in: SMF 101 and a short description of your query
- Your request/question

- A closing line containing your name: For example, Sincerely Sarah; Kind Regards, Sayeed; Best, Mija

PLEASE contact me if you are having medical/psychological or other issues that are compromising your ability to complete the course successfully. Generally, tackling these issues earlier, rather than later in the course, allows for more options. Please access the resources available to you as outlined further on in this syllabus.

COURSE GOALS AND LEARNING OUTCOMES

This course provides an overview of relationality from a broad interdisciplinary perspective. This is an introductory course designed to introduce students to some critical theories and diverse perspectives that underpin the interdisciplinary study of relationships and families. At the core of this course is the development and application of critical thinking skills. Various topics of relationships and families will be covered that are attuned to diversity, dominant discourses, power relations, class, race, and dis/abilities, to name a few.

This course has several learning and assessment components that have been designed to work together for an integrated learning experience that will engage you, encourage you to question your own thinking and assumptions, and provide you with new insights and knowledge. I also hope this course will provide you with meaningful information that can be applied to your relational life.

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

1. Articulate key theoretical ideas related to the study of relationships and families.
2. Describe how social norms, dominant discourses, and laws shape ideas about family and relationship formation and dissolution.
3. Identify and describe how social, political, economic and cultural factors advantage/disadvantage families and relationships.
4. Critique how gender roles, power distribution, and relational dynamics impact relationships.
5. Reflect on how your socio-political-cultural context combined with your own family, values, and life experiences have shaped your understanding and expectations of relationships and families.
6. Develop critical thinking skills through reading, writing, and discussion of course material.

REQUIRED BOOKS: TEXTBOOK AND FICTION BOOK (2 required books)

Textbook: Welch, K. (2021). *Family Life Now, 3rd Ed.* Sage Publications.

Fiction Book: Brown, K. (2020). *Recipe For A Perfect Wife*, Penguin Random House Canada.

Books may be purchased/ordered through the University of Waterloo Bookstore. They have mailout services for textbooks, in addition to curbside pickup.

The Bookstore has recently signed on with **Vitalsource** as well, and can offer students direct links to e-book options – for the Welch textbook, the following is available: [Family Life Now 3rd edition | 9781544371023, 9781544371054 | University of Waterloo \(vitalsource.com\)](#) .You can, of course, purchase a copy via other methods, such as Amazon.ca

The fiction book, *Recipe For A Perfect Wife* (Brown, 2020) can also be purchased through the UW

Bookstore. It is also available as an Ebook through the usual sources: Amazon/Kindle, Chapters Indigo KOBO, Ebooks.com (Approximate Cost: \$14). In some areas, Community/City Libraries might have the book available for you to borrow.

COURSE REQUIREMENTS AND ASSESSMENTS

ASSESSMENTS	DATE OF EVALUATION	WEIGHTING
Weekly Quizzes	See Course Schedule & LEARN	25%
Book Report Critique	Due Saturday, July 10, 2021(11:59 pm)	35%
Interview and Capstone Paper	Due Saturday, August 14, 2021 (11:59 pm)	40%
Total		100%

LATE PENALTY POLICY (Please read carefully)

For the **Book Report Critique** and **Interview & Capstone Paper** assignments the following late policy applies to ALL students, regardless of circumstance or reason:

Both assignments are to be submitted on the due date by 11:59 pm (uploaded into DropBox). If you are unable to submit your assignment by the due date/time, a **FLAT 10% penalty** will be applied to your grade for the assignment **up to four (4) days** following the due date; the 10% deduction applies whether you are 1 day late or 3 or 4 days late. Note, you do NOT have to request this extension or provide supporting documentation; the 10% deduction will simply be calculated after the grade is assigned.

IMPORTANT: **NO assignments will be accepted after 4 days past the original due date** (unless you have made arrangements with me directly). Any assignment submitted after this cut-off will receive a grade of zero (0). You are reminded to plan accordingly for unexpected events such as illness, work obligations or family events. There will be no response by the instructor to student requests for further extensions or pleas for not applying the penalty.

That said, if you are having profound issues related to finishing the course (or others) please contact your Academic Advisor for assistance. <https://uwaterloo.ca/registrar/current-students/advisors>

Illness

People get sick. And during this pandemic there are new ways to become ill. The best way to handle this situation is to keep the Instructor informed. This allows me to know what you are facing and for me to brainstorm options and solutions to help you complete the course.

Self-declaration of COVID symptoms. The University of Waterloo has provided a self-declaration for COVID symptoms for students via Quest. Please note that while I can access this information you must ALSO email me if you have made this declaration.

<https://uwaterloo.ca/quest/help/students/how-do-i/self-declare-my-illness>

As you will see on the above website this is for 14 days. Other illnesses, or if the illness will last greater than fourteen days, must be reported using the Verification of Illness Form

As the website notes:

“Ultimately, the authority for deciding whether your request for consideration will be granted rests with the instructor. Regardless of whether consideration is provided, you are responsible for contacting the instructor/faculty member to discuss how you will meet the course requirements.”

Weekly Quizzes (25% = 9 completed quizzes @ 2.78% each)

Beginning in Week 2, there will be a weekly quiz on information related to the readings (textbook chapters and additional articles/videos), lecture material (i.e., weekly slides), and all other course material outlined in the Content section of LEARN every week (see course schedule below). Remember, all weekly content is testable (note that the number of assigned readings vary from week-to-week). These quizzes are designed to help you acquire the foundational knowledge you will need to complete the other assessments in this course (*Book Report Critique* and the *Interview & Capstone Paper*). All quizzes will be conducted online via LEARN. Each weekly quiz will be available for completion at the start of the week (Monday) and remains open/available until Sunday at 11:59 p.m.

You have **ONE (1) attempt to complete the quiz**. You will be presented with 20 randomly assigned questions and have 20 minutes to respond. After submitting your quiz, you will be immediately informed of your grade.

Quizzes must be completed independently without consultation with other students, individuals, or the Internet. Please review and follow the expectations regarding academic integrity outlined later in this syllabus.

You have the opportunity to complete a total of 11 quizzes – one each week beginning in Week 2.

Only your top 9 scores will contribute to your final grade on this assessment.

This means that if you perform poorly or have to miss a quiz or two due to illness or other circumstances, you can do so without penalty. These 2 “freebies” are applied to everyone in the class – automatically, intentionally, and with no exceptions. All other quiz grades will stand – no exceptions.

So, if you miss writing a quiz you do not need to contact the instructor, regardless of the number of quizzes you miss. There will NOT be opportunity to make them up. Please do not contact the instructor or provide a reason and/or ask for makeup, including if you have enrolled late in the course.

In sum, the best 9 out of 11 grades will be calculated to comprise the 25%. You are encouraged to complete all quizzes, as this helps you stay on top of the content and better prepares you for the larger written assignments.

SMF 101 Book Report Critique (35%) Due Saturday, July 10, 2021 by 11:59 pm

In this time of virtual learning we are pleased to introduce the SMF Book Report Critique with a very poignant 2020 best seller by Canadian author, Karma Brown. Her new book, *Recipe For A Perfect Wife*,

provides an engaging way to consider the topic of relationships, both modern and from the past.

This is a work of fiction that creates a compelling opportunity for our class to consider the topics that we will be discussing in this course. As in many of life's relationships, there is love, joy, and friendship. This novel also *unearths* the darker side of relationships: inter-partner violence, access to and use of power, rigid gender roles, **sexual assault (Note: graphically portrayed in pages 178-181)**, as well as workplace sexual harassment, betrayal, divorce, estrangement, infertility, and abortion. These topics can be very difficult to address on various levels. For some of us, it might be disruptive and bring forward personal and/or familial experiences.

For many of us in this class, some of the book's themes are similar to our own lived experiences. As a result, you might find the information validating, providing you opportunity to name and attend to past and/or current issues and propelling you forward with affirmation and confidence. For others, this learning process might present challenges, resulting in experiencing a range of emotional responses that may feel overwhelming. You are encouraged to reach out to the mental health resources outlined in this syllabus, and to consider reaching out to people you trust and count on. Ultimately, we hope that providing the "Book Report Critique" will serve as a platform to consider the many real facets that relationships encounter and provide a means for the materials in the textbook to come to life. Fundamentally, we want this to be an opportunity for you to be reflective and consider the relational choices that will lay ahead of you and that you will witness others face over the lifespan.

Full details about the **SMF Book Report Critique** assignment can be found in the LEARN Content section under "SMF Book Report." Over the coming weeks I will post a marking *Rubric* for this assignment.

Interview and Capstone Paper (40%)

Due Saturday, August 14, 2021 by 11:59 pm in DropBox in LEARN

This assignment will be the capstone to your learning about relationships and families. The goal is to provide an opportunity for you to integrate and apply your learning in this course in critical and personal ways. You will be required to interview someone about a topic relating to relationships and families and then provide a written analysis of what you have learned from the interview while connecting it back to the course materials (Textbook, lectures, extended course content, e.g., articles, videos, etc.).

See the Content section of LEARN where you will find a full description and details of the requirements for the assignment and a grading rubric.

Weekly Class Schedule – see table on next page.

COURSE SCHEDULE

Week	Dates	Topic	Readings Due	Assessment
1	May 10-16* *This course runs weekly from Monday to Sunday 11:59 pm (Toronto Time Zone)	Welcome & Introduction to Course Review Assignment Information documents posted on LEARN.	<u>Buy</u> the textbook: <i>Family Life Now 3rd Ed.</i> <u>Buy</u> fiction book: <i>Recipe For A Perfect Wife</i> <u>Read</u> Textbook: Ch. 1 <i>(this is a good overview / introduction chapter)</i> Week 1 slides & Links	Weekly Quiz: No weekly quiz this first week. Take the time to get oriented to the course. Week 1 content will be tested on next week's quiz.
2	May 17-23	Understanding Families (research and theory) Relationship Choices	<u>Read</u> Textbook: Ch. 2 Week 2 Slides & Links	Take Weekly Quiz Testable content: Chapters 1 & 2, lecture material (wks 1+2), any additional readings/videos posted in LEARN
NOTE Monday, May 24, 2021:				
<ul style="list-style-type: none"> • Victoria Day (No lectures, exams, or due dates may be scheduled on this day) • Add Period Ends 				
3	May 24-30	Intimacy and Communication	<u>Read</u> Textbook: Ch's. 3 & 5 Week 3 Slides & Links Begin reading <i>Recipe for A Perfect Wife:</i> Chapters 1-9	Take Weekly Quiz Testable content: Ch's. 3 & 5, lecture material, any additional readings/videos posted in LEARN

Week	Dates	Topic	Readings Due	Assessment
4	May 31 to June 6	Gender & Diversity 2sLGBTQIA+ Relationships	<u>Read</u> Textbook: Ch. 4 Week 4 Slides & Links <i>Recipe for A Perfect Wife</i> book: Chapters 10-14	Take Weekly Quiz Testable content: Ch 4, lecture material, any additional readings/videos posted in LEARN
5	June 7-13	Liking and Loving:	<u>Read</u> Textbook: Ch. 6 Week 5 Slides & Links <i>Recipe for A Perfect Wife</i> book: Chapters 15-21	Take Weekly Quiz* Testable content: Ch 6, lecture material, any additional readings/videos posted in LEARN Tip: Start thinking about who you want to interview and the topic
6	June 14-20	Attraction & Commitment: Singlehood, Dating, Coupling, Marriage, Cohabitation, and Living Apart Together (LAT)	<u>Read</u> Textbook: Ch's 7 & 8 Week 6 Slides & Links <i>Recipe for A Perfect Wife</i> book: Chapters 22-28	Take Weekly Quiz Testable content: Ch 7 & 8, lecture material, any additional readings/videos posted in LEARN Tip: Set date for interview & prepare interview questions.
7	June 21-27	Sexuality in Relationships	<u>Read</u> Textbook: Ch. 9 Week 7 Slides & Links <i>Recipe for A Perfect Wife</i> book: Chapters 29-35	Take Weekly Quiz Testable content: Ch 9, lecture material, any additional readings/videos posted in LEARN Tip: Consider conducting your interview now. Then, type up interview summary/transcript while still fresh in your mind.

Week	Dates	Topic	Readings Due	Assessment
NOTE July 1, 2021: Canada Day (No lectures, exams, or due dates may be scheduled on this day)				
8	June 28 to July 4	Planning for Parenthood, Becoming Parents, and Diversity in Parenting in Parenting	<u>Read</u> Textbook: Ch. 10 &11 Week 8 Slides & Links <i>Recipe for A Perfect Wife</i> book: Chapters 36-44 (The End)	Take Weekly Quiz Testable content: Ch 10 & 11, lecture material, any additional readings/videos posted in LEARN Tip: Begin Book Report Critique.
9	July 5-11	Family Life, Work & Finances, and Finding Balance	<u>Read</u> Textbook: Ch. 12 Week 9 Slides & Links	Take Weekly Quiz Testable content: Ch 12, lecture material, any additional readings/videos posted in LEARN Tip: Complete Book Report Critique. Leave time for editing and revisions (Due July 10).
DUE DATE	Sat. July 10th by 11:59 pm	DUE: Recipe For A Perfect Wife Book Report Critique Upload into LEARN DropBox		
10	July 12-18	Family Changes: Stress, Crises, Transitions, Violence & Abuse	<u>Read</u> Textbook: Ch. 15 Week 10 Slides & Links	Take Weekly Quiz Testable content: Ch 15, lecture material, any additional readings/videos posted in LEARN
NOTE	July 21, 2021	LAST day to drop a class and receive WD (Withdraw, NO credit granted) grade.	<i>Dropping course after this date results in WF (Withdraw/Failure, no credit granted, value 32% - grade assigned for class(es) dropped during this period)</i>	

Week	Dates	Topic	Readings Due	Assessment
11	July 19-25	Divorce, Remarriage, & Stepfamilies	<u>Read</u> Textbook: Ch. 13 & 14 Week 11 Slides & Links	Take Weekly Quiz Testable content: CH 13 & 14, lecture material, any additional readings/videos posted in LEARN Tip: Start writing interview analysis. More time and thought = better work 😊
NOTE	Monday, August 2 nd	STAT HOLIDAY (Civic Day)	No lectures, exams, or due dates may be scheduled on this day	
12 <i>Classes end August 5th</i>	July 26- August 1	The Later Years: Family Life and Aging	<u>Read</u> Textbook: Ch. 16 Week 12 Slides & Links	Take Weekly Quiz Testable content: Ch 16, lecture material, any additional readings/videos posted in LEARN Tip: Work on interview analysis. You can always submit early!
NOTE	August 6 th	<i>Last Day to Drop (WF) without a petition</i> Pre-examination Study Day	<i>WF= Withdrew/Failure, no credit granted, grade = 32%</i> <i>No assignments due on Aug. 6th</i>	
DUE DATE	Saturday August 14th by 11:59pm	Final Assessment Due: Interview & Capstone Paper Upload into LEARN DropBox		

University of Waterloo Student Health and Academic Support Services

Note: Due to COVID-19 and campus closures, UWaterloo in-person counselling services are extremely limited, and most support will be provided online or by phone. Students are advised to contact Counselling Services by phone or email.

UWaterloo Campus

Counselling Services

- ▶ Email: counseling.services@uwaterloo.ca
- ▶ <https://uwaterloo.ca/campus-wellness/counselling-services>

Phone: 519-888-4567 ext. 32655

Health Services

- ▶ Phone: 519-888-4096

Sexual Violence Response Coordinator

- ▶ 519-888-4567 ext. 46869
- ▶ <https://uwaterloo.ca/student-success/blog/post/meet-sexual-violence-response-coordinator>

UW Police Services

- ▶ Phone: 519-888-4911
- ▶ Alternate phone: ext. 22222

AccessAbility Services

- ▶ Email: access@uwaterloo.ca
- ▶ <https://uwaterloo.ca/accessability-services/>
- ▶ Phone: 519-888-4567 ext. 35082

Centre for Mental Health Research

- ▶ Email: cmhr@uwaterloo.ca
- ▶ Phone: 519-888-4567 ext. 33842

Student Success Office

- ▶ Phone: 519-888-4567 ext. 84410

Off campus, 24/7

Good2Talk

- ▶ Phone: 1-866-925-5454
- ▶ Alternate Phone: 211

Here24/7

- ▶ 1-844-437-3247

Waterloo Region Sexual Assault and Domestic Violence Treatment Centre

- ▶ Phone: 519-749-6994

Grand River Hospital

- ▶ Phone: 519-742-3611

Waterloo Regional Police

- ▶ Phone: 911

Sexual Assault Support Centre (24 hour helpline)

- ▶ Phone: 519-741-8633

SHORE Centre

▶ Phone: 519-743-9360

OK2BME: Support services for lesbian, gay, bisexual, transgender, or questioning teens in Waterloo.

▶ Phone: 519-884-0000 x222

Full details can be found online at the Faculty of ARTS website

<https://uwaterloo.ca/arts/>

OTHER IMPORTANT INFORMATION

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, 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/ 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, 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. For typical penalties, check the Guidelines for the Assessment of Penalties, 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.](#)

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/.

Intellectual Property

Students should be aware that this course contains the intellectual property of the instructor(s), 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, 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 WRITTEN 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 express written 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).