

INFORMATION FOR COURSES AND COURSE OUTLINES, 2020-21*

I know it complicates your own planning progress, but this information may change over the next couple of weeks as Deans/Associate Deans continue to deliberate about current policies and flexibilities. Please review these considerations through that cautionary statement. Course outlines will be due on August 28 and the Office of the Dean will add the Addendum to reflect any policy updates.

General Considerations

1. For assessment done online/remotely, Brescia is not advising the use of proctoring software but if you need this service, please contact the Office of the Dean (bucdean@uwo.ca) as soon as possible by August 21. Please note that you cannot require students to provide video of them writing tests or exams. If you need advice or assistance with alternative methods of assessment or have questions about online assessment, please contact the ALT Centre.
2. For in-person and blended courses, spacing of desks and chairs has been measured to ensure compliance with health unit and government requirements. Please do **not** plan assignments that move or rearrange desks and chairs. To be sure that physical distancing requirements are maintained, classroom furniture should not be moved.
3. If you are using classroom technology to record your classes or are recording online participation in some way (e.g., recording zoom sessions) students must be informed and give consent to being recorded. If it is the case, please add a statement that students may be recorded to ensure that students are informed. The recommended statement is:
Please note that this session may be recorded for purposes of assessment, quality improvement, and/or teaching. By clicking on the link to the session, I consent to being recorded. I acknowledge that I am under no obligation to consent and agree that it is my voluntary decision to do so.
If students do not consent to being recorded, there needs to be a way for them to participate without being recorded.
Similarly, if in-person classes are being recorded students must be informed and have the option of attending without being recorded without their consent. **Please see the Tips and Best Practices sheet for more information.**
4. Several classrooms are being equipped with webcams and microphones. Please familiarize yourself with the operation of the technology if you will be using it. Brescia IT can answer questions but please send your questions to the Office of the Dean email as well (BUCDean@uwo.ca) so that we can follow up with a FAQ.

5. For blended and fully online courses, asynchronous delivery of classes and assessment is recommended. Students may have limitations on their access to technology and may be participating from different time zones. Asynchronous delivery supports access for our students.

6. Students may receive academic accommodation this year as they have in the past. If you use a time-limited test or quiz, be aware that additional time to write an exam or test is a common accommodation and is expected to be granted to students who warrant this accommodation. Students with disabilities work with Accessible Education which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The accommodation policy can be found under [Academic Accommodation for Students with Disabilities](#).

7. Use of the common course outline template is not required but is encouraged. Please be sure to identify the course as in-person, blended or fully online on the course outline. Also include information that in the event of a COVID-19 resurgence during the course, it may necessitate the course delivery moving away from face-to-face interaction, and all remaining course content will be delivered entirely online, either synchronously (i.e. at the times indicated in the timetable) or asynchronously (e.g., posted on OWL for students to view at their convenience). Any remaining assessments will also be conducted online as determined by the course instructor.

8. Course outlines for full year courses or for first term courses (A or F) courses should be submitted to Chairs by the first week of August. Course outlines for second term courses (B or G) should be submitted to Chairs by the end of October.

Structure of the 2019-20 Academic Year

	<i>First Term</i>	<i>Second Term</i>
<i>First day of classes</i>	Sept. 9	Jan. 4
<i>Reading Week</i>	Nov. 2 - 8	Feb. 15 – 21
<i>Last Day of Classes</i>	Dec. 9	Apr. 5
<i>Study Days</i>	Dec. 10	Apr. 6, 7
<i>Exam Period</i>	Dec. 11 -22	Apr. 8 – 30

(sessional dates: <http://www.westerncalendar.uwo.ca/SessionalDates.cfm?SelectedCalendar=Live&ArchiveID=>)

1. The **Fall Reading Week** begins the 3rd Monday after Thanksgiving; for 2020-21 the Fall Reading Week is **Nov. 2 – 6** (Monday – Friday);

The **Spring Reading Week** begins the week that includes Family Day. For 2020-21 the Spring Reading Week is **Feb. 15– 19** (Monday – Friday).

A Reading Week is considered to begin at 6:00 p.m. on the prior Friday and end at midnight on the subsequent Sunday. Lectures, tutorials, labs, other course-related academic activities, assignment deadlines, tests, exams, or other course components cannot be scheduled during a Reading Week, and that includes the beginning and ending weekends. Including the beginning and ending weekends, the Fall Reading Week is 6: 00 pm Oct. 30 – Nov. 8, and the Spring Reading Week is 6: 00 pm Feb. 12 – Feb. 21.

Evaluation of Undergraduate Academic Performance

1. Senate academic regulations require that students receive at least 15% of their course mark **in 1000-level and 2000-level** undergraduate courses at least three days before the deadline to drop the course without academic penalty. Any exceptions to this policy must have the permission of the VP and Academic Dean and must be noted on the course outline. This requirement no longer applies to 3000- and 4000-level courses.

Deadlines for the 15% requirement (1000- and 2000-level courses only):

<i>Course</i>	<i>Deadline to return at least 15% of course mark to student</i>	<i>Deadline to drop course without penalty</i>
<i>Fall 0.5 (A, F) course</i>	Nov. 7	Nov. 12
<i>Full year 1.0 course</i>	Nov. 27	Nov. 30
<i>Winter 0.5 (B, G) course</i>	Mar. 4	Mar. 7

2. Tests and exams may not be scheduled during the last 3 weeks of any course (only exceptions are lab/practical/oral examinations).

Tests and exams for full-year (1.0) courses may not be scheduled during the last week of classes in the Fall term.

Tests or exams may **not** be scheduled:

Fall Term 0.5 (A, F) course: no tests or exams Nov. 14 – Dec. 5, 2019;

Winter term 0.5 (B, G) course: no tests or exams Mar. 13 – Apr. 3, 2020;

Full year course: no tests or exams Nov. 28 – Dec. 5, 2019;

Full year course: no tests or exams, Mar. 13 – Apr. 3, 2020.

3. Current policy specifies that all first-year courses must have a final exam worth at least 30% of the course grade unless exempted by the Dean. Please notify the Office of the Dean (BUCDean@uwo.ca) by August 21 if you seek exemption from this policy and the Dean will consult with the Educational Policy Committee before final approval.

4. Use of a “take-home” examination requires approval of the VP and Academic Dean and should be noted in the course outline. Once approved, instructors are to request that the Office of the Registrar assign an examination time using the usual process at the beginning of the term, but specify that the exam will not be proctored and therefore will not require an exam room or online proctoring assignment.

For the purposes of this procedure, a take-home examination is normally considered to be an assessment that could reasonably be completed by a well-prepared student in six hours or less. As a guideline, for long-answer and essay-based take-home examinations, the expectation is that completion of the assessment require 1500 words or less.

The instructor may provide access to the examination paper at any point during the exam period at least 9 hours prior to the beginning of the examination slot assigned by the OOR. Papers will be due 3 hours after the beginning of the examination slot.

This recommended practice replaces the previous policy that “Students must submit take-home examination papers to the course instructor no later than the 10th day of the examination schedule”.

5. For Fall/Winter 2020-21 the guideline for departments (or faculties, where applicable) that the last day of scheduled classes in any course will be the last day on which course assignments will be accepted for credit will be viewed as a guideline **only**. When it makes appropriate academic sense, assignments may be due later than the last day of scheduled classes under the following conditions:

- When the class has no examination or other assessment during the exam period,
- When the assignment could be reasonably completed in 12 hours or less, and
- When the assignments can be adequately complete by responses totalling 2500 words or less (1500 words or less for a course numbered 1999 or lower).

When assignments satisfying these conditions are set during the examination period, they should be due no earlier than the tenth day of the examination period.

5. An essay course “must be so structured that the student is required to demonstrate competence in essay writing to pass the course”
(http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=6&Command=showCategory&Keywords=essay%20course&SubHeadingID=160&SelectedCalendar=Live&ArchiveID=#SubHeading_160).

Total written assignments (excluding examinations) for designated essay courses:

- Full course (1000 to 1999): at least 3000 words
- Half course (1000 to 1999): at least 1500 words
- Full course (2000 and above): at least 5000 words
- Half course (2000 and above): at least 2500 words.