

## The Craft of Inquiry

### School of Behavioural and Social Sciences

#### General Information

Course #:	Sociology 4496E
Section #:	530
Term:	Fall-Winter
Year:	2020-2021
Course Day and Time:	Wednesdays 9:30 a.m. to 12:30 p.m.
Delivery:	Online synchronous (Zoom) & asynchronous (OWL)

#### Instructor Information

Name:	Dr. Steven Kleinknecht
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Office hours:	Zoom appointments by request

#### Course Description

While methods textbooks often present the research process in a recipe-like fashion, the reality of social inquiry is that it is a craft that needs to be cultivated through direct and on-going experience. The Craft of Inquiry focuses on teaching you how to bridge the divide between theory and research by demonstrating, in an applied fashion, the interplay between theoretical assumptions and inquiry. In our course you will be focusing on learning about and applying qualitative, ethnographic research and interpretive theory. To accomplish this, you will be engaged in firsthand research that will call on you to combine theory and method in order to build rich, empirical statements about the social world. In working with the theoretical, methodological, and substantive literature in your area of interest, you will see your own research project through from start to finish. As such, you will be responsible for developing a research proposal and ethics statement, reviewing literature relevant to your chosen topic, collecting and analyzing data, and producing a final research report and presentation. This course represents a significant culmination of your undergraduate training. The aim of the course is to solidify your ability to craft worthwhile empirical insights about the social world and showcase your skills at developing theoretically informed social research. This year we will be paying particular attention to the ins and outs, advantages and disadvantages, of online versus face-to-face ethnographic methods.

**Prerequisites:** Enrollment in fourth year of one of the Honors Specializations or Honors Double Majors in Sociology, Community Development, or Family Studies, or permission of the instructor.

## Required Course Materials

1. Kleinknecht, Steven W., Lisa-Jo K. van den Scott, and Carrie B. Sanders, eds. 2018. *The Craft of Qualitative Research: A Handbook*. Toronto: Canadian Scholars. **(KV&S)**
  - Available in hardcopy or electronic formats. An e-book can be purchased online at: <https://www.canadianscholars.ca/books/the-craft-of-qualitative-research>
2. Puddephatt, Antony J., William Shaffir, and Steven W. Kleinknecht, eds. 2009. *Ethnographies Revisited: Constructing Theory in the Field*. New York: Routledge. **(PS&K)**
  - Available in hardcopy or electronic formats. An e-book can be purchased online at: <https://lb.ca/cgi-bin/cgiwrap/additem.bbx?/Z109991/19781134055753>
3. Additional readings available on our OWL site. **(OWL)**

## Learning Outcomes

By the end of this course you will be able to:

1. Participate knowledgeably in constructive discussion about theory, research, and ethics;
2. Demonstrate the link between theory and research;
3. Collect ethnographic data using online field research and in-depth interviewing;
4. Assess the challenges of collecting and analyzing ethnographic data;
5. Analyze data using qualitative coding techniques;
6. Construct conceptual ideas through inductive theorizing;
7. Deliver a clear and effective oral presentation; and,
8. Compose a scholarly ethnographic research paper.

## Brescia Competencies

You will develop the Brescia competencies at an advanced level in this course. The Brescia competencies include:

### **Communication**

The ability to exchange information and meaning effectively across cultures, space and time through appropriate modes of communication. Includes oral, written, and interpersonal or group communicate, as well as the ability to use current or innovative media.

### **Critical Thinking**

The ability to engage in thinking characterized by the rational, informed, independent, and open-minded exploration of issues, ideas, and events before accepting or formulating a conclusion.

### ***Inquiry and Analysis***

The ability to reach informed decisions by breaking down complex issues, exploring evidence, demonstrating information literacy, and describing relationships among persons, things, or events.

### ***Problem Solving***

The ability to create and execute a strategy to answer a question or achieve a goal. Includes being able to anticipate the consequence of a potential solution, select a strategy among several alternatives, and decide when an acceptable outcome has been reached.

### ***Self Awareness and Development***

The ability to draw meaning, knowledge and value from honest and fair reflection and self-evaluation. Students are able to recognize their values and their impact on others, and make a commitment to personal growth.

### ***Social Awareness and Engagement***

The ability to respect and be open to diversity (e.g. cultural, religious, political). Students take personal responsibility to actively engage in and contribute to creating positive change in local, regional, national, or global communities and societies.

### ***Valuing***

The ability to make decisions or choose actions based on the consistent application of moral principles and ethical codes. Students must also be able to understand the ideas informing one's beliefs and be accountable for their actions.

## Teaching Methodology

This course will be run online asynchronously (non-real-time) and synchronously (real-time):

Asynchronous course content: I will post brief video lectures each week on our course OWL site (<https://owl.uwo.ca/>). Lectures and course readings are meant to be reviewed before our scheduled class times on Wednesdays. You will also use our OWL site to upload your completed research assignments, review feedback on graded materials, and check your marks.

Synchronous course content: We will connect with each other weekly in real-time using Zoom during our scheduled timeslot (Wednesdays 9:30 am to 12:30 pm). Most weeks we will only meet for part of this time. The focus of our online meetings will be to discuss your research projects and ideas from the lectures and readings. Your seminars and research presentations will also be delivered during this time. Unless our Internet connections become unstable, we will generally leave our video on during our meetings to help foster a sense of being present with one another. Please mute your microphone when you are not speaking to the class. We will mutually work these and other online protocols out as necessary.

Zoom is a webconferencing app that is free to Western students. Instructions for downloading and running Zoom can be found at: <https://wts.uwo.ca/zoom/>. **IMPORTANT:** When logging in to Zoom, select *Sign In with SSO*. On the Sign In with SSO screen, enter *westernuniversity*, then click Continue. You will login to Zoom using your Western user ID and password.

## Expectations of Students

### **E-mail**

Please e-mail me with questions you have about course material and your projects. E-mail can also be used for addressing administrative issues about the course and arranging a virtual meeting with me over Zoom. I will do my best to respond to e-mail messages within 24 hours. Please use “Sociology 4496E” as part of the subject line. I also encourage people to setup and use their UWO e-mail account for school business and check your account regularly for course announcements.

### **Office Hours**

I will be holding online office hours using Zoom by appointment. To schedule a time to meet, please e-mail me with a few different times that you are available. Do not hesitate to reach out to me – I am here to help with any questions you might have. These meetings not only serve as a great way to clarify understandings of the course material, but I also enjoy talking with people about sociology in general, educational pursuits, and career aspirations.

## Copyright and Intellectual Property

PowerPoint lecture slides, videos, and notes, lists of readings, in-class activities, assignment guidelines, and other components of the course materials are typically the intellectual property of the instructor. Unauthorized reproduction through audio-recording, video-recording, photographing, sharing on social media, or posting on course-sharing websites is an infringement of copyright and is prohibited. Such action may be considered a Code of Conduct violation and lead to sanctions.

## Evaluation

### **Participation (10%)**

**Course Learning Outcomes:** 1, 2, and 4.

**Brescia Competencies:** All.

Through real-time online class meetings via Zoom, we will regularly discuss ideas presented in the lectures and readings, and insights you develop and obstacles you encounter during your data collection, analysis, and writing. Please be prepared to discuss the lectures, readings, and your research, and be ready to provide feedback to your classmates about their projects. In addition, you will carry-out exercises designed to extend your knowledge of course material through direct application of research techniques and creative theorizing. It is expected that you attend all our weekly meetings, but if you cannot be present for a meeting, please notify me in advance.

### **Seminar Presentation (10%)**

**Course Learning Outcomes:** 1, 2, 4, and 7.

**Brescia Competencies:** Communication, Critical Thinking, Inquiry and Analysis, Self Awareness and Development, and Social Awareness and Engagement.

Working individually, you will develop a brief presentation (approx. 15 minutes) and facilitate discussion on one of the course topics. For your seminar you will draw on readings for a given topic from the class schedule marked with a ❖. I will provide additional details and guiding questions to help you in developing your seminar. By working with the material in this way you will acquire a deeper understanding of the theoretical and methodological ideas important to ethnographic research and interpretive theory.

### **Research Project**

Ethnographic research is predicated on the researcher's ability to gain an inside look at how people go about their lives. In doing so, the goal for the researcher is to achieve a sense of *intimate familiarity* with people and their social settings. This can only be accomplished by getting close to those whom we are attempting to understand. This year we will be focusing on online forms of ethnographic data collection – namely online interviews and field research. Although ethnographic research is quite demanding, the reward of acquiring an up-close look at how people experience the world and go about their everyday lives is without comparison. The underlying philosophy of this project, and the course more generally, is that a hands-on approach is essential for learning the ins and outs of collecting and analyzing qualitative data. This project will allow you to better appreciate ethnographic research and interpretive theory through direct and sustained application of different qualitative research and analysis techniques.

A brief overview of the various project components is presented here. Detailed instructions will be provided and discussed during our online meetings.

### **Research Proposal and Ethics Application (20%) – Due October 21**

**Course Learning Outcomes:** 2, 3, and 4.

**Brescia Competencies:** All.

To help generate a research plan, consider ethical implications, and communicate your ideas, you will be submitting a research proposal and ethics application that clearly outline the direction you plan to take your research in and foresee ethical and feasibility concerns that might arise as the project progresses.

### **Data Transcript & Reflection Submissions (20%) – Due December 9 and March 3**

**Course Learning Outcomes:** 2, 3, 4, 5, and 6.

**Brescia Competencies:** All.

You will periodically submit interview and field note transcripts, along with methodological, conceptual, and substantive reflections, to permit ongoing feedback from me regarding the data collection and analysis processes. The expectation is that you will submit 3 transcripts per due date

(i.e., 3 interview transcripts, 3 field note transcripts, or a combination of 3 interview and field note transcripts).

***Research Presentation (10%) – Given on March 24 or 31***

**Course Learning Outcomes:** 1, 2, 3, 4, 5, 6, and 7.

**Brescia Competencies:** All.

At the end of the course you will be showcasing your research projects by presenting them to the class as part of a research symposium—a class mini-conference. This experience will provide you with an excellent opportunity to share your research findings and hone your presentation skills in a supportive environment. Characteristic of an academic conference, you will provide a brief (12 to 15 minutes) presentation and receive constructive feedback from your classmates.

***Final Paper (30%) – Due April 7***

**Course Learning Outcomes:** 2, 3, 4, 5, 6, and 8.

**Brescia Competencies:** All.

Your final paper represents the culmination of your research experience. You will use journal article format to present the findings of your project. Your submission will include the following components: abstract, introduction, literature review, methods, findings, conclusion, and references.

Late Penalty: Any project component that is submitted late will incur a 5% penalty per day.

To be successful at carrying out your project it is important to engage in your research on an on-going basis and be ever mindful of your ethical commitments to project participants. It is incumbent upon you to ensure “minimal risk” to all those involved in the project. The weekly class meetings, course materials outlined in the class schedule, and your professor and classmates more generally will help to prepare you for and see you through your project.

### Academic Accommodation

For course components worth 10% or more of the total course grade, please see the Academic Policies and Regulations section at the end of this course outline or consult the Academic Calendar.

For course components worth less than 10% of the total course grade (i.e., participation during one of our weekly class meetings), documentation is not required. Whenever possible you should provide notification in advance of your absence. If advance notification is not possible, please contact me within two business days.

## Course Content

### Fall Semester

#### Week 1. September 9. **Introduction: Course Overview & Meeting your Classmates**

- *Start thinking about a research topic that you would like to investigate through ethnographic methods and interpretive theory. It must be ethical and feasible.*

#### Week 2. September 16. **Theory & Research Methods Review**

- KV&S: Introduction: Invitation to the Craft of Qualitative Research

#### Week 3. September 23. **Developing an Interpretivist Ethnographic Understanding of Social Life**

- OWL: Ch. 1. Studying the Human Condition in Prus, Robert. 1997. *Subcultural Mosaics and Intersubjective Realities: An Ethnographic Agenda for Pragmatizing the Social Sciences*. New York: SUNY Press.

#### Week 4. September 30. **Planning Your Project**

- KV&S: pp. 7-9. Planning Your Project
- KV&S: Ch. 1. "The Person Behind the Research": Reflexivity & the Qualitative Research Process
- KV&S: Ch. 2. The Role of Unpredictability in Ethnographic Research
- KV&S: Ch. 3. Collateral Damage: Preparing Your Friends and Family for Your Ethnography

#### Week 5. October 7. **Ethical Issues**

- OWL: Ch. 10. Qualitative Research in *2018 2nd edition of Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*.
- KV&S: pp. 43-45. Navigating Ethical Dilemmas
- KV&S: Ch. 5. Living Your Ethics: "It's" Not Just a Dusty Document
- KV&S: Ch. 8. Social Regulation and Ethics in Research

#### Week 6. October 14. **Gaining Access**

- ❖ KV&S: pp. 75-77. Managing Insider/Outsider Status While Gaining Access
- ❖ KV&S: Ch. 9. An Insider's Perspective on Research with Policewomen in Canada
- ❖ KV&S: Ch. 10. Politics and Tensions of Doing Transgender Research: Lessons Learned by a Straight-White-Cisgender Man

#### Week 7. October 21. **Doing Observation**

- KV&S: pp. 141-143. Doing Observation
- KV&S: Ch. 19. Reconsidering Relations in the Field: Attending to Dominance Processes in the Ethnographic Encounter
- KV&S: Ch. 20. Minding the Gap at the Limits of Observation
- **RESEARCH PROPOSAL AND ETHICS APPLICATION DUE (20%)**

Week 8. October 28. **Establishing Trust and Rapport**

- ❖ KV&S: pp. 105-106. Experiencing Emotions While Establishing Trust and Rapport
- ❖ KV&S: Ch. 15. Personal Reputation as an “In” to Field Research Settings
- ❖ KV&S: Ch. 16. “You Are Not Allowed to Be Here...”: Ethnography of Rejection, Shame & Hurt

Week 9. November 4. **Fall Study Break**

Week 10. November 11. **Doing Interviews I: Preparing for & Conducting In-depth Interviews**

- KV&S: pp. 175-177. Doing Interviews
- KV&S: Ch. 22. “Show and Tell”: Using Objects as Visual Interview Guides in Qualitative Interviewing
- KV&S: Ch. 24. “Opening Access” to Open-Access Editors: Communication Technologies in Long Distance Interviewing

Week 11. November 18. **Doing Interviews II: After the Interview & Issues in Qualitative Interviewing**

- ❖ OWL: Warren et al. 2003. “After the Interview.” *Qualitative Sociology* 26(1):93-110.
- ❖ OWL: Ostrander, S. 1993. “‘Surely you're not in this just to be helpful.’ Access, Rapport, & Interviews in 3 Studies of Elites.” *Journal of Contemporary Ethnography* 22(1):7-27.

Week 12. November 25. **Collecting Other Forms of Data**

- ❖ KV&S: pp. 215-217. Collecting Other Forms of Data
- ❖ KV&S: Ch. 27. Listening to Streets and Watching Paint Dry: Collecting Other Forms of Data
- ❖ KV&S: Ch. 31. Collecting Social Media Data in Qualitative Research

Week 13. December 2. **Research Project Discussion**

Week 14. December 9. **Taking Stock & Moving Forward**

- *Consider what you have accomplished and where your research will take you next.*
- **FIRST DATA TRANSCRIPTS DUE (10%)**

Winter Semester

Week 15. January 13. **Theorizing & Conceptual Development in Ethnography**

- PS&K: Introduction: Exercises in Reflexivity: Situating Theory in Practice

Week 16. January 20. **Developing Grounded Theory**

- ❖ PS&K: Ch. 1. Learning How to Speak of Sadness
- ❖ PS&K: Ch. 2. Recollecting Good and Bad Days

Week 17. January 27. **Working with Sensitizing Concepts**

- ❖ PS&K: Ch. 4. Improvising on Sensitizing Concepts
- ❖ PS&K: Ch. 6. Behind the Conceptual Scene of Student Life and Exams

Week 18. February 3. **Extending Theoretical Frames**

- ❖ PS&K: Ch. 9. Researching Alcoholics and Alcoholism in American Society
- ❖ PS&K: Ch. 11. Telling Tales about How Concepts Develop: Stories from Ethnographic Encounters with the Moog Synthesizer

Week 19. February 10. **Conceptualizing Community & Social Organization**

- ❖ PS&K: Ch. 13. On Piecing the Puzzle: Researching Hassidic Jews
- ❖ PS&K: Ch. 14. Using a Gestalt Perspective to Analyze Children's Worlds

Week 20. February 17. **Winter Study Break**

Week 21. February 24. **Challenging Established Wisdom**

- ❖ PS&K: Ch. 16. Making Theories from Water; or, Finding Stratification in Competitive Swimming
- ❖ PS&K: Ch. 17. Solving the Mysteries of Shelter Work for the Battered Woman

Week 22. March 3. **Analyzing Ethnographic Data**

- KV&S: pp. 253-255. Analyzing Your Data
- KV&S: Ch. 33. Making Sense of Your Data: From Paralysis to Theoretical Engagement
- KV&S: Ch. 35. Analyzing Materiality
- **SECOND DATA TRANSCRIPTS DUE (10%)**

Week 23. March 10. **Writing an Ethnographic Research Paper**

- KV&S: pp. 333-335. Disseminating Your Findings to Scholars and Other Audiences
- KV&S: Ch. 43. Promoting Qualitative Research in the Public Sphere: Lessons Learned from Online Criticisms
- KV&S: Ch. 45. Disseminating Qualitative Research in Media

Week 24. March 17. **Leaving the Field**

- ❖ KV&S: pp. 301-303. Leaving the Field
- ❖ KV&S: Ch. 37. Leaving the Field/Can You Leave the Field?
- ❖ KV&S: Ch. 40. On (Still) Being Emotionally Attached to the Field

Weeks 25 & 26. March 24 and 31. **Ethnographic Research & Interpretive Theory Symposium**

- **RESEARCH PRESENTATION (10%)**

Week 27. April 7. **Course Wrap-up & Discussion**

- **FINAL PAPER DUE (30%)**

# 2020-21 BRESCIA UNIVERSITY COLLEGE ACADEMIC POLICIES AND REGULATIONS

## 1. POLICY REGARDING ACADEMIC ACCOMMODATION

The complete policy regarding [Accommodation for Illness - Undergraduate Students](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12) can be found at [http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_12](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12).

Students who have long-term or chronic medical conditions which may impede their ability to complete academic responsibilities should seek Academic Accommodation through Student Accessibility Services ([http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&SelectedCalendar=Live&ArchiveID=#Page\\_10](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&SelectedCalendar=Live&ArchiveID=#Page_10)).

Personal commitments (e.g., vacation flight bookings, work schedule) which conflict with a scheduled test, exam or course requirement are **not** grounds for academic accommodation.

Students who experience an illness or extenuating circumstance sufficiently severe to temporarily render them unable to meet academic requirements may submit a request for academic consideration through the following routes:

1. Submitting a **Self-Reported Absence** form provided that the conditions for submission are met;
2. For medical absences, submitting a **Student Medical Certificate (SMC)** signed by a licensed medical or mental health practitioner;
3. For non-medical absences, submitting **appropriate documentation** (e.g., obituary, police report, accident report, court order, etc.) to their Academic Advisor. Students are encouraged to contact their Academic Advisor to clarify what documentation is acceptable.

### Requests for Academic Consideration Using the Self-Reported Absence Portal

Students who experience an unexpected illness or injury or an extenuating circumstance of 48 hours or less that is sufficiently severe to render them unable to meet academic requirements should self-declare using the online Self-Reported Absence portal. This option should be used in situations where the student expects to resume academic responsibilities within 48 hours. Note that the excused absence includes all courses and academic requirements within the up to 48 hours, it is not intended to provide an excused absence from a single course while students fulfill their academic responsibilities in other courses during that time.

The following conditions are in place for self-reporting of medical or extenuating circumstances:

1. Students will be allowed **a maximum of two self-reported absences** between September and April and one self-reported absence between May and August;
2. The duration of the absence will be for a maximum of 48 hours from the time the Self-Reported Absence form is completed through the online portal, or from 8:30 am the following morning if the form is submitted after 4:30 pm;
3. The excused absence will terminate prior to the end of the 48 hour period if the student undertakes significant academic responsibilities (writes a test, submits a paper) during that time;
4. Self-reported absences will **not** be allowed for scheduled final examinations; midterm examinations scheduled during the December examination period; or for final lab examinations scheduled during the final week of term;
5. Self-report absences may **not** be used for assessments worth more than 30% of any course;
6. Any absences in excess of 48 hours will require students to present a Student Medical Certificate (SMC), or appropriate documentation;
7. Students **must** communicate with their instructors **no later than 24** hours after the end of the period covered by the Self-Reported Absence form to clarify how they will fulfil the academic expectations they may have missed during the absence.

### Request for Academic Consideration for a Medical Absence

When a student requests academic accommodation (e.g., extension of a deadline, a makeup exam) for work representing 10% or more of the student's overall grade in the course, it is the responsibility of the student to provide acceptable documentation to support a medical or compassionate claim. All such

requests for academic accommodation **must** be made through an Academic Advisor and include supporting documentation.

Academic accommodation for illness will be granted only if the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete their academic responsibilities. Minor ailments typically treated by over-the-counter medications will not normally be accommodated.

The following conditions apply for students seeking academic accommodation on medical grounds:

1. Students must submit their Student Medical Certificate (SMC) along with a request for relief specifying the nature of the accommodation being requested no later than two business days after the date specified for resuming responsibilities. An SMC can be downloaded from [http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf) ;
2. In cases where there might be an extended absence or serious issue, students should submit their documentation promptly and consult their Academic Advisor for advice during their recovery period;
3. Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, scheduled tests or examinations, and other academic requirements;
4. Students **must** communicate with their instructors **no later than 24 hours** after the end of the period covered by the SMC to clarify how they will fulfil the academic expectations they may have missed during the absence;
5. Appropriate academic accommodation will be determined by the Dean's Office/Academic Advisor in consultation with the course instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements, arranging Special Exams (make-ups), re-weighting course requirements, or granting late withdrawal without academic penalty.

The [full policy on requesting accommodation due to illness](#) can be viewed at:

[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_12](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12)

## 2. ACADEMIC CONCERNS

If you feel that you have a medical or personal challenge that is interfering with your work, contact your instructor and Academic Advisor as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. Retroactive requests for academic accommodation on medical or compassionate grounds are not normally considered.

If you think that you are too far behind to catch up or that your work load is not manageable, you should consult your Academic Advisor. If you consider reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines; please refer to the [Registrar's website](#), <http://brescia.uwo.ca/academics/registrar-services/> or the list of official sessional dates in the Academic Calendar (<http://www.westerncalendar.uwo.ca/SessionalDates.cfm?SelectedCalendar=Live&ArchiveID=>).

You should consult with the course instructor and the Academic Advisor who can help you consider alternatives to dropping one or more courses. *Note that dropping a course may affect OSAP eligibility and/or Entrance Scholarship eligibility.*

## 3. ABSENCES

**Short Absences:** If you miss a class due to a minor illness or other problems, check your course outline for information regarding attendance requirements and make sure you are not missing a test or assignment. Cover any readings and arrange to borrow notes from a classmate. Contact the course instructor if you have any questions.

Please note that for asynchronous online courses, attendance or participation requirements maybe different than for synchronous or in-person courses.

**Extended Absences:** If you have an extended absence, you should contact the course instructor and an Academic Advisor. Your course instructor and Academic Advisor can discuss ways for you to catch up on missed work, and arrange academic accommodations if appropriate and warranted.

It is important to note that the Academic Dean may refuse permission to write the final examination in a course if the student has failed to maintain satisfactory academic standing throughout the year or for too frequent absence from the class or laboratory ([http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=5&SelectedCalendar=Live&ArchiveID=#SubHeading\\_68](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=5&SelectedCalendar=Live&ArchiveID=#SubHeading_68)).

#### **4. SCHOLASTIC OFFENCES**

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence at: [http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_20](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_20).

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences. Note that such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. Students are advised to consult the section on Scholastic Discipline for Undergraduate Students in the Academic Calendar.

If you are in doubt about whether what you are doing is inappropriate or not, consult your instructor, the Academic Dean's Office, or the Registrar. A claim that "you didn't know it was wrong" is not accepted as an excuse.

The penalties for a student guilty of a scholastic offence (including plagiarism) include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

##### **Plagiarism:**

Students must write their essays and assignments in their own words. Whenever students take an idea or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence.

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>).

##### **Computer-marked Tests/exams:**

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating. Software currently in use to score computer-marked multiple-choice tests and exams performs a similarity review as part of standard exam analysis.

#### **5. PROCEDURES FOR APPEALING ACADEMIC EVALUATIONS**

All appeals of a grade must be directed first to the course instructor. If the student is not satisfied with the decision of the course instructor, a written appeal is to be sent to the School Chair. If the response of the Chair is considered unsatisfactory to the student, they may then submit a written appeal to the Office of the Dean. If the student is not satisfied with the decision of the Dean, they may appeal to the Senate Review Board Academic (SRBA), if there are sufficient grounds for the appeal and if the matter falls

within the jurisdiction of the SRBA. For information on academic appeals consult your Academic Advisor or see the Student Academic Appeals – Undergraduate in the Academic Calendar [http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_14](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_14).

Note that final course marks are not official until the Academic Dean has reviewed and signed the final grade report for the course. If course marks deviate from acceptable and appropriate standards, the Academic Dean may require grades to be adjusted to align them with accepted grading practices.

## 6. PREREQUISITES

Unless you have either the prerequisites for a course or written special permission from the Dean to enroll in it, you will be removed from the course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisite(s).

## 7. SUPPORT

### Support Services

The Brescia University College Registrar's website, with a link to Academic Advisors, is at <http://brescia.uwo.ca/academics/registrar-services/>. Students can access supports through Brescia's Student Life Centre (<http://brescia.uwo.ca/life/student-life/>) and Learning Skills Services at Western (<https://www.uwo.ca/sdc/learning/>)

### Mental Health and Wellness

Students may experience a range of issues that can cause barriers to your learning, such as increased anxiety, feeling overwhelmed, feeling down or lost, difficulty concentrating and/or lack of motivation. Services are available to assist you with addressing these and other concerns you may be experiencing. You can obtain information about how to obtain help for yourself or others through **Mental Health & Wellness at Brescia** (<http://brescia.uwo.ca/life/mental-health-wellness/>) and **Health and Wellness at Western**, [http://uwo.ca/health/mental\\_wellbeing/index.html](http://uwo.ca/health/mental_wellbeing/index.html).

### Sexual Violence

All members of the Brescia University College community have a right to work and study in an environment that is free from any form of sexual violence. Brescia University College recognizes that the prevention of, and response to, Sexual Violence is of particular importance in the university environment. Sexual Violence is strictly prohibited and unacceptable and will not be tolerated. Brescia is committed to preventing Sexual Violence and creating a safe space for anyone in the Brescia community who has experienced Sexual Violence.

If you or someone you know has experienced any form of Sexual Violence, you may access resources at <http://brescia.uwo.ca/life/sexual-violence/>.

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Portions of this document were taken from the Academic Calendar, the Handbook of Academic and Scholarship Policy and the Academic Handbook of Senate Regulations. This document is a summary of relevant regulations and does not supersede the academic policies and regulations of the Senate of the University of Western Ontario.

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