

# Welcome

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Western  
UNIVERSITY • CANADA



# The Rhythm & The Rules

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# **The Rhythm & The Rules**

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“Teaching is a sacred activity. Its power to affect people’s lives—positively or negatively—is overwhelming. To be a good teacher, you need love, energy, clarity, idealism, and realism—something of the spirit, and something of the earth.”

**Guy Allen, 1992 3M Fellow  
University of Toronto**

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## Newest 'Legend'

Marvel names alumnus Simu Lui as latest superhero

### News



### Events



**Jul 29** ImPaKT Facility Tours for Faculty, Staff & Students 12:00 pm

**Jul 30** Outdoor "Get Active" Day



**Keynote Speaker:**  
**Dr. Wendy Crocker**  
**Faculty of Education**

## FALL PERSPECTIVES ON TEACHING

Tuesday, August 27, 2019

**"Tried and true strategies to address  
common assessment conundrums"**

### Explore

The **Centre for Teaching and Learning (CTL)** supports Western University instructors in creating high quality student-centred learning experiences through orientation, training, mentorship, research, and innovation opportunities.



### News



Instructors' SQCT Results

### Events

[LOGIN TO CAREERCENTRAL TO REGISTER](#)

**June 17** Teaching Assistant Training Program

**Aug 15** New Faculty Orientation: Teaching at Western 9:00am



# teaching.uwo.ca/programs/index.html

WesternU.ca Popular Links

## Centre for Teaching and Learning

CENTRE ▾ PROGRAMS ▾ TEACHING & ASSESSMENT ▾ ELEARNING ▾ CURRICULUM ▾ AWARDS & DOSSIERS ▾ RESEARCH ▾

Home > Programs

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### Overview of CTL Programs

#### DIRECTORY

List of all programs, courses, and workshop series offered by the CTL for the Western University community.

[BROWSE PROGRAM DIRECTORY](#)

#### Register for Programs

- > [Login to CareerCentral](#)
- > [View Registration Help Guide](#)

[Upcoming Events Calendar](#)



#### CERTIFICATES

- > [Faculty Certificate in Teaching Excellence](#)
- > [Western Certificate in University Teaching and Learning](#)
- > [Western Certificate in Academic & Professional Communication for International Graduate Students](#)

#### CONFERENCES

- > [Perspectives on Teaching Conference](#)
- > [TA Day: Graduate Student Conference on Teaching](#)
- > [Teaching with Technology Day](#)
- > [External Teaching Conferences](#)

#### RECOMMENDED PROGRAMS AND RESOURCES BY ROLE

##### ▾ New Faculty

Early career full- and part-time instructors are encouraged to attend the following programs:

- > [New Faculty Orientation](#) (annually in August)
- > [Teaching at the University Level](#) (multi-day course offered annually in August)
- > [Faculty Mentor Program](#) (sessions throughout the year)

> [Faculty](#)

> [Part-time Instructors](#)

> [Departments and Faculties](#)

> [New Teaching Assistants and Grad Students](#)

> [Teaching Assistants & Grad Students](#)

> [International & New Resident Grad Students](#)

> [Postdoctoral Scholars](#)



# **The Rhythm & The Rules**

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## **Office of the Registrar**

- ➔ Academic calendars**
- ➔ Timetables**
- ➔ FAQ' s**
- ➔ Important dates**
- ➔ Links for graduate students**

# The Rhythm

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**Sept. 5      Classes begin**

**➔ Classes start on the half-hour  
except evening ... start on hour**

**➔ 1 hour class = 50 min**



# The Rhythm

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**Sep 5**

**UG: Classes Begin**

**\*Grad: start dates are flexible**

**Sep 13**

**UG: Last Day to Add**

**\*Grad: one month from the official beginning of the term in which the course begins**

**Oct–Dec**

**Grant Deadlines**

# The Rhythm

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<b>Oct 14</b>	<b>Thanksgiving Holiday</b>
<b>mid-Oct</b>	<b>Midterms</b>
<b>Nov 4-10</b>	<b>No class (Reading Week)</b>

**\*Grad: Prof decides if classes will run on the 4-10th**

<b>Nov 12</b>	<b>Drop <math>\frac{1}{2}</math> course</b>
<b>Nov 30</b>	<b>Drop full course</b>

**\*Grad: Two months from the beginning of term in which the course begins**

# The Rhythm

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**Dec 5**

**Classes end**

**\*Grad: end dates are flexible**

**Dec 6-7**

**Study days**

**\*Grad: Prof decides**

**Dec 8-19**

**Mid-year exams**

# The Rhythm

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**Jan. 6**                      **Classes resume**

**Jan. 14**                    **Last day to add**

**Feb. 2**                     **Groundhog Day**

**Feb. 15-23**              **Reading Week**

**\*Rhythm for graduate courses: follow  
previous semester guidelines**

# **The Rhythm**

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**April 3**

**Classes end**

**April 4-5**

**Study Days**

**April 6-26**

**Final Exams**

**April 10**

**Good Friday**

**April 12**

**Easter**

# The Rules

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# The Rules

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## ➔ Instructor to provide outline

- **course description**
- **course objectives**
- **required readings**
- **type of evaluation**
- **exam dates**
- **expectations**

**\*Also applies to  
graduate  
course outlines**

# The Rules

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- ➔ **Exams given during normal class time unless**
  - **Xmas or final**
  - **sound reason**
  
- ➔ **Outline is “law” ...cannot change without 100% agreement**

# The Rules

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## Exams

- ➔ **No test during**  
**last week (half course)**  
**last 3 weeks (full course)**
- ➔ **Must provide feedback (15%)**  
**before drop date**  
**Nov 12 half**  
**Nov 30 full**

# The Rules

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## Exams

- ➔ **Final must be worth at least 30% in 1<sup>st</sup> year course**
- ➔ **Students may be debarred from writing final for frequent absence from class**

# **The Rules**

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## **Assignments**

- ➔ Due dates on outline**
- ➔ Final papers must be submitted by end of classes**
- ➔ English proficiency “should” be considered**

# General Considerations

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- ➔ **Must use ScanExam or Turn-it-In to assess academic integrity**
- ➔ **Students with disabilities may need accommodations**
- ➔ **Do not post student names with**
  - **student numbers**
  - **grades**



# General Considerations

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- ➔ Retain exams and papers for a period of 12 months after “use”
- ➔ Retain all grade records **and correspondence** for 12 months
- ➔ Profs required to produce & review all exams/papers not returned

# Academic Consideration for Student Absences

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**Effective September 1, 2019**

Under the new policy on [Academic Consideration for Student Absences](#) in undergraduate first entry programs, *“Students who experience an unexpected illness or injury or an extenuating circumstance (48 hours or less) that is sufficiently severe to temporarily render them unable to meet academic requirements (e.g., attending lectures or labs, writing tests or midterm exams, completing and submitting assignments, participating in presentations) 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 or less.”* Students will be able to use two self-reported absences between September and April, and one from May to August.

# teaching.uwo.ca/centre/classrooms.html

WesternU.ca Popular Links

## Centre for Teaching and Learning

CENTRE ▾ PROGRAMS ▾ TEACHING & ASSESSMENT ▾ ELEARNING ▾ CURRICULUM ▾ AWARDS & DOSSIERS ▾ RESEARCH ▾

Home > Centre > Classrooms

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### The Centre

What We Do

People

Classrooms

News & Announcements

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### Upcoming Events

All | Faculty | Grad Students

LOGIN TO REGISTER

### Contact

Centre for Teaching and Learning

Weldon Library, Room 122  
(519) 661-2111 x80346  
ctl@uwo.ca

## Classrooms

The Centre for Teaching and Learning has two classrooms: WL 120 and 121. Booking priority is for CTL programs and Western Libraries events. Please contact [ctl@uwo.ca](mailto:ctl@uwo.ca) for more information.

### Western Active Learning Spaces (WALS)

WALS (Western Active Learning Spaces) represent a range of active learning classrooms available at Western University. These classrooms are designed and equipped with tools that promote active and collaborative learning.

To learn more about teaching in active learning spaces and see photos of WALS-TECH (UCC 66, FNB 2210, UC 1110) and WALS-FLEX (FNB 2220) classrooms, please visit the [WALS website](#).

**Please note:** teaching in active learning spaces is usually booked more than a year in advance. Some space might remain, so please review the [current WALS booking calendars](#) for detailed availability.



### Classroom Technology Group

Want to know what your classroom looks like before the semester starts? Visit the [Classroom Technologies Group](#) to find photos and a list of equipment and educational technologies available in your classroom.



# wts.uwo.ca/ctg/

WesternU.ca

Popular Links ^

## Classroom Technology Group

Google Custom Search

CLASSROOMS ▾

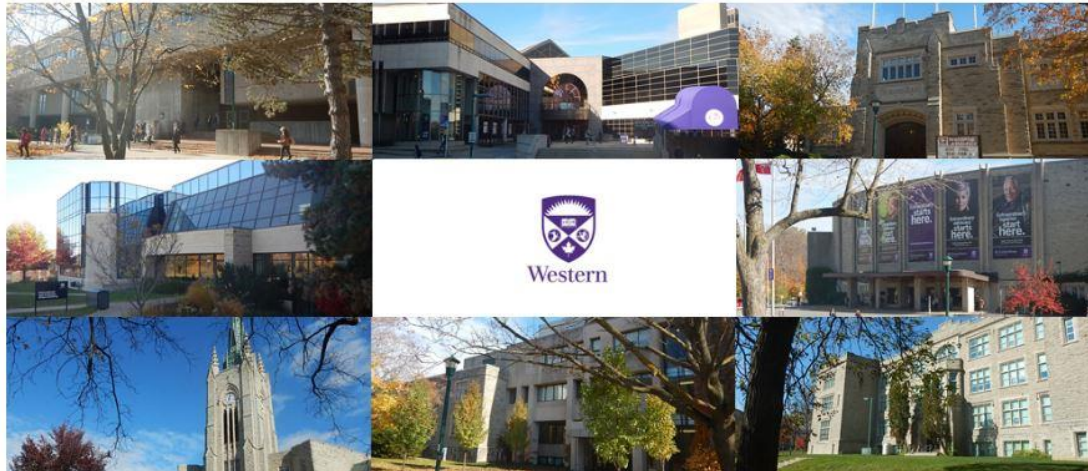
SUPPORT ▾

ROOM RESERVATIONS ↗

FIND WESTERN CLASSROOMS ↗

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## Classroom Technology Group



### Classroom Technology Information

#### Classroom AV Technical Support and Services

Tel: (519) 661-2111 ext. 82222

Email: [ctg@uwo.ca](mailto:ctg@uwo.ca)

**Hours:** Monday to Friday - 8:30 a.m. to 4:30 p.m.

#### Room Reservations

Tel: (519) 661-2111 ext. 83303

Email: [bookroom@uwo.ca](mailto:bookroom@uwo.ca)

#### Course and Exam Scheduling

Tel: (519) 661-2111 ext. 84861

Email: [swilliam@uwo.ca](mailto:swilliam@uwo.ca)

### Quick Links

[Accessability Maps and Floor Plans](#)

[Centre for Teaching and Learning \(CTL\)](#)

[Instructional Technology Resource Centre \(ITRC\)](#)

[Arts Technical Services](#)

[Schulich School of Medicine and Dentistry Information Services](#)

[Western Engineering Information Technology Group](#)

[Facilities Management](#)

[Campus Maps](#)

[Western Technology Services \(WTS\)](#)

# Resources

## **Western Course Outline Policy**

[http://www.uwo.ca/univsec/pdf/academic\\_policies/exam/courseoutline\\_s.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/exam/courseoutline_s.pdf)

## **Graduate Student Course Regulations**

[http://www.grad.uwo.ca/current\\_students/regulations/6.html](http://www.grad.uwo.ca/current_students/regulations/6.html)

## **Expectations and Requirements of Supervisors and Graduate Students**

[http://grad.uwo.ca/current\\_students/regulations/11.html](http://grad.uwo.ca/current_students/regulations/11.html)

# Welcome

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