

Welcome



The Rhythm & The Rules



The Rhythm & The Rules

“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**

www.uwo.ca

https://www.uwo.ca



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WELCOMING THE WORLD

Western to host global celebration, conversation on teaching in 2019



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Jul 26 Synthetic Biology Symposium 3.0 9:00 am

ORIENTATION PROGRAMS at the CTL

AUG 14 New Faculty Orientation

**AUG 20
-23** Teaching at the
University Level

**AUG &
SEPT** Teaching Assistant
Training Program (TATP)

SEPT 5 TA Day Graduate Student
Conference on Teaching



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

New Centre Name, New Website

The Teaching Support Centre has changed its name to the Centre for Teaching and Learning.

2018 D2L Innovation Award in Teaching and Learning

Announcing our Five New Teaching Fellows

Upcoming Award Deadlines

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Events

All | Faculty | Grad Students

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August 14
New Faculty Orientation

August 17 to 19
Teaching Assistant Training

teaching.uwo.ca/programs/index.html

WesternU.ca Popular Links

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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

Office of the Registrar

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

The Rhythm

Sept. 6 Classes begin

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

➔ 1 hour class = 50 min

The Rhythm

Sep 6

UG: Classes Begin

***Grad: start dates are flexible**

Sep 14

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

Oct 8

Thanksgiving Holiday

Oct 9-12

No class (Reading Week)

***Grad: Prof decides if classes will run on the 10-13th**

mid-Oct

Midterms

Nov 12

Drop $\frac{1}{2}$ course

Nov 30

Drop full course

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

The Rhythm

Dec 7

Classes end

***Grad: end dates are flexible**

Dec 8-9

Study days

***Grad: Prof decides**

Dec 10-21

Mid-year exams

The Rhythm

Jan. 7 **Classes resume**

Jan. 15 **Last day to add**

Feb. 2 **Groundhog Day**

Feb. 19-22 **Reading Week**

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

The Rhythm

April 9

Classes end

April 10

Study Day

April 11-30

Final Exams

April 19

Good Friday

April 21

Easter

The Rules

The Rules

➔ Instructor to provide outline

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

***Also applies to
graduate
course outlines**

The Rules

- ➔ **Exams given during normal class time unless**
 - **Xmas or final**
 - **sound reason**

- ➔ **Outline is “law” ...cannot change without 100% agreement**

The Rules

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

Exams

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

The Rules

Assignments

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

General Considerations

- ➔ **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

- ➔ 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

teaching.uwo.ca/centre/classrooms.html

WesternU.ca Popular Links

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The Centre

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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 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/

Classroom Technology Group

Search CTG

Go!

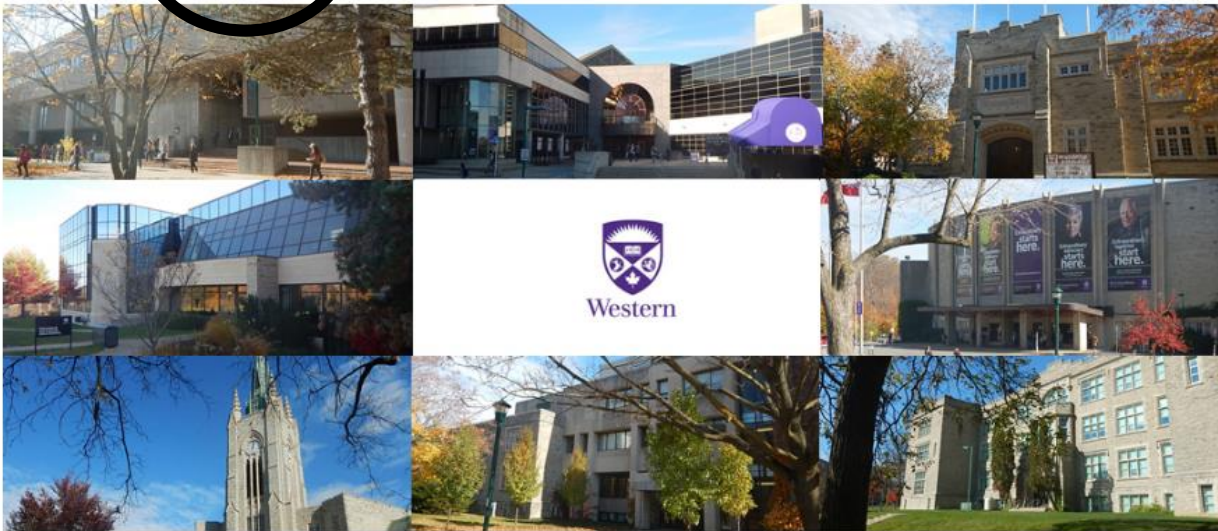
CLASSROOMS ▼

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ROOM RESERVATIONS ↗

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[Accessibility Maps and Floor Plans](#)

[Teaching Support Centre \(TSC\)](#)

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

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

[Western Engineering Information
Technology Group](#)

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[Campus Maps](#)

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

Classroom Technology Information

Classroom AV Technical Support and Services

Tel: (519) 661-2111 ext. 82222

Email: 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

Course and Exam Scheduling

Tel: (519) 661-2111 ext. 84861

Email: swilliam@uwo.ca

Resources

Western Course Outline Policy

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

Expectations and Requirements of Supervisors and Graduate Students

http://grad.uwo.ca/current_students/regulations/11.html

Welcome

Western
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