

IDS 0010
Section 530
Interdisciplinary Studies:
Success in the University Environment

Brescia University College
Fall 2019
Tuesdays 2:30-4:30pm
BR-202

Instructor Information:

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Office Hours: Mondays 5:30-6:30pm and by appointment

Course Description:

This course is designed to provide students who are registered in the Brescia University College Preliminary Year with opportunities to learn new abilities and upgrade skills needed to achieve success in the university environment. Successful completion of Interdisciplinary Studies 0010 is required to pass Preliminary Year at Brescia. Class activities are designed to enhance your academic, developmental and social experience at Brescia, with attention paid to four specific areas of skill building:

1. **Speaking** – gaining confidence and poise; organizing ideas and articulating them clearly
2. **Writing** – achieving composition, research and editing skills
3. **Test Taking** – mastering various forms of the university examination
4. **Academic Etiquette and Goals, Cultural Awareness, and Personal Wellbeing** – Learn how to effectively participate in academic conversation, work in diverse groups and better support yourself emotionally, physically, mentally, financially and socially

Evaluation:

Students will be evaluated on each of the above four focus areas according to the following grade distribution:

Participation and Presentations:

- Attendance; active learning through in-class exercises; formal oral presentations (group and individual)	30%
Short answer test (test #1)	20%
Essay exam (test #2)	20%
Final course culmination paper	30%

We will work hard together, but we will also have a lot of fun together!

Course Materials (Required Texts):

Required text available from the Book Store:

Becoming a Master Student, by Ellis, Toft & Dawson. Seventh Canadian Edition 2019, Nelson Education Ltd.

Attendance Policy:

The Preliminary Year students will attend one class per week. Classes are designed to be interactive; therefore, attendance and engagement are integral to the success of the program. Peer interaction is also key in this program. Circumstances may arise which make it impossible for you to attend. For absences exceeding two per term, the instructor will require notification from the student's Academic Advisor that the absence was valid and supported with appropriate documentation. Under University regulations, your instructor can determine at which point absenteeism has become excessive and approach the Dean who may prevent you from receiving a pass in the course.

Statement on Use of Electronic Devices:

The use of cell phones and other electronic devices is prohibited during class time without the permission of the instructor. Please put all devices away so as to avoid temptation.

Learning Outcomes:

As students in the preliminary program prepare to succeed at university and achieve their dreams, they will experience deep growth in all of Brescia's competencies:

Communication: Students will develop confidence and poise in speaking among peers and in the classroom. Students will understand the power of their voice, and how writing becomes their voice in their absence. As a result of building stronger composition and research skills, students will gain the ability to inform and articulate their ideas clearly, respectfully and effectively.

Critical Thinking through Inquiry and Analysis

Students will hone their ability to "think in the dark" – that is, to think for themselves with technology as a support system to their own ideas and creativity rather than as a prop or dependent substitute. Students will be able to explore new topics and lines of thinking, perform ethical research, and thereby grow in their passion, commitment and professionalism in their pursued field.

Problem Solving

Students will be familiarized with campus resources including mentors at their disposal to help them achieve academic as well as physical and emotional support. They will also gain life skills to help them evaluate and address problems effectively as opportunities for growth.

Self Awareness and Development, along with Social Awareness and Engagement

Students will be able to reflect upon and thereby act on their educational goals and personal life purpose. They will be rooted in the social responsibility that such an education entails. The class will offer a form of community and friendship.

Valuing

Students will exit the course with a deeper sense of belonging in the Brescia community and support for whichever path they continue to pursue. They will be reminded of their intrinsic personal value, which will extend to their appreciation of other persons and fuel their desire to better the lives of others.

SCHEDULE

Please note while due dates and test dates will not change, the schedule of class content is subject to slight change due to guest speaker availability and coordination with preliminary community events (such as tours, class visits, games, athletics, films, social gatherings or other educational experiences). Chapter references and corresponding exercises in class will be to our textbook *Becoming A Master Student*. Presentation schedules will be established in class.

September 10:

Introductions and welcome

Chapter 1: The Discovery Wheel

Learning Style Inventory, Learning profiles

Establishment of Presentation Schedule (Group and Individual)

September 17:

“Nuts and Bolts” – Personal Goals and Academic Support

Campus Resources

Money: Budget, Management, Resources (Chapter 10)

September 24:

Chapters 2 and 3

Time management, Procrastination, Planning, Memory skills

Motivation and Critical Thinking

Group Presentation Preparation

October 1:

Campus Resources

Physical and Mental Health (Chapter 11)

October 8:

Chapters 4, 5 and 6

Reading, Information Literacy, ESL

Note taking, Review, Studying, Test Preparation and Performance

Academic Integrity

October 15:

TEST #1 (SHORT ANSWER)

October 22:

Chapters 8 and 9

Communicating: Listening, Emotional Intelligence, Managing Conflict

Social Networks, Diversity

Effective Speaking

GROUP PRESENTATIONS DUE

October 29:

GROUP PRESENTATIONS DUE

November 5: READING WEEK - NO CLASS

November 12:

Chapter 7

Critical Thinking, Asking Questions, Problem Solving

TEST #2 (ESSAY FORMAT)

November 19:

INDIVIDUAL PRESENTATIONS on final paper topics

November 26:

FINAL PAPERS DUE and remaining presentations

December 3:

End of Term Celebration!

2019-20 BRESCIA UNIVERSITY COLLEGE ACADEMIC POLICIES AND REGULATIONS

1. POLICY REGARDING ACADEMIC ACCOMMODATION

The complete policy regarding [Accommodation for Illness - Undergraduate Students](#) can be found at

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).

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 ;
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](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12) can be viewed at: 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/), <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.

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).

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.

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.

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.

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/>.

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.
