



Management and Organizational Studies 2198A

Business Communications

School of Leadership & Social Change

CONTACT INFORMATION

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CLASS INFORMATION

Course Day/Time: Fridays, 8:30 – 11:30AM
Course Location: St. James Room 204

COURSE DESCRIPTION

Examination of selected topics in Management and Organizational Studies. Topic and course outline available at the beginning of each term.

This course will introduce you to the basic principles of effective business communication through a focus on professional writing and workplace documents, oral and written communication strategies, and interpersonal and team skills.

PRE OR COREQUISITES

Prerequisite(s): Enrolment in BMOS.

REQUIRED COURSE MATERIALS

The following textbook is **required** for students registered in Management and Organizational Studies 2198A at Brescia University College:

Braun, K., Locker, K., and Kaczmarek, S. *Business Communication: Building Critical Skills* (6th ed). McGraw-Hill Ryerson 2016. ISBN 9781259089091

OPTIONAL COURSE MATERIALS

The following books are **optional**; for example, content from Guffey et al (2016) may be used to supplement material from our main course text (Braun et al, 2016):

Guffey, M.E., Loewy, D., & Almonte, R. (2016). *Essentials of Business Communication* (9th ed.). Toronto: Nelson Education.

Messenger, W.E., Brown, J., de Bruyn, J., Montagnes, R. *The Concise Canadian Writer's Handbook* (2nd ed.). Oxford University Press, 2013. ISBN9780195447088

Straus, J. *The Blue Book of Grammar and Punctuation* (10th ed.). Jossey-Bass, 2008. ISBN 9780470222683

Online resources/handouts may be required, and students may be asked to retrieve assignments, course material, communicate via email, and submit assignments electronically to OWL.

COURSE LEARNING OUTCOMES

Upon successful completion of this course, you will be able to reliably demonstrate the following Course Learning Outcomes which will be taught and evaluated:

1. Apply a writing process that incorporates planning, drafting, and rewriting;
2. Compose business messages and documents including emails, memos, letters and reports using appropriate format, organization, and tone that meet audience needs;
3. Prepare organized and error-free writing to achieve a concise, direct, and simple prose style;
4. Create, plan, and deliver persuasive oral presentations;
5. Collaborate and communicate effectively in group-based applied learning exercises, peer feedback sessions, and group presentation preparation and delivery;
6. Revise documents to correct errors in grammar, punctuation, spelling, wording, and tone according to business writing standards;
7. Demonstrate professionalism and expected workplace behavior, for example, promptness, participation, persuasion, leadership, collaboration, engagement, and attendance.

BRESCIA COMPETENCIES

Primary competencies developed in this course include:

Communication: The ability to exchange information and meaning across cultures, space, and time appropriately and correctly. This competency includes oral, written, and interpersonal communication, and the ability to use current or innovative media. [Level 4]

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. [Level 3]

Inquiry and Analysis: The ability to ask questions, examine issues, and reach informed conclusions by breaking down complex issues, exploring evidence, and describing relationships among persons, things, or events. [Level 2]

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. [Level 2]

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 emotions and patterns of thinking, their impact on others, and make a commitment to personal growth. [Level 3]

Social Awareness and Engagement: The ability to respect and be open to diversity (e.g. cultural, religious, political) and social justice. Students take personal responsibility to actively engage in and contribute to creating positive change in local, regional, national, or global communities and societies. [Level 2]

Valuing: Ability to make decisions or choose actions based on the consistent application of principles expressing fundamental values accepted on account of reason or spiritual insight. [Level 1]

See <http://brescia.uwo.ca/academics/brescia-competencies/> for a detailed description of each competency.

COURSE STRUCTURE AND CONTENT

This course has four modules:

Effective Business Communication: Week 1 – 6

This section of our course covers the essentials of effective business communication (oral and written). Topics include audience analysis, communication channels, tailoring your message, the writing process (planning, writing, revising), style and revision, communicating across cultures, and patterns of organization (informative, positive, persuasive, and negative messages).

Workplace Documents I: Week 7 – 8

In Weeks 7 and 8, we will look at common workplace documents such as emails, memos, letters, and informal reports. We will also consider the use of graphics to enhance business messages.

Workplace Documents II: Week 9

In Week 9, we will look at formal reports (informational and analytical), and learn about some of the common formats employed in business settings.

Oral Communication Skills: Week 10 – 12

This final section of our course covers different types of presentations, criteria for effective presentations, skills to plan and deliver oral presentations, and practice evaluating presentations.

CLASS SCHEDULE

Depending on the needs of the class, I may depart from this schedule as some topics take up more (or less) time. You will be notified in advance regarding any changes to the schedule. Following this schedule is your responsibility. You should check OWL regularly for reading assignments, reading review notes, assignment information, and announcements.

Class/Topic	Date	Description	Assignments/Readings
Week 1: Effective Business Communication	Sept. 6	<ul style="list-style-type: none"> - Introduction to course and effective business writing module - Audience analysis (Part I) - Communication channels - Workplace writing 	Braun text: Unit 1, p. 1 - 37
Week 2: Effective Business Communication	Sept. 13	<ul style="list-style-type: none"> - Audience analysis (Part II) - The writing process: Planning, writing, and revising your message 	Braun text: Unit 1, p. 69 - 82; Unit 3, p. 194 - 205, 227 - 236 <i>Blog Post 1: Introduction due</i>
Week 3: Effective Business Communication	Sept. 20	<ul style="list-style-type: none"> - The changing world of work, professionalism, and technology - Style and revision: Diction and tone - Style and revision: Passive and active voice 	See OWL site for reading material <i>Blog Post 1: Read & Comment due</i>
Week 4: Effective Business Communication	Sept. 27	<ul style="list-style-type: none"> - Intercultural communication (Part I) 	Braun text: Unit 1, p. 44 - 63 See OWL site for further reading material <i>Blog Post 2: Writing and Social Media Experiences due</i>
Week 5: Effective Business Communication	Oct. 4	<ul style="list-style-type: none"> - Intercultural communication (Part II) 	Braun text: Unit 1, p. 44 - 63 See OWL site for further reading material <i>Blog Post 2: Read & Comment due</i>

Week 6: Effective Business Communication	Oct. 11	<ul style="list-style-type: none"> - Patterns of organization (informative, positive, persuasive, and negative messages) - Layout/readability 	<p><i>Oct. 11 – Intercultural Communication Assignment due (15%)</i></p> <p>Braun text: Unit 1, p. 87 - 96; Unit 2, p. 127 - 143, 150 - 166, 174 - 189; Unit 3 p. 211 - 222</p> <p><i>Blog Post 3: Developing Your Own Blog due</i></p>
Week 7: Workplace Documents I	Oct. 18	<ul style="list-style-type: none"> - Email and other electronic forms of communication - Memos - Integrating and textual support for graphics 	<p>Braun text: Unit 1, p. 96; Unit 2, p. 108 - 122; Unit 4, p. 344 - 359</p> <p>See OWL site for further reading material</p> <p><i>Bog Post 3: Read & Comment due</i></p>
Week 8: Workplace Documents I	Oct. 25	<ul style="list-style-type: none"> - Letters - Informal reports 	<p><i>Oct. 25 – Persuasive Letter Assignment due (5%)</i></p> <p>Braun text: Unit 4, p. 273 - 287, 290 - 304</p> <p>See OWL site for further reading material</p> <p><i>Blog Post 4: Learning Experience Update due</i></p>
Week 9: Workplace Documents II	Nov. 1	<ul style="list-style-type: none"> - Formal reports - Reputable sources and academic integrity 	<p><i>Nov. 1 – Executive Summary due (5%)</i></p> <p>Braun text: Unit 4, p. 307 - 338</p> <p>See OWL site for further reading material</p> <p><i>Blog Post 4: Read & Comment due</i></p>
	Nov. 8	Fall Reading Week – No Class	

Week 10: Oral Communication Skills	Nov. 15	- Working in teams - Giving feedback - Introduction to effective presentations	Nov. 12 – Formal Report Assignment due (10%) Braun text: Unit 5, p. 368 - 375, 380 - 394, 398 – 408 Blog Post 5: Challenge & Response due
Week 11: Oral Communication Skills	Nov. 22	- Planning and delivering oral presentations - Criteria for effective presentations	Braun text: Unit 5, p. 413 – 427 Blog Post 6: Read & Comment due
Week 12: Oral Communication Skills	Nov. 29	- Group presentations	Persuasive Group Presentation due (20%)
Week 13	Dec. 6	Study Day – No Class	

TEACHING METHODOLOGY AND EXPECTATIONS OF STUDENTS

A combination of pre-class readings and discussion question preparation, in-class discussions, videos, in-class exercises, guest speakers, lectures, and student presentations may be used in MOS 2198A. Some class content will either mirror or complement the reading assignments, while other classes will cover material in addition to the assigned readings.

Students are expected to be fully engaged in the entire learning process. This means you are expected to complete the assigned readings and assignment questions/activities **prior** to the class they will be discussed and to come prepared to share answers, thoughts, and opinions.

EVALUATION

Students must complete all elements of evaluation in order to receive a passing grade in the course. There will be no reweighing of components within the course. Please note that grades cannot be adjusted on the basis of need. Your mark in the course will be the mark that you earn based on your demonstrated understanding of the course content. Extra credit assignments are not available and assignments cannot be resubmitted to obtain a higher mark. Once an assignment has been completed, you are committed to the mark earned.

Component	Weight	Date/ Deadline	Learning Outcomes	Brescia Competencies
Blog Posts and Comments	30%	Ongoing	1, 2, 3, 7	Communication, Critical Thinking, Self-Awareness & Development, Social Awareness & Engagement
In-Class Contribution	15%	Every class	5, 7	Communication, Problem-Solving
Intercultural Communication Assignment	15%	Oct. 11	1, 2, 3	Communication, Critical Thinking, Inquiry & Analysis, Self-Awareness & Development, Social Awareness & Engagement, Valuing
Short Writing Assignments (2) <ul style="list-style-type: none"> • Persuasive Letter Assignment • Executive Summary Assignment 	10%	Oct. 25 Nov. 1	1, 2, 3, 6	Communication, Problem-Solving
Formal Report Assignment	10%	Nov. 12	1, 2, 3	Communication, Critical Thinking, Inquiry & Analysis, Problem-Solving
Persuasive Group Presentation	20%	Nov. 29	2, 4, 5, 7	Communication, Critical Thinking, Inquiry & Analysis, Social Awareness & Engagement

This course will require the submission of all written material to TurnItIn.com with the exception of blog posts and comments. Hard copies of all written assignments (with the exception of the blog posts and comments) are also expected to be handed in by the deadlines indicated.

LATE SUBMISSION POLICY

If the assignment schedule indicates that a document must be uploaded to OWL, please do so through the OWL Drop Box. Completion of this work will count towards your contribution for the class. Unless otherwise noted (see overview below), all assignments must be uploaded **no later than 8:30AM on the day they are due**.

All written assignments and blog post submissions are subject to the same late day penalty. Late assignments will receive a 10% deduction for each 24-hour period the assignment is late.

EVALUATION COMPONENT OVERVIEW

Blog Posts and Comments (30%)

Students will write and post blogs to their individual blog site at regular intervals throughout the course (25 per cent of the course grade). Blog post topics, question prompts and due dates are posted on OWL. Students will also be expected to read and add comments to other students' blogs (5 per cent of the course grade). Guidelines for posting and commenting will be provided on OWL.

In-Class Contribution (15%)

Contribution by each and every student is a cornerstone of any effective learning experience. Active class involvement augments the learning experience, increases assimilation of material and stimulates the level of class discussion. In addition to active engagement in classroom discussion, in-class contribution could involve in-class work and submissions. Students' contribution to this course is initiated through thorough class preparation. Contribution is expected to be relevant to the current discussion and includes a number of behaviours documented below.

The criteria I will use to assess class contribution is as follows:

Preparation: The extent of your reading, preparing responses to assigned questions in advance of class, and understanding of the material, demonstrated by your contribution to discussion

Contribution to discussion and/or in-class work and submissions: The extent to which you volunteered answers, asked relevant questions, analyzed the contributions of others, expressed your own evaluations/conclusions, and completed in-class work and submissions

Group skills: The extent to which you allowed others to contribute, avoided class domination, shared ideas with others, assisted others, provided constructive feedback to others and exhibited tolerance and respect for others

Communication skills: The quality of your expression, clarity, conciseness, use of appropriate vocabulary, and confidence

Application skills: Your ability to apply the class learnings through individual or group exercises, to be handed in at the end of class

Attendance: Includes punctuality

Contribution will be graded on a **daily basis** using the scale below:

- | | |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0 | Absent, OR fails to contribute to the learning of others by not participating in class activities or discussions (may be distracted by technology), OR displays disruptive or disrespectful behaviour |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

1	Present
2	Present and contributes to the learning of others by participating in class activities
3 - 5	Positively contributes to the learning of others by: <ul style="list-style-type: none"> • Asking appropriate and thoughtful questions, and/or • Answering direct questions, and/or • Volunteering comments which are relevant and on-topic, and/or • Clarifying or explaining a concept, and/or • Advancing the discussion to a new issue, and/or • Providing structure to the class or the discussion, and/or • Criticizing constructively, and/or • Allowing others to contribute, by avoiding class domination, and exhibiting tolerance and respect for others, and/or • Sharing ideas with, assisting and providing feedback to others, and/or • Submitting preparatory work in advance of class, and/or • Demonstrating understanding of the subject by effectively applying knowledge to class exercises
-1	A deduction of 1 mark will be applied to the contribution score of any student who is late

As you can see from the chart above, attending class is important but minimal credit (1/5) will be given for attendance alone. Students are encouraged to speak to me if they have concerns about their performance or if they would like to discuss strategies to support regular contribution.

Intercultural Communication Assignment (15%)

The Intercultural Communication Assignment will require you to examine a scenario, identify norms of communication for the cultures involved, and consider what strategies could be employed to ensure successful communication. You will be required to ground your analysis in the readings on dimensions of culture (e.g., context, individualism, time orientation, and power distance). Additional assignment instructions will be provided via OWL in September.

Short Writing Assignments (10%)

There will be two short writing assignments worth a total of five per cent each. Individual instructions for each assignment will be provided approximately two weeks in advance of the due date for the assignment. All assignments are due at the beginning of class (both hard copy and electronic submission through OWL Drop Box by 8:30AM).

Formal Report Assignment (10%)

The Formal Report Assignment will require you to write a brief, informative, interesting, and well-researched report on a program-related topic of your choice. A list of topics will be provided in advance, but you are also permitted to select a topic of your own (must be approved by the instructor). The electronic submission of this assignment is due November 12 by 11:59PM through

OWL Drop Box (please bring a hard copy for submission at 8:30AM to our November 15 class). Additional assignment instructions will be provided via OWL in September.

Persuasive Group Presentation (20%)

Pairs of students will make a persuasive presentation (approximately 8 – 10 minutes) to the class. Group member names and topics must be submitted on or before Friday, October 11, 2019 for approval. Pairs may choose any topic of interest to them, but sample topics will be provided for groups to consider. Pairs must hand in one hard copy of the presentation visuals and a list of references used at the beginning of class (8:30AM) on Friday, November 29. Additional assignment instructions will be provided via OWL in September.

CLASS ETIQUETTE

Attendance

Attendance at all classes in this course is expected; however, circumstances may arise which make it impossible for you to attend. For this reason, students will be excused for up to two classes. These absences will not negatively affect your contribution grade. In the situation of an extended absence (see Brescia's "**POLICY REGARDING MAKEUP EXAMS AND EXTENSIONS OF DEADLINES**" at the end of this outline), please visit your Academic Advisor.

Under University regulations, your instructor can determine at which point absenteeism has become excessive and approach the Dean who may stop your final submissions from being marked, thus preventing you from passing the course. At the discretion of the individual instructor, any student who misses more than 25% of scheduled classes will receive a class contribution grade of 0 out of 10 for the course.

Student Use of Technology in Class

Please be respectful with regards to use of electronic devices during class time. Use of laptops should be limited to notetaking or activities in which your instructor specifies that a laptop or other electronic device is required (e.g., online polls, group work, etc.). Texting or use of electronic devices for purposes unrelated to your learning in class will result in an immediate "0" in contribution for that class. Recording devices of any kind (camera, recorders, phones, etc.) may not be operated without my consent.

A Note Regarding Email

Email is a useful communication tool, especially if used for sharing information; however, it is not a good tool for discussion or decision-making. Therefore, please follow these guidelines regarding the use of email in this course:

1. Email is fine for sharing information and for setting up meetings and appointments.
2. It is useful for simple questions of clarification, but do not use it for anything that requires more than a one or two sentence response. Instead, see me during Office Hours or make an appointment with me at another time to discuss more complex questions.
3. Email is not an appropriate way to discuss grades or an issue with group dynamics, please discuss these issues with me in person.

4. Email, although informal, still requires a tone of respect and proper language.
5. I will check email on a daily basis Monday through Friday during normal business hours during the term. I will try to respond to your emails as promptly as possible, usually within 24 hours. Instantaneous responses will not be possible.

Appointments

If you wish to meet with me it is recommended that you see me during the designated weekly Office Hours or that you make an appointment. You do not need to make an appointment if you wish to see me during my regular Office Hours. Appointments for times outside of my Office Hours can be arranged by sending me an email to set up a mutually convenient time.

Make sure to be on time, have an objective for the discussion and bring a copy of your paper or exam if you wish to discuss it.

Privacy

In order to respect privacy laws, and the privacy of individual students, the only methods student grades will be communicated will be via OWL, direct contact with me or on a test/exam/report/essay paper. I am not able to email your grade to any email address.

Student grades are confidential. Please take this into consideration when sharing your grades or asking others to share their grades. Your choice to share your grades will not be taken into consideration in any grading decision made and in order to respect the privacy of each student, I will only discuss individual grades with the student in question.

The University is committed to protecting specific types of information, which, if disclosed, could reasonably be expected to result in harm to the University, an identifiable individual, or a third party. As a result, I am not able to release any information including, but not limited to, a student's personal information, attendance or grade records, to anyone other than the individual involved.

Copyright and Intellectual Property

PowerPoint lecture slides and notes, lists of readings, in-class activities, assignment guidelines, and other components of the course materials are 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.

ACADEMIC ACCOMMODATION

If a student is unable to complete a course component worth **greater than 10 per cent** of the final course grade due to medical or compassionate grounds, it is the responsibility of the student to consult with an Academic Advisor and follow the procedures documented in the "**POLICY REGARDING MAKEUP EXAMS AND EXTENSIONS OF DEADLINES**" at the end of this Course Outline.

For academic accommodation to be considered for any course component worth **less than 10 per cent** of the final course grade, it is the responsibility of the student to approach the course instructor

in a timely manner (within two business days of the missed deadline). Documentation may be required to be submitted to the Academic Advisor. If documentation is required, the request for accommodation will be decided by the Academic Advisor in consultation with the instructor. If documentation is not required, the instructor will make the final decision.

Dropping a Course

In order to drop a course without academic penalty, you must drop the course by the following date:

Fall Term Half Credit (0.5) Course: **November 12, 2019**

For further details, check the [online academic calendar](#) or check with your Academic Advisor.

To book an appointment with one of Brescia's Academic Advisors, visit the Hive.

2019-20 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.

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://registrar.uwo.ca/), <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.
