

HURON UNIVERSITY COLLEGE

Psychology 2280E (2019-2020) Method and Theory in Learning and Motivation

1.0 BASIC COURSE INFORMATION

Instructor: Dr. Mark R. Cole

Office and Phone Number: V118; 438-7224 ext. 223

Office Hours: M and F 3:30-4:20; or by appointment

Time and Location of Lectures: Tu and Th 12:30-2:20; Classroom V207

E-mail address: mcole@uwo.ca

Course website: <http://owl.uwo.ca> {login & password = UWO login ID and password}

2.0 COURSE DESCRIPTION

A research oriented course with emphasis on the methodology. Operant conditioning with animals and motivation with animals and humans will be emphasized in lectures and laboratory work. In the first term students participate 1 hour per day on weekdays (5 hours per week) in the laboratory in addition to the four scheduled classroom hours.

Antirequisite(s): [Psychology 2210A/B](#), the former Psychology 306F/G, [Psychology 3209F/G](#), or the former Psychology 201F, 209G, 210.

Prerequisite(s): [Psychology 1100E](#) and [Psychology 2830A/B](#). A minimum of 60% is required in [Psychology 1100E](#). May be taken concurrently with [Psychology 2830A/B](#).

Extra Information: 2 lecture hours, 2 laboratory hours, 1.0 course.
(Huron)

3.0 COURSE LEARNING OBJECTIVES

By the end of the course students should have:

- Knowledge of the fundamental concepts in animal learning and cognition (first term) and in animal and human motivation (second term).
- Extensive exposure to animal and human research paradigms in the area of learning and motivation.
- Hands-on experience in an animal laboratory and in preparing research reports involving animal and human experimental research.

4.0 DESCRIPTION OF CLASS METHODS

At least two lectures a week will be devoted to the content material relevant to the area of learning and motivation. Up to two hours a week may be devoted to the methodologies relevant to the area of learning and motivation and which students will need to master in order to carry out the research required in this course and prepare laboratory reports based on that research. In addition, during the first term, students will have to spend up to 5.0 hours a week in the laboratory collecting data.

5.0 TEXTBOOKS

Domjam, M. *The Principles of Learning and Behaviour*. This will be available from the Bookstore as a lower-cost loose-leaf text including “Mind Tap”. Alternatively, you can special order a hardcover version for more money from the Bookstore. Or you can rent an E-Book version for even less from Nelson on their Website.

Gorman, P. (2004). *Motivation and Emotion*. London: Routledge, Taylor & Francis. (Second Term Text. Available from the Bookstore).

Cole, M.R. (2019). *Experiments in Animal Behaviour*. (Ninth Edition). London, Canada: Author. (First-Term Laboratory Manual. Available from the Bookstore).

American Psychological Association. (2010). *Publication Manual of the American Psychological Association*. (Sixth Edition). Washington, D.C.: Author. (**Optional Text**. Available from the Bookstore).

6.0 METHOD OF EVALUATION

(6.1) Summary of Dates and Weights

REPORT	CONTENT	DUE	VALUE
1	Raw Data Only	Tu. Sep. 24	0%
2	Lab Report 1 - Cumulative Records Only	Tu. Oct. 8*	5%
3	Lab Report 2 - Method and Results Only	Tu. Nov. 12*	10%
4	First Term Test – Term 1 readings and lectures	Tu. Nov. 26	20%
5	Lab Report 3 - Full Report	Tu. Jan. 7**	15%
6	Research Proposal	Tu. Feb. 25***	0%
7	Lab Report 4 - Full Report	Fr. Apr. 12**	25%
8	Final Examination – Term 2 Text and lectures	TBA	25%

* In class or via the mail slot in the door to V 104.

** Submitted electronically

*** No marks but a 1% per day late penalty will be assessed against the Final Report mark

(6.2) Tests:

There will be a 2-hour term test worth 20% of the course mark at the end of the first term. There will be a 2-hour final examination worth 25% of the course mark during the April Examination Period. The tests are non-cumulative, except in a general sense. Both will consist of identify-and-describe items, and essay questions.

(6.3) Laboratory Reports

Students are responsible for completing two partial laboratory reports as dry runs for the first full laboratory report. Both will be based on experiments outlined in the Laboratory Manual. The first such report (Report 1) will consist of data only, reported in graphic form, and is worth 5% of the course grade. The second report (Report 2) will consist of Method and Results sections only, including graphs and/or tables and will be worth 10% of the course grade. **Whereas students will work in pairs to collect the data on which these reports are based, each student must prepare an independent report.** Additional details concerning these assignments will be given in class and on OWL.

Students are also required to complete two full laboratory reports in APA style.

The first full report (Report 3) worth 15% of the course grade, will be based on an experiment outlined in the Laboratory Manual and is due at the start of the second term. **Students will work in pairs to collect the data for this project, but each student must present an independent report.**

The second full laboratory report (Report 4) is worth 25% and will require each student to generate an hypothesis based on background literature, design an experiment, carry out the experiment, analyze the data, and prepare a full APA style report. The second report is due at the end of the second term and, if correctly formatted, will be published online as part of Scholarship@Western as an article in the Huron College Journal of Learning and Motivation. Further details about the requirements for this report will be available on OWL.

ALL REPORTS ARE DUE AT 4:00 PM ON THE DAY INDICATED AND LATE ASSIGNMENTS WILL SUFFER A PENALTY OF 2% PER DAY INCLUDING WEEKENDS. AFTER 14 DAYS THEY WILL NOT BE ACCEPTED FOR GRADING AT ALL.

(6.4) Oral Presentations:

Students are expected to present their research plans (and results if they are available) to the class during one of several class periods devoted to such presentations. Although these presentations are not worth any marks, they provide students with valuable feedback prior to preparing the Final Report and create an impression in the mind of the Instructor that may later inform the mark received on the Report.

7.0 POLICY ON GRADING STANDARDS

Students at Huron University College should consider a grade in the range from 70-74 to be evidence of satisfactory performance in a 2000-level honors Psychology course. Grades in the B+ (75-79) or A (80-89%) ranges will only be awarded for performance that is demonstrably superior to the second-year standard associated with the Major or Minor modules. A grade of A+ (90-100%) will only be awarded very rarely and only for work that is truly exceptional.

8.0 POLICY ON OWL

I will post my Power Point Slides on OWL at least 24 hours before the lecture they support. Once posted they will remain on OWL. **Students should note that these slides are not a substitute for attending lectures.** In the absence of the lecture, they are of limited use. These slides are for personal use only and may not be disseminated beyond your own computer. I will assume that these presentations have been downloaded and printed prior to the lecture and the pace of my lectures will be based on this assumption. I advise printing slides 6 to a page using **notes format** and in **black and white or greyscale**.

9.0 ADDITIONAL NOTES

9.1 SENATE POLICIES

Relevant Senate policies that are in force for this course may be found in the FASS Appendix posted to OWL.

9.2 USE OF THE SONA SITE

Students may make use of the SONA Platform used in Psychology 1100E, only this time you will be the researcher, not the participant. Instructions on how to use this site and the rules for its use will be covered in class on Tu Feb 11, and attendance is mandatory for students wishing to use the site. Details will also be posted on OWL.

9.3 PUBLICATION OF FINAL LABORATORY REPORT:

The Final Laboratory Reports, if presented in an acceptable form, likely revised after being handed back, will be published each year as a complete volume of the Huron College Journal of Learning and Motivation. These reports will be presented without any indication of the grade received. You may request that your final report not be published and I, as editor reserve the right to exclude a report if not correctly formatted. This publication will be in electronic form within the UWO library system and will be searchable. For the most recent volumes visit: <http://ir.lib.uwo.ca/hucjlm/>.

9.4 MANDATORY ATTENDANCE AT ANIMAL LABORATORY INTRODUCTION

Any student who fails to attend the Animal Laboratory Introduction (for any reason) on Tuesday, September 10 from 12:30 PM - 2:20 PM will not be permitted access to the

Animal Laboratory. Unless, and until, such students can supply proof that they participated in a web-based course of instruction offered by Animal Care and Veterinary Services (ACVS) at the UWO, and passed a test of knowledge related to that course, they will not be permitted access to the animal laboratory. A student who does not have access to the animal laboratory cannot be successful in Psychology 2280E.

9.5 RESEARCH PROPOSALS

Students may not collect data for their second-term research project until they have received written approval based on a formally-submitted research proposal. Deviations from the procedures approved will be treated as a violation of ethics and penalties, including possible refusal to accept the entire paper, will be levied. Research involving human participants is governed by a document entitled *Ethical Guidelines for Research Involving Human Participants at Huron University College*. The actual proposal form is entitled *Request for Ethical Approval of an Undergraduate Research Project Involving Human Participants at Huron University College*. These documents and forms are available on the OWL site for this course in a folder called *Documents*. Proposals are not worth any marks but late proposals will have 1% per day deducted from the grade for the Final Laboratory Report.

9.6 INFORMED CONSENT

Those using human participants in their second-term research project will normally have to obtain written consent from all participants employing a format available in a document entitled *Ethical Guidelines for Research Involving Human Participants at Huron University College* and available on OWL. **These signed consent forms must be turned in with your Final Report in the course but are not to be referred to in the Report or be an appendix to the Report. Instead, they are to be separately bundled (never attached to tests or other data records) and turned in with the Report.** Any violations of protection of participant privacy may result in a substantial loss of marks.

10.0 TENTATIVE LECTURE SCHEDULE (SUBJECT TO CHANGE)

<u>DATE</u>	<u>TYPE</u>	<u>TOPIC</u>	<u>READING</u>	<u>DUE</u>
Th. Sep. 5		Introduction to Course Classical Conditioning Foundations	Text Ch. 3	
Tu. Sep. 10	Lecture	Introduction to Laboratory (Attendance is Mandatory)	Manual Ch. 1 App. A and B	
Th. Sep. 12	Lecture	Classical Conditioning Foundations	Text Ch. 3	
Tu. Sep. 17	Lab.	Start Basic Rat Training	Manual Ch. 2	

<u>DATE</u>	<u>Type</u>	<u>TOPIC</u>	<u>READING</u>	<u>DUE</u>
Th. Sep. 19	Lab. Lecture ◊	Laboratory Progress Review Classical Conditioning Mechanisms	Text Ch. 4	
Tu. Sep. 24	Lab. Lecture ◊	Start Experiment 1 Classical Conditioning Mechanisms	Manual Ch. 3 Text Ch. 4	Rep 1
Th. Sep. 26	Lecture	Instrumental Conditioning Foundations	Text Ch. 5	
Tu. Oct. 1	Lab. Lab.	Laboratory Progress Review How to Draw Graphs	Manual App. D	
Th. Oct. 3	Lecture	Instrumental Conditioning Foundations	Text Ch. 5	
Tu. Oct. 8	Lecture	Start Experiment 2	Manual Ch. 4, 5	Rep 2
Th. Oct. 10	Lecture	Stimulus Control	Text Ch. 8	
Tu. Oct. 15	Lecture	Stimulus Control	Text Ch. 8	
Th. Oct. 17	Lecture	Basic Reinforcement Schedules	Text Ch. 6	
Tu. Oct. 22	Lab. Lecture ◊	Return of Report 1 Basic Reinforcement Schedules	Text Ch. 6	
Th. Oct. 24	Lecture	Choice and Behavioural Economics	Text Ch. 6	
Tu. Oct. 29	Lab	How to Write Method and Results		
Th. Oct. 31	Lecture	Choice and Behavioural Economics	Text pp. 204-210	
Tu. Nov. 5		Reading Week		
Th. Nov. 7		Reading Week		
Tu. Nov. 12	Lab	Start Experiment 3	Manual Ch. 7	Rep 3
Tu Nov 14	Lecture	Animal Cognition (Memory)	Text pp. 307-330	
Tu. Nov. 19	Lecture	Animal Cognition (Concepts/Language)	Text pp. 363-377	
Th. Nov. 21	Lecture	Catch-up and Review		

<u>DATE</u>	<u>Type</u>	<u>TOPIC</u>	<u>READING</u>	<u>DUE</u>
Tu. Nov. 26		110-Minute In-Class Examination	All work to date	
Th. Nov. 28	Lab	Return of Report 2 How to write a Full Report	Manual App. E	
Tu. Dec 3		No Class		
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Tu. Jan. 7	Lecture	Instinct	Text Ch 2	Rep 4
Th. Jan. 9	Lecture	Instinct	Text Ch 2	
T. Jan. 14	Lecture	Arousal/Emotion	Text Ch 7, 8	
Th. Jan. 16	Lecture	Arousal/Emotion	Text Ch 7, 8	
Tu. Jan. 21	Lecture	Sleep		
Th. Jan. 23	Lecture	Hunger/Thirst	Text Ch 3	
Tu. Jan. 28	Lecture	Hunger/Thirst	Text Ch 3	
Th. Feb. 30	Lecture	Drive Theory (Historical)	Text Ch 6	
Tu. Feb. 4	Lecture	Drive Theory (Hull)	Text Ch 6	
Th. Feb. 6	Lab	Research Design and Statistics		
Tu. Feb. 11	Lecture	Research Ethics and Use of The SONA System		
Th. Feb. 13	Lecture	Drive Theory (Hull)	◇◇ Weiner (pp 23-57)	
Tu. Feb. 18		Reading Week		
Th. Feb. 20		Reading Week		
Tu. Feb. 25	Lecture	Drive Theory (Spence, Amsel)	◇◇ Weiner (pp57-62)	Proposal
Th. Feb. 27	Lecture	Drive Theory (Spence, Amsel)	◇◇ Amsel Reading	
Tu. Mar. 4	Lecture	Cognitive Theory (Tolman)	Text Ch 5	

<u>DATE</u>	<u>TYPE</u>	<u>TOPIC</u>	<u>READING</u>	<u>DUE</u>
Th. Mar. 6	Lecture	Cognitive Theory (Tolman)	◇◇ Tolman Reading (pp 191-195)	
Tu. Mar. 11	Lecture	Cognitive Theory (Lewin)	Text Ch 5	
Th. Mar. 13	Lecture	Cognitive Theory (Lewin)	◇◇ Weiner (pp 92-166)	
Tu. Mar. 18	Lecture	Achievement Theory	Text Ch 5	
Th. Mar. 20	Lecture	Achievement Theory	◇◇ Weiner (pp169-253)	
Tu. Mar. 25	Lab	Data Analysis		
Th. Mar. 27		Research Presentations		
Tu. Apr. 1		Research Presentations		
Th. Apr. 3		Research Presentations		
Tu. Apr. 8		Review		
Fr. Apr. 10				Rep 5

- ◇ Lecture scheduled on Tues after lab business completed.
- ◇◇ These are supplementary readings, not required readings. Weiner is a book on 2-hour reserve in the Library. The Amsel and Tolman supplementary readings are links.



Appendix to Course Outlines: Academic Policies & Regulations 2019/2020

Prerequisite and Antirequisite Information

Students are responsible for ensuring that they have successfully completed all course prerequisites and that they have not completed any course antirequisites. Unless you have either the requisites for this course or written special permission from your Dean to enrol in it without them, you may be removed from this course and it will be deleted from your record. If you enrol in this course despite having already taken an antirequisite you may be removed from this course and it will be deleted from your record. Removals for these reasons 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 prerequisites or for having already taken the antirequisites.

Conduct of Students in Classes, Lectures, and Seminars

Membership in the community of Huron University College and Western University implies acceptance by every student of the principle of respect for the rights, responsibilities, dignity and well-being of others and a readiness to support an environment conducive to the intellectual and personal growth of all who study, work and live within it. Upon registration, students assume the responsibilities that such registration entails. The academic and social privileges granted to each student are conditional upon the fulfillment of these responsibilities.

In the classroom, students are expected to behave in a manner that supports the learning environment of others. Students can avoid any unnecessary disruption of the class by arriving in sufficient time to be seated and ready for the start of the class, by remaining silent while the professor is speaking or another student has the floor, and by taking care of personal needs prior to the start of class. If a student is late, or knows that he/she will have to leave class early, be courteous: sit in an aisle seat and enter and leave quietly.

Please see the Code of Student Conduct at:

www.huronuc.on.ca/sites/default/files/pdfs/Code%20of%20Student%20Conduct.pdf.

Technology

It is not appropriate to use technology (such as, but not limited to, laptops, cell phones) in the classroom for non-classroom activities. Such activity is disruptive and is distracting to other students and to the instructor, and can inhibit learning. Students are expected to respect the classroom environment and to refrain from inappropriate use of technology and other electronic devices in class.

Attendance Regulations for Examinations

A student is entitled to be examined in courses in which registration is maintained, subject to the following limitations:

- 1) A student may be debarred from writing the final examination for failure to maintain satisfactory academic standing throughout the year.
- 2) Any student who, in the opinion of the instructor, is absent too frequently from class or laboratory periods in any course will be reported to the Dean of the Faculty offering the course (after due warning has been given). On the recommendation of the Department concerned, and with the permission of the Dean of that Faculty, the student will be debarred from taking the regular examination in the course. The Dean of the Faculty offering the course will communicate that decision to the Dean of the Faculty of registration.

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.

Please see the policy on Attendance Regulations for Examinations here:
https://www.uwo.ca/univsec/pdf/academic_policies/exam/attendance.pdf.

Class Cancellations

In the event of a cancellation of class, every effort will be made to post that information on the OWL class site, is <https://owl.uwo.ca/portal> and on the Huron website at www.huronuc.on.ca/about/accessibility .

Academic Student Support Services

For advice on course selections, degree requirements, and for assistance with requests for medical accommodation, students should email an Academic Advisor in Huron's Student Support Services at huronsss@uwo.ca. An outline of the range of services offered is found on the Huron website at: www.huronuc.ca/student-life-campus/student-services/academic-advising.

Department Chairs and Program Directors and Coordinators are also able to answer questions about their individual programs. Their contact information can be found on the Huron website at: www.huronuc.ca/student-life-campus/art-social-science and at www.huronuc.ca/student-life-campus/management-and-organizational-studies .

Adding / Dropping Courses

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 Huron website, huronuc.ca/student-life-campus/student-services/academic-advising or review the list of official Sessional Dates on the Academic Calendar, available here: <http://www.westerncalendar.uwo.ca/SessionalDates.cfm>.

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 and/or Scholarship/Bursary eligibility.

Mental Health & Wellness Support at Huron and at Western

Students who are stressed, emotionally distressed or in mental health crisis please refer to: huronuc.ca/student-life-campus/student-services/health-wellness for a complete list of options about how to obtain help, or email Huronwellness@huron.uwo.ca to access your wellness staff directly.

Additional supports for Health and Wellness may be found and accessed at Western through www.uwo.ca/uwocom/mentalhealth/.

Huron is committed to providing a safe, welcoming campus for students, staff and faculty by providing confidential assistance to those who have personal safety concerns. Providing a safe and welcoming campus for students, staff and faculty is one of Huron's top priorities.

The Student Emergency Response Team (SERT) provides medical response to 9-1-1 calls on Main, Brescia and Huron campuses which operates 24 hours a day, 7 days a week during the academic year. SERT is dispatched through the campus community Police Service (CCPS) to any medical emergency on campus at (519) 661-3300.

For more information about SERT please visit: sert.uwo.ca/about-sert/about-sert/.

Statement on Academic Integrity

The International Centre for Academic Integrity defines academic integrity as "a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behaviour that enable academic communities to translate ideals to action." (CAI Fundamental Values Project, 1999).

A lack of academic integrity is indicated by such behaviours as the following:

- Cheating on tests;
- Fraudulent submissions online;
- Plagiarism in papers submitted (including failure to cite and piecing together unattributed sources);
- Unauthorized resubmission of course work to a different course;
- Helping someone else cheat;
- Unauthorized collaboration;
- Fabrication of results or sources;
- Purchasing work and representing it as one's own.

Academic Integrity: Importance and Impact

Being at university means engaging with a variety of communities in the pursuit and sharing of knowledge and understanding in ways that are clear, respectful, efficient, and productive. University communities have established norms of academic integrity to ensure responsible, honest, and ethical behavior in the academic work of the university, which is best done when sources of ideas are properly and fully acknowledged and when responsibility for ideas is fully and accurately represented.

In the academic sphere, unacknowledged use of another's work or ideas is not only an offence against the community of scholars and an obstacle to academic productivity. It may also be understood as fraud and may constitute an infringement of legal copyright.

A university is a place for fulfilling one's potential and challenging oneself, and this means rising to challenges rather than finding ways around them. The achievements in an individual's university studies can only be fairly evaluated quantitatively through true and honest representation of the actual learning done by the student. Equity in assessment for all students is ensured through fair representation of the efforts by each.

Acting with integrity at university constitutes a good set of practices for maintaining integrity in later life. Offences against academic integrity are therefore taken very seriously as part of the university's work in preparing students to serve, lead, and innovate in the world at large.

A university degree is a significant investment of an individual's, and the public's, time, energies, and resources in the future, and habits of academic integrity protect that investment by preserving the university's reputation and ensuring public confidence in higher education.

Students found guilty of plagiarism will suffer consequences ranging from a grade reduction to failure in the course to expulsion from the university. In addition, a formal letter documenting the offence will be filed in the Dean's Office, and this record of the offence will be retained in the Dean's Office for the duration of the student's academic career at Huron University College.

Statement on Academic Offences

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, as per the Academic Calendar:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&SelecteCalendar=Live&ArchiveID=#SubHeading_189 .

Turnitin.com

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for a 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 Western University and 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.

Clickers

Personal Response Systems (“clickers”) may be used in some classes. If clickers are to be used in a class, it is the responsibility of the student to ensure that the device is activated and functional. Students must see their instructor if they have any concerns about whether the clicker is malfunctioning. Students must use only their own clicker. If clicker records are used to compute a portion of the course grade:

- the use of somebody else’s clicker in class constitutes a scholastic offence
- the possession of a clicker belonging to another student will be interpreted as an attempt to commit a scholastic offence.

Policy on “Special” Accommodation

Students who require **special** accommodation for tests and/or other course components must make the appropriate arrangements with the Student Development Centre (SDC). Further details concerning policies and procedures may be found at: <http://www.sdc.uwo.ca/ssd/index.html> .

Policy on “Academic” Accommodation - Medical / Non-Medical Grounds

Students who require academic accommodation for tests and/or other course components must make the appropriate arrangements with the Student Development Centre (SDC). Further details concerning policies and procedures may be found at: <http://www.sdc.uwo.ca/ssd/index.html>.

- (a) **Medical Grounds** for assignments worth 10% or more of final grade: Go directly to Huron Support Services/ Academic Advising, or email huronsss@uwo.ca .

University Senate policy, which can be found at, https://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_medical.pdf , requires that all student requests for accommodation on medical grounds for assignments worth 10% or more of the final grade be made directly to the academic advising office of the home faculty (for Huron students, the “home faculty” is Huron), with supporting documentation in the form (minimally) of the Senate-approved Student Medical Certificate found at: https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf .

The documentation is submitted in confidence and will not be shown to instructors. The advisors will contact the instructor when the medical documentation is received, and will outline the severity and duration of the medical challenge as expressed on the Student Medical Certificate and in any other supporting documentation. The student will be informed that the instructor has been notified of the presence of medical documentation, and will be instructed to work as quickly as possible with the instructor on an agreement for accommodation.

The instructor will not normally deny accommodation where appropriate medical documentation is in place and where the duration it describes aligns with the due date(s) of assignment(s). Before denying a request for accommodation on medical grounds, the instructor will consult with the Dean. The instructor's decision is appealable to the Dean.

**(b) Accommodation on Medical Grounds for assignments worth *less than 10%* of final grade:
Consult Instructor Directly**

When seeking accommodation on medical grounds for assignments worth less than 10% of the final course grade, the student should contact the instructor directly. The student need only share broad outlines of the medical situation. The instructor **may** require the student to submit documentation to the academic advisors, in which case she or he will advise the student and inform the academic advisors to expect documentation. The instructor may **not** collect medical documentation. The advisors will contact the instructor when the medical documentation is received, and will outline the severity and duration of the medical challenge as expressed on the Student Medical Certificate and in any other supporting documentation. The student will be informed that the instructor has been notified of the presence of medical documentation, and will be instructed to work as quickly as possible with the instructor on an agreement for accommodation.

The instructor will not normally deny accommodation where appropriate medical documentation is in place and where the duration it describes aligns with the due date(s) of assignment(s). Before denying a request for accommodation on medical grounds, the instructor will consult with the Dean. The instructor's decision is appealable to the Dean.

(c) Non-Medical Grounds: Consult your Instructor directly.

Where the grounds for seeking accommodation are not medical, the student should contact the instructor directly. Late penalties may apply at the discretion of the instructor. Apart from the exception noted below, academic advisors will not be involved in the process of accommodation for non-medical reasons.

Where a student seeks accommodation on non-medical grounds where confidentiality is a concern, the student should approach an academic advisor with any documentation available. The advisors will contact the instructor after the student's request is received, and will outline the severity and duration of the challenge without breaching confidence. The student will be informed that the instructor has been notified that significant circumstances are affecting or have affected the student's ability to complete work, and the student will be instructed to work as quickly as possible with the instructor on an agreement for accommodation. Before denying a request for accommodation where documentation has been submitted to an academic advisor, the instructor will consult with the Dean. The instructor's decision is appealable to the Dean.

Requests for Academic Consideration Using the Self-Reported Absence Form

The full Policy on Academic Consideration for student Absences – Undergraduate Students in First Entry Programs is available at:

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Consideration_for_absences.pdf .

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.

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

- a. students will be allowed a **maximum of two self-reported absences** between September and April and one self-reported absence between May and August;
- b. any absences in excess of the number designated in clause a above, regardless of duration, will require students to present a **Student Medical Certificate (SMC)**, signed by a licensed medical or mental health practitioner, detailing the duration and severity of illness, or appropriate documentation supporting extenuating circumstances to the Academic Counselling unit in their Faculty of registration no later than two business days after the date specified for resuming responsibilities. Please see section 4 below for more details.
- c. The duration of the excused 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;
- d. The duration of the excused absence will terminate prior to the end of the 48 hour period should the student undertake significant academic responsibilities (write a test, submit a paper) during that time;
- e. The duration of an excused absence will terminate at 8:30 am on the day following the last day of classes each semester regardless of how many days of absence have elapsed;
- f. Self-reported absences will not be allowed for scheduled final examinations; for midterm examinations scheduled during the December examination period; or for final lab examinations scheduled during the final week of term;
- g. Self-reporting **may not be used** for assessments (e.g. midterm exams, tests, reports, presentations, or essays) worth more than 30% of any given course.
- h. students must be in touch 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 be expected to fulfil the academic expectations they may have missed during the absence.

Important Dates and Directory at Huron and Western

For a current and up-to-date list of important dates and campus directories, please visit:

- **Huron – Important Dates:** <https://huronuc.ca/important-dates-and-deadlines>
- **Western – Academic Calendar & Sessional Dates:** <http://www.westerncalendar.uwo.ca/SessionalDates.cfm>
- **Huron Directory – Faculty, Staff and Administration:** <https://huronuc.ca/index.php/contact/contact-directory>
- **Western Directory – Faculty, Staff and Administration:** <https://www.uwo.ca/directory.html>

