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Instructor Information

71/1&71	Kyle Leis	
, Hž	WSC214	
Ofi ~ #	Kleistner	
12ž f	n/a	
, Hž ~ 3ž&!	Tue 9:30	J WSC
	250, Tue	30 PM
	WSC 214	

Course Information

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8 ~ / & ~ 3ž& ! ' Tue 6:30 PM-8:30 **(8 ' 9 J # B) 7: 6 2 1 ' 7 8 % 7 8 % J # B) 7**

9 & ž ž # 3ž& ! ' N/A

Course Materials

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If you are unable to meet a course requirement due to illness or other serious circumstances, you must provide valid medical or supporting documentation to the Academic Counselling Office of your home faculty as soon as possible. If you are a Science student, the Academic Counselling Office of the Faculty of Science is located in WSC 140, and can be contacted at scibmsac@uwo.ca. If accommodation is approved by your Dean's office, your instructor will be notified, and it is your responsibility to make alternative arrangements with your instructor.

For further information, please consult the university's medical illness policy at http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_medical.pdf.

If you miss the Final Exam, please contact your faculty's Academic Counselling Office as soon as you are able to do so. They will assess your eligibility to write the Special Exam (the name given by the university to a makeup Final Exam). For those that are approved by their faculty to write a special exam, a "Recommendation of Special Examination For

may also wish to contact Services for Students with Disabilities (SSD) at 661-2111 ext. 82147 if you have questions regarding accommodation.

Learning-skills counsellors at the Student Development Centre (SDC) (<http://www.sdc.uwo.ca>) are ready to help you improve your learning skills. They offer presentations on strategies for improving time management, multiple-choice exam preparation/writing, textbook reading, and more. Individual support is offered throughout the Fall/Winter terms in the drop-in Learning Help Centre, and year-round through individual counselling. Additional student-run support services are offered by the USC, <http://westernusc.ca/services>. The website for Registrarial Services is <http://www.registrar.uwo.ca>.

Email Communication

You are welcome to communicate with your instructor by email, but email communication should only be used to provide them with information or to ask a question that requires a brief response. For more lengthy discussions and for discussions on lectures/course material please see your instructor during their scheduled office hours or by appointment. If you do email them, please use your UWO account, as these are often the only emails read (as emails sent from other addresses often get spammed).

Academic Policies

The website for Registrarial Services is <http://www.registrar.uwo.ca>.

In accordance with policy, <http://www.uwo.ca/its/identity/activatenonstudent.html>, the centrally administered e-mail account provided to students will be considered the individual's official university e-mail address. It is the responsibility of the account holder to ensure that e-mail received from the University at his/her official university address is attended to in a timely manner.

Cell phones and all other electronic devices are prohibited during tests, quizzes and exams.

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at this website: http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf.

Attendance

Classroom attendance is viewed as an important part of the learning process. Students are advised that excessive absenteeism may result in the student being disbarred from the final exam (see Western Academic Calendar).

Classroom Environment

The Department has adopted a "Mutual Expectations" policy governing the classroom environment and all work submitted by students. The full text of the policy can be found at:

<http://www.uwo.ca/stats/undergraduate/mutual->