

**Faculty Office Hours:**

Faculty office hours can be found on King's homepage under the menu heading Current Students (<http://www.kings.uwo.ca/current-students/courses-enrolment/planning/faculty-office-hours/>) and are also posted on the bulletin board across from the Administrative Assistants Office on the second floor of Dante Lenardon Hall.

Policy on Accommodation for Medical Illness:

(http://uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_medical.pdf). Student Medical Certificate (SMC)

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

Tests/Examinations:

Students are responsible for seeking accommodation with appropriate documentation, prior to writing tests/examinations, if they are of the view that their performance may be affected by extenuating circumstances.

Support Services:

Students who are in emotional/mental health distress should refer to Mental Health@Western: <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.

University Students Council provides many valuable support services for students (including the health insurance plan) <http://westernusc.ca/services/>.

Information about Counselling and Student Development, including Accessibility Services (formerly Services for Students with Disabilities) at King's is available at <http://www.kings.uwo.ca/about-kings/who-we-are/administrative-departments/dean-of-students/>

For emotional/mental health assistance see: <http://www.kings.uwo.ca/current-students/campus-services/student-support-services/personal-counselling/>

The website for Academic Services at King's University College is <http://www.kings.uwo.ca/current-students/academic-support/>

Statement on Use of Electronic Devices:

Use of Electronic Devices:

You are not allowed to have a cell phone, or any other electronic device, with you during tests or examinations.

Use of Laptops in the Classroom:

King's University College at The University of Western Ontario acknowledges the integration of new technologies and learning methods into the curriculum. The use of laptop computers can contribute to student engagement and effective learning. At the same time, King's recognizes that instructors and students share jointly the responsibility to establish and maintain a respectful classroom environment conducive to learning.

The use of laptops by students during lectures, seminars, labs, etc., shall be for matters related to the course at hand only. Students found to be using laptops for purposes not directly related to the class may be subject to sanctions under the Student Code of Conduct. See

https://www.kings.uwo.ca/kings/assets/File/currentStudents/studentLife/conduct/code_of_conduct_2003.pdf

Inappropriate use of laptops [or smart phones] during lectures, seminars, labs, etc., creates a significant disruption. As a consequence, instructors may choose to limit the use of electronic devices in these settings. In addition, in order to provide a safe classroom environment, students are strongly advised to operate laptops with batteries rather than power cords.”

Statement on Academic Offences:

King’s is committed to Academic Integrity.

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf

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://turnitin.uwo.ca/>.

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.

Copyright re: Course Material

Lectures and course materials, including power point presentations, tests, outlines, and similar materials are protected by copyright . Faculty Members are the exclusive owner of copyright in those materials they create. Students may take notes and make copies for their own use. Students may not allow others to reproduce or distribute lecture notes and course materials publicly (whether or not a fee is charged) without the express written consent of a Faculty Member. Similarly, students own copyright in their own original papers and exam essays. If a faculty member is interested in posting a student’s answers or papers on the course web site he/she should ask for the student’s written permission.

(Commercial use of Course material - <http://umd.edu/legal/commercial.html>)

Mailbox re Submission of Late Essays/Assignments ONLY:

Only late essays/assignments not handed in at class may be dropped off in the drop box, located between the inner doors of the Cardinal Carter Library. Please inform your students that essays dropped into the mailbox will be picked-up twice per day: once in the morning (9:30 a.m.) and in the afternoon (4:00 p.m.). All essays dropped off after 4:00 p.m. on a Friday will be date-stamped the following Monday. Essays should be placed in an envelope addressed to the professor with the course code and student number clearly indicated.

Class Cancellations:

All reported class cancellations are posted at: <http://www.kings.uwo.ca/current-students/outages-service-interruptions/>