



Community Development: Foundations

School of Leadership & Social Change

General Information

Course #: Sociology 3330F
Section #: 530
Term: Fall
Year: 2020-2021
Course Day and Time: Thursdays, 8:30-11:30 am
Course Location: UH-26

Instructor Information

Name: Dr. Lisa Jakubowski
E-mail: ljakubow@uwo.ca
Telephone number: 519-432-8353 x28238
Office: #332- Ursuline Hall
Office hours: Thursdays 12:30-1:30 pm, or by appointment, **via ZOOM**

Course Prerequisites

Sociology 2215A/B; enrollment in the Community Development Program, Nonprofit Management Program or, permission of the instructor.

Important Course Information

This is a blended course. This means that we will have both in-person and online learning, depending upon the week. It also gives us maximum flexibility to change the way course content is delivered, in cases there is a spike in Covid-19 cases, or we enter a second wave of the Pandemic. Your health and well-being are very important to me, and I think that there are several things we can ALL do, to try to keep things on track during this extraordinary time. First and foremost, if you feel at all ill, **DO NOT** come to class. Second, I highly recommend everyone get a Flu shot when they become available. Finally, if you have not already done so, please consider adding the "Covid Alert" app to your phone. It is one efficient way to contact trace, should there be an outbreak of cases at school, or in London.

Course Description

This course is oriented towards both academics and the preparation for community placements. Academically, we study fundamental concepts, models, and experiences in the field of community development, past and present. We look at capacities of and roles within community organizations, history of CD practice and thought, concepts and models of CD, including social capital. We will consider the challenges and opportunities associated with the process of community development, including some reflection and dialogue on how to take action and promote positive community change. The readings, discussions, and lectures are meant to prepare students for the organizations, people, and situations they will find in their community placements.

It is the community placements that much of the course is focused on. In preparation for placement, students will receive essential skills and professional development training, including workshops on effective resume writing, interviewing and making a good first impression. At the Virtual Community Fair on **October 1st**, students will have conversations with community partners who actually work with the following types of communities: the elderly, homeless and street women, children from families under stress, ex-offenders, abused women, and First Nations people. Our partners want Brescia students to join them in placements in the real world where knowledge is experiential, and academic learning can be applied in community work.

Required Readings

Brown, Jason & David Hannis. *Community Development in Canada, 2nd edition*. Toronto: Pearson, 2012.

Parada, Henry, et al. *Promoting Community Change: Making it Happen in the Real World, First Canadian Edition*. Toronto: Nelson, 2011.*

**The Parada textbook for this class is available for purchase from the Book Store at Western. Alternatively, should you prefer to have 6-month access to the e-book, it can be purchased directly from the publisher's website for \$54.95. Here is the link:*

https://www.nelsonbrain.com/shop/isbn/9780176104306?parent_category_rn=&top_category=&urlLangId=-1&errorViewName=ProductDisplayErrorView&categoryId=&urlRequestType=Base&partNumber=9780176104306&cid=APL1.

Recommended Readings

Ife, Jim. *Community Development in an Uncertain World* New York: Cambridge University Press, 2013.

Watkins, Marie & Linda Braun. *Service-Learning: From Classroom to Community to Career*. Indianapolis, IN.: JIST Life, 2005.

Wolff, Tom. *The Power of Collaborative Solutions: Six Principles and Effective Tools for Building Healthy Communities*. San Francisco: Jossey-Bass, 2010.

Learning Outcomes

Upon completion of this course, students will be able to:

1. **Assess** concepts, models, and experiences fundamental to the field of community development.
2. **Participate** in professional development activities in class and at placement sites in preparation for winter term community placements.
3. **Analyze** the challenges and opportunities associated with the process of community development.
4. **Demonstrate** competence in resume writing, making a good first impression, interviewing, collaboration, and oral and written forms of communication.
5. **Create** a draft Self-Care Plan and Service-Learning Contract, after completing the placement selection process.

Brescia Competencies

The Brescia Competencies are the building blocks of your Brescia experience. They help you to think critically and participate actively in society – attributes you will apply throughout your entire life. Regardless of what degree you choose, these skills, values, and abilities prepare you to lead with wisdom, justice, and compassion in a changing world. Throughout this course, students will work towards developing the following Brescia Competencies:

Communication: includes the articulation of one’s ideas, developing informative and persuasive arguments in all forms of communication, understanding the communication context. Students will also develop interpersonal communication skills including working with others in groups, sharing opinions, resolving conflicts, offering ideas, listening to others, asking questions, and demonstrating effective nonverbal behaviours.

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.

Inquiry and Analysis: the ability to reach informed decisions by breaking down complex issues, exploring evidence, and describing relationships among persons, things, or events.

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.

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 values and their impact on others and make a commitment to personal growth.

Social Awareness and Engagement: the ability “to understand and respond to the needs of others” (Daniel Goleman). To do so, students need to develop an understanding of the interrelationship between individual and society. They come to see how their actions influence, and are influenced by, other people, social institutions, and social structure. They appreciate the diverse standpoints and cultural experiences of others, and attempt to see things from different perspectives. Socially aware and engaged students demonstrate knowledge of contemporary social problems and propose solutions for dealing with these issues. They have the ability to reflect on the impact they have on others. They are able to work with a diverse group of people in intercultural contexts to develop and implement social justice initiatives and enact positive social change.

Valuing: the ability to make decisions or choose actions based on the consistent application of moral principles and ethical codes. Students must also be able to understand the ideas informing one’s beliefs and be accountable for their actions.

Teaching Methodology & Expectations of Students

Using a variety of instructional approaches including lectures, group activities via Zoom, group discussions, professional development workshops and experiential learning opportunities, this course will prepare you for your second term community placement.

I would like to highlight the importance of **class attendance**. Excellent attendance, both in class and at placement, is critical to your success in Community Development or Nonprofit Management. Keeping this in mind, and in accordance with Western University policies (for more information, see attendance policy http://www.uwo.ca/univsec/pdf/academic_policies/exam/attendance.pdf) attendance is expected in Community Development classes. According to Western's policy, any student who, in the opinion of the instructor, is absent too frequently from class will be reported to the Department Chair (after due warning from the professor has been given in the form of an e-mail to the student’s UWO e-mail account). On the recommendation of the Department concerned and with the permission of the Academic Dean, the student will be informed that any further absence may result in a recommendation that the student not be permitted

to submit the final assignment in the course (if this assignment replaces a final examination) or, may be debarred from taking the regular examination.

Regarding other class specific expectations, please note the following:

Submission of Assignments

During the time of the Pandemic, all assignments will be submitted online. All due dates are firm and subject to a late penalty, except when the professor recognizes that there are legitimate and documented exceptional circumstances (e.g. illness, death in the family). For each day the assignment is late, the student will lose ½ (.5) of a mark (.5% of the final course grade). Except for exceptional circumstances such as those noted above, **assignments submitted 7 days or more past the due date will not be accepted.**

Policy Statement Regarding Essay Courses

This course is designated as an upper-level “Essay Course”, in which, by university regulation, at least 2500 words must be submitted by the student in assignments that show his/her knowledge of the course material. It is therefore required that the student receive an average of 50% or more on the written assignments in order to pass the course.

Cell Phones and Computers

Technology has become an integral part of all our lives. However, out of respect for your colleagues and the instructor, please refrain from using cell phones during class time. Ensure that they have been turned off before entering class. Similarly, computers, tablets, and/or iPads are to be used for note-taking and class related activities only. There will be ample time during class breaks to check your messages! Thank you for your cooperation!

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 typically 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 sanction.

Assignments and Grading Structure

ASSIGNMENTS	VALUE OF ASSIGNMENT	COURSE LEARNING OUTCOMES	BRESCIA COMPETENCIES
Ongoing Preparation and Participation	10%	1, 2, 3, 4, 5	<ul style="list-style-type: none"> ✓ Communication ✓ Critical Thinking ✓ Inquiring and Analysis ✓ Problem-Solving ✓ Self-awareness & Development ✓ Social Awareness and Engagement ✓ Valuing
Midterm Test	25%	1, 3, 4	<ul style="list-style-type: none"> ✓ Communication ✓ Critical Thinking ✓ Inquiry & Analysis
Major Essay: Preparing for Community Placement	40%	1, 3, 4	<ul style="list-style-type: none"> ✓ Communication ✓ Critical Thinking ✓ Inquiry and Analysis ✓ Problem-Solving

ASSIGNMENTS	VALUE OF ASSIGNMENTS	COURSE LEARNING OUTCOMES	✓ BRESCIA COMPETENCIES
Presentation on Self-Care Plan & Service-Learning Contract	25%	1, 3, 4, 5	<ul style="list-style-type: none"> ✓ Communication ✓ Critical Thinking ✓ Self-Awareness and Development ✓ Social Awareness and Engagement ✓ Valuing

Academic Accommodation

For course components worth 10% or more of the total course grade, please see the Academic Policies and Regulations section at the end of this course outline or consult the Academic Calendar.

For course components worth less than 10% of the total course grade, documentation is not required. Whenever possible students should provide notification in advance of due dates or absence. If advance notification is not possible, the course instructor should be contacted within two business days.

Weekly Schedule

*Note. BH refers to Brown & Hannis, Community Development In Canada, 2nd edition
HP refers to Promoting Community Change.*

DATE	TOPICS	READINGS	KEY EVENTS & ASSIGNMENTS	IN-CLASS	ONLINE
September 10	Introduction; Administrative Details	BH: Chapters 1&2 HP: Chapter 1		✓	
September 17	History of Community Development; Introduction to Key Perspectives	BH: Chapters 3& 4 HP: Chapter 3	<i>Creating an Effective Resume: Workshop- in Class, 8:30-9:30 am</i>	✓	

<i>DATE</i>	<i>TOPICS</i>	<i>READINGS</i>	<i>KEY EVENTS & ASSIGNMENTS</i>	<i>IN-CLASS</i>	<i>ONLINE</i>
September 24	Key Perspectives and Concepts in Community Development continued	HP: Chapters 2, 5, & 6 BH: 156-161	<i>1st Impressions Workshop – in class, 8:30-9:30 am</i>	✓	
October 1	COMMUNITY FAIR (on ZOOM)	No New Readings	<i>Please “arrive” 15 minutes early.</i>		✓
October 8	Key perspectives continued	No new readings	1) Debrief on Community Fair; 2) Submit choices for placement; 3) Submit Reflection on Community Fair Experience (5%)	✓	
October 15	Finish Key Perspectives; Review for Midterm	No New Readings	<i>Midterm question(s) to be posted.</i>		✓
October 22	Midterm Test (25%)	No new readings	No class-submit exam online		✓
October 29	People & Relationship-Building	HP: Chapters 8 & 13 BH: Chapter 5	1 on 1 meetings to assign community placements	✓	
November 5	Fall Reading Week	No New Readings	_____	_____	_____
November 12	PROFESSIONAL DEVELOPMENT DAY	No new readings	FACILITATED BY STUDENT LIFE	✓	

<i>DATE</i>	<i>TOPICS</i>	<i>READINGS</i>	<i>KEY EVENTS & ASSIGNMENTS</i>	<i>IN-CLASS</i>	<i>ONLINE</i>
November 19	The Process of Community Development	BH: Chapters 6&7. HP: Chapter 10& 11	<i>Self-Care (SC) Plan & Service-Learning (SL) Contract Presentations</i>		✓
November 26	Taking Action	HP: Chapter 12 & 15	<i>SC Plan & SL Contract Presentations</i>		✓
December 3	Final Reflections LAST CLASS OF TERM	No new readings	<i>Final SC Plan and SL Contract Presentations</i> ESSAYS DUE		✓

Detailed Breakdown of Assignments

1. Ongoing Preparation and Participation -- 10%

5%-- Ongoing class involvement:

The pedagogy of our program as well as our approach to “community” places a high value on collaboration, respect for and support of others, and a striving to meet the responsibilities which our roles require. Each person has a role in the education of others and will be expected to provide constructive feedback to the ideas and presentations of others, the instructor included. Class discussions should involve everyone. It is necessary to do the readings in advance so that you can contribute knowledgeably to the discussion. To clarify, being present in class but not speaking will not enhance the participation grade. Both attendance and participation are essential elements of this course. Finally, please be respectful of your colleagues by not arriving late/leaving early, text messaging, or, using cell phones in class.

5%-- Reflection on the Community Fair Experience:

This portion of the participation grade is based on a 2-page **typed** reflection of your experience of the Community Fair to be submitted along with the handout completed at the Community Fair itself. This reflection will be due

on **Wednesday October 8**. In your reflection you might consider questions like: how did you prepare for the Community Fair? What were your impressions of your conversations with our Community Partners? What was a personal highlight of the Fair for you? Was there some dimension of Community Fair that you were less comfortable with? Why? How did you manage this discomfort?

2. **Mid-Term Test** -- 25%

On **October 22**, students will submit a take home midterm exam. It will be two essay questions, which you will receive a week in advance of the due date.

3. **Essay Preparing for Your Community Involvement** -- 40%

In preparation for your placement, write an essay 8-10 pages in length, typed and double-spaced, (**due December 3**). Keeping in mind you are preparing for YOUR individual placement:

Present a profile of the characteristics and vulnerabilities of a group of people who is disadvantaged or vulnerable in the community. Show something of their community life and situation outside of the sphere of community care. Consider how a community organization (outside of London, Ontario) interacts with and assists members of this population? Is their approach effective? Why/why not? How do community development initiatives alter their situation, if at all? If your topic is, say, food insecurity or homelessness or AIDS, you could talk to people in the community who understand this issue and/or work with one of these populations. Depending upon your placement, the population you study could be one of the following: immigrants, the elderly, the homeless, children, youth, sex trade workers, abused women, or people living with HIV/ AIDS.

***As part of your research, please include 5-7 academic references beyond the course readings.*

4. **Self- Care Plan & Service-Learning Contract Presentation** -- 25%

Self Care Plan – 10%

Service-Learning Contract - 15%

In preparation for placement in the winter term, students will, by the end of this course, create drafts of 2 things: a self-care plan and a service-learning contract.

Following the “wellness” portion of your final workshop with our partners in Student Life, you will create a draft of a self-care plan to help you manage the stresses and challenges that may surface in relation to your community placement. Self-care plans are very personal. No two plans will necessarily be the same. These plans are designed to include activities that will support your health and well-being as you participate in your community placement. Below are two websites that may be helpful as you begin to think about this part of your presentation:

<http://au.professionals.reachout.com/developing-a-self-care-plan>

<https://socialwork.buffalo.edu/resources/self-care-starter-kit.html>

The second part of your presentation represents a progress report on the development of your placement-specific learning objectives and preparation for placement. Drawing on the literature of community development, sociology and/or social science, you should begin by identifying and researching the key themes and issues that you wish to learn about in your placement. Treat them as potential learning objectives in your Service-Learning Contract. Briefly describe your progress moving towards/ into placement. What learning objectives are found to be appropriate for the placement, and why? How will the tasks and practices being worked out in the service-learning contract contribute to the meeting of these learning objectives?

Each student will give an individual 30-minute presentation via ZOOM on either **November 19, November 26, or December 3**. Your colleagues will be “present” to offer support, and constructive feedback. Once dates are set, each of you will invite me and your class colleagues to a Zoom meeting, so you can screen share your presentation with us. I am happy to “co-host” meetings to facilitate discussion during these sessions. This is definitely a “Pandemic” approach to this assignment, but, we will get through this together!!

2020-21 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.

Please note that for asynchronous online courses, attendance or participation requirements maybe different than for synchronous or in-person courses.

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.
