





**Missed Group Presentation Policy:**

A missed group presentation, without appropriate documentation will result in a zero (0) grade. Acceptable reasons might include hospital stays, serious illness, family emergencies (like serious accidents, illness or death) or similar circumstances. Students who miss their presentation will need to record A FULL presentation INDIVIDUALLY and have it submitted prior to the last day of class.

**Course Evaluation Marks**

Students wishing to discuss ANY evaluation marks may do so during office hours. Office hours will be posted in the OWL calendar and offered weekly throughout the term. You may attend in person OR via Zoom. Additional office hours will be offered following the midterm and near the end of the term. *ALL electronic correspondence regarding evaluation marks will be deleted immediately.*

**Course Evaluation**

<b>Lab Assignment #1</b> – due February 16, 2024	<b>10%</b>
<b>Lab Assignment #2</b> – due April 5, 2024	<b>10%</b>
<b>Group Presentations</b> – Weeks of May 25 and April 1, 2024 during lecture time	<b>15%</b>
<b>Midterm</b> – Week of February 12 during lecture time	<b>30%</b>
<b>Final</b> – TBD (during final exam period)	<b>35%</b>

**Course/University Policies**

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

In accordance with policy, 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.

**2. 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, in the Academic Calendar ([westerncalendar.uwo.ca](http://westerncalendar.uwo.ca)).

**Plagiarism**

Student work is expected to be original. Plagiarism is a serious academic offence and could lead to a zero on the assignment in question(h)-12.3 (.1 (v)-8 O-1.1 ( i 9 (nc) (hat)-1.1 -0 0 9.44 i 9 (nc) 95.52 304.4 ()-8

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and severity of the illness are such that the student could not reasonably be expected to complete their academic responsibilities. (Note – it will not be sufficient to provide documentation indicating simply that the student “was seen for a medical reason” or “was ill.”).

Whenever possible, students who require academic considerations should provide notification and documentation in advance of due dates, examinations, etc. Under no circumstances are students expected to submit rationales for (or documentation of) any absences, to course instructors. Students are, however, required to follow-up with course instructors, in a timely fashion, to identify the ways in which the acaduc).

**Rounding of Grades** (for example, bumping a 79 to 80%):

This is a practice some students request. The final grade documented is the grade that you have achieved. There is no rounding to the next grade level, or 'giving away' of marks. Please don't ask me to do this for you; the response will be "please review the course outline where this is presented".

**Appealing a Grade Within this Course**

You have the right to appeal any grade within this course. The grounds for a grade appeal may be one or more of: medical or compassionate circumstances, extenuating circumstances beyond the student's control, bias, inaccuracy, or unfairness. All grounds advanced in a request for relief must