



**MOS3344A 570**  
**Occupational Health and Safety Management**  
**Fall 2025**

Instructor: Dr. Atiqa Marium  
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**Course Information**

**Mode of Instruction:** Online Synchronous

**Calendar Description:**

An examination of managerial issues surrounding occupational health and safety practices and processes in Canada, with emphasis on the Province of Ontario. Technical, legislative, political and personal dimensions of the subject are examined, including managing a safety program.

**Pre-requisite(s):** Enrollment in 3rd or 4th year of BMOS.

**Extra Information:** 3 lecture hours.

**Course Weight:** 0.50

**Breadth:** CATEGORY A

**Subject Code:** MOS

Notice: Unless you have either the requisites for this course (fulfilment of pre-requisites, no anti-requisite conflicts), or special permission from your Dean to enrol in it, you may be removed from this 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 prerequisites.

**King's University College**  
**Occupational Health & Safety**  
**MOS 3344A Section 570**  
**Fall 2025**

**Course information:**

Course Name, Number, Section: Occupational Health & Safety, MOS 3344A (570)

Instructor(s): Atiqa Marium

Contact Information: [amarium@uwo.ca](mailto:amarium@uwo.ca)

Office hours: Fridays, 11:30 am to 12:30 pm (EST) via Zoom

**Course description:**

An examination of managerial issues surrounding occupational health and safety practices and processes in Canada, with emphasis on the Province of Ontario. Technical, legislative, political, and personal dimensions of the subject are examined, including managing a safety program.

**Mode of Instruction:**

This is an online synchronous course with classes held via Zoom every Friday from 8:30 am to 11:30 am (EST).

**Course learning outcomes:**

By the end of this course, students will be able to:

1. Discuss key legal, technical, political, management and employee issues relating to health and safety in the workplace.
2. Discuss the role and importance of effective health and safety management to business, government, organized labour, individual employees and society (in general terms).
3. Outline key legal rights and responsibilities of employees and employers with respect to health and safety issues in the workplace.
4. Explain the policies and strategies for promoting safe practices in the work environment and healthy lifestyles.
5. Explain techniques for managing and promoting health and safety in the workplace.
6. Outline the procedure/methods to investigate workplace accidents, identify source causes and document recommendations for preventing recurrence.
7. Explain workplace safety inspection, identify and document hazards and recommend corrective actions for management approval.

Prerequisite(s): Enrolment in third or fourth year of King's BMOS

**Course textbooks/materials:**

Text: Kelloway, Francis & Gatien, “Management of Occupational Health and Safety”, 8<sup>th</sup> Edition, Top Hat Publishers

Via UWO bookstore or from the publisher at

<https://tophat.com/catalog/business/management/full-course/management-of-occupational-health-&-safety-8th-edition/4212/>

The cost of etext is \$98. Other non-copyright materials, readings, and reference materials may be provided by the instructor on OWL as the course progresses.

**Technical requirements for the course:** You need a stable internet connection, a computer with working microphone and webcam and a quiet space to take part in synchronous learning activities.

**Method of evaluation:**

Your evaluation will be based on the components listed below. Reweighting of the evaluation components is not allowed.

Class Participation	10%
WHMIS Training	5%
OHS Debate	20%
Mid-Term Examination	35%
Worker Health and Safety Awareness Training	5%
Final paper	25%
Total	100%

Students are responsible for material covered in the lectures as well as the assigned chapters/sections in the text. Exams will not be returned to students but may be reviewed in the instructor’s office.

All assignments must be written by you and will be subject to review by Turnitin. Note that I am required to report any suspicion of plagiarism. See the detailed schedule at the end of this document for tentative assignment deadlines. **Also watch our course OWL site and OWL Announcements for updates.**

All the required evaluations must be completed for students to pass the course. There are no exceptions to this. Extra assignments to improve grades will NOT be allowed. I encourage you to email or meet with me whenever you have questions or concerns about the assigned course work, your progress in the course, assignments, trainings and exams. All meetings will be conducted during scheduled office hours or by contacting me via email ([amarium@uwo.ca](mailto:amarium@uwo.ca)) to arrange another time.

## Class Participation = 10%

Students are expected to actively participate in the class. **To ensure active learning and engagement, students are expected to attend all scheduled online classes, join classes with their cameras on, come prepared by reading pre-assigned course materials, participate during the classes by asking questions and sharing their opinions and arguments in the light of course materials.** Along with voluntary participation, I reserve the right to call on you for your ideas and opinions at any time. Moreover, students are expected to treat everyone with respect and patience during synchronous and asynchronous sessions/tasks.

***Note that attendance is a prerequisite to participating (you must be in class to participate) but does not equate to participation. Your participation grade will reflect the quality of your contributions to the classroom learning environment.***

**Preparation.** Please read assigned material in advance—text, readings and cases (when applicable)—to be fully prepared for class discussion. Concepts and how they apply in organizations may appear simple on the surface, but typically, they are subtle, complex, and more difficult to apply. To understand the material covered in this course it is **critical** that you read the assigned material **BEFORE class** so that you can contribute thoughtfully to the class discussions and exercises. Readings will not be fully reviewed—it is assumed that you have read the assigned material prior to coming to class. You may be called upon to contribute at any time.

**Contribution.** You are expected to effectively participate and contribute to the class. This includes providing analysis, arguments, examples, material questions, presenting relevant outside materials, facilitating the learning of others—in short, anything that will enrich the learning experience. Class participation provides you with an opportunity to develop skills in oral communication, in presenting a point of view, in listening, and in helping your peers learn and to learn from them. Note, contributions should enhance classroom discussion. Minimal contribution and erratic attendance will be reflected in a minimal participation grade. The general marking rubric is below.

Quality of Contribution		Examples
None or <u>Negative</u>	--	<ul style="list-style-type: none"><li>• Absent</li><li>• Disrupting class</li><li>• Domineering and/or abusive to others</li></ul>
Attending	0	<ul style="list-style-type: none"><li>• Present</li><li>• No contribution</li></ul>

Attending, Prepared, Little Contribution	6.5 to 7.0	<ul style="list-style-type: none"> <li>• Present</li> <li>• Little contribution – typically a fact or opinion in response to a question directed their way</li> <li>• Anecdotal evidence</li> </ul>
Facts	7.5	<ul style="list-style-type: none"> <li>• Some participation in class</li> <li>• Contributed facts in response to questions</li> <li>• Seeks or offers clarification of points raised by others</li> </ul>
Analysis	8	<ul style="list-style-type: none"> <li>• Well-supported challenge to, or defence of, views expressed by self or others</li> <li>• Questions and re-orient direction of discussion</li> <li>• Sharing of relevant experience and/or perspectives from elsewhere</li> </ul>
Synthesis	9-10	<ul style="list-style-type: none"> <li>• Relates theoretical concepts to the analysis and discussion</li> <li>• Ties viewpoints together and suggests management implications of the discussion</li> <li>• Introduces original ideas and supports them with theoretical concepts</li> </ul>

**OHS Debate = 20% - Due at various times throughout the term**

The purpose of the Occupational Health & Safety (OHS) Debate assignment is to engage in deliberation on contentious topics in occupational health and safety. This exercise not only enhances your understanding but also acquaints your peers with contentious OHS issues. Early in the term, you will express your interest by joining the group with your preferred debate topic and stance. Team members will be assigned based on these preferences, forming the basis for team assignments. Adherence to established debate etiquette is essential.

**Note: Enrol yourself in a Group for the OHS Debate for the Topic of your Choice by September 5, 4 pm. After expiry, remaining students will be automatically allocated.**

Debate	Group	Stance	Description	Topic
1	1A	For	Argues the system is employer-centered and prioritizes costs over care.	<b>Workers' Compensation and Return to Work</b> <b>Resolve:</b> The workers' compensation system in Canada, while designed to support injured workers, is increasingly being used as a tool for cost-containment rather than rehabilitation—leading to ethical and procedural tensions between employers and employees.
	1B	Against	Argues the system strikes a fair balance and provides adequate support.	
2	2A	For	IRS is often a way to deflect full employer responsibility.	<b>Hazard Management and the IRS (Internal Responsibility System)</b> <b>Resolve:</b> The Internal Responsibility System (IRS)

	2B	Against	IRS empowers workers and strengthens safety culture through shared ownership.	promotes shared accountability between employers and employees in managing workplace hazards. Yet in practice, it risks disproportionately shifting the burden of health and safety onto workers.
3	3A	For	Argues safety is often compromised for cost and output.	<b>Chemical and Biological Exposure: Employer Ethics vs. Economic Priorities</b> <b>Resolve:</b> In industries with exposure to chemical and biological hazards, the ethical obligation to protect workers is increasingly at odds with production targets and cost-efficiency imperatives—raising questions about where the balance should lie.
	3B	Against	Argues ethical safety practices and productivity can co-exist with proper regulation.	
4	4A	For	Mental health should be embedded in OHS frameworks.	<b>The Invisible Danger: Psychosocial Hazards and Employer Responsibility</b> <b>Resolve:</b> Psychosocial hazards—stress, burnout, and emotional labor—are the most underregulated threats in occupational health and safety, and should be treated with the same urgency as physical hazards.
	4B	Against	These are personal challenges best addressed outside regulatory frameworks.	
5	5A	For	Wellness programs often shift responsibility onto workers.	<b>Wellness Programs: Strategic Commitment or Corporate Camouflage?</b> <b>Resolve:</b> Workplace wellness programs are often introduced as strategic tools to improve employee health and productivity, but in many cases, they mask deeper organizational issues and place the burden of health on individual employees.
	5B	Against	Wellness initiatives show genuine organizational commitment to employee well-being.	

**Format.** While the presentation style is at your discretion, initial arguments may necessitate visual aids. If so, all visual aids must be ready beforehand. The instructor can help load material on the classroom computer before the debate. Professionalism, logical substantiation, and reliance on current research are integral to presentations. In-depth research is expected, incorporating academic sources and current periodicals.

**Procedure.** Each team will present arguments for their stance, allotted a maximum of 5 minutes. A 2-minute intermission follows initial presentations for teams to construct rebuttals. Subsequently, teams will be granted 2 minutes to counter opposition arguments and offer additional evidence. A 1-minute break will precede closing statements, which will be capped at 2 minutes. Stringent timing will be observed to ensure fairness, warranting prudent presentation planning.

**Each Team should submit slides/material used for the debate by 4 pm of their respective debate day to OWL relevant submission folder.**

**Schedule and Preparation.** Debates will be integrated into the course schedule to be held periodically as seen in the table below.

<b>Dates</b>	<b>Debates</b>
September 19	Debate 1 (Group 1A vs Group 1B)
September 26	Debate 2 (Group 2A vs Group 2B)
October 03	Debate 3 (Group 3A vs Group 3B)
October 10	Debate 4 (Group 4A vs Group 4B)
October 24	Debate 5 (Group 5A vs Group 5B)

**Grading.** Debates encompass substance and presentation. Evaluations are based on following:

- Strength/Logic of Arguments
- Organization, Structure, and Teamwork
- Rebuttals and Engagement
- Presentation Quality & Supporting Materials
- Follow-up Queries

**WHMIS Training = 5%, Due by Friday, September 26, at 4 pm**

Students are required to complete the WHMIS course and submit the certificate (pdf file) to the instructor through OWL. For those students who submit their certificate before or by the due date, they will receive 5%. A zero grade will be assigned for this component to students who fail to complete the course or who do not submit a certificate. It is advised that students do not wait until the last day to complete this course component because of potential computer/power issues which might arise and will not be used as grounds in an appeal for not completing the assignment. To access the WHMIS course, go to <http://www.uwo.ca/hr/learning/required/index.html>

and click on the box for the WHMIS training. It will ask you to log-in to your OWL account. Log-in by using your student userID and password and then take the training.

*Note: Which UserID and password? Provided that you have not had a prior employment relationship with Western (e.g. Work Study, Summer Student), you will use your student userID and password to log in to OWL. Otherwise, you will need to log in with your employee userID and password. If you do not know your Employee ID number, please contact Human Resources at 519-661-2194. Be prepared to provide your student number and confirm your personal data. Next, to obtain your employee UserID and password, please contact ITS at 519-661-3800. Be prepared to provide your Employee ID number and confirm your personal data.*

**Mid-Term Examination = 35%, On Friday, October 17 at 8:30 am.**

Exams cover all course materials, textbook chapters and lecture notes. Exams are non-cumulative and cover the material preceding the date the exams fall upon. **Exams are closed-book and proctored held synchronously during class. You all need to have a computer with a web camera to write your examination.** In addition, no calculators or dictionaries are allowed into the examinations. The midterm exam will be scheduled for 2 hours. The mid-term examination will consist of 40 multiple choice questions and 4 short Q&As. Total marks of Mid-term Examination will be 60, worth 35% of the total marks.

**Academic consideration for the Mid-Term Examination requires submission of formal supporting documentation. Once approved, the makeup examination for the missed Mid-Term Examination will be held on October 30 at 9:00 a.m.**

**Worker Health and Safety Awareness Training = 5% Due by Friday, October 31, at 4 pm**

Students are required to complete the “Worker Health and Safety Awareness Training” course available on the Ministry of Labour, Training and Skills Development’s site and submit the certificate to the instructor through OWL. For those students who submit their certificate before or by the due date, they will receive 5%. A zero grade will be assigned to students for this component who fail to complete the course or who do not submit a certificate. To access the training, follow the link, <https://www.labour.gov.on.ca/english/hs/elearn/worker/foursteps.php> and then press start.

You will receive a "Proof of Completion" certificate once you complete the training. You must save and/or print the certificate before exiting the module. The Ministry of Labour, Training and Skills Development will not store your certificate, or keep a record of training. Please keep a copy and then submit it via OWL site to the instructor.

*Note: To keep the copy, after completion of training, the “Print Screen” on your keyboard. Open your Word document. Paste a copy of the certificate (Ctrl V or Paste Button) right into your assignment as proof of completion.*

**Final Paper = 25% Due on Friday, December 5 at 4 pm**

For the final paper, students are required to analyse a case related to Occupational Health & Safety concerns. Students can find the relevant past cases with their decisions from “Occupational Health and Safety Tribunal Canada - Canada (Federal)” site that can be accessed from <https://www.canada.ca/en/occupational-health-and-safety-tribunal-canada/programs/decisions.html> or from [Canadian Legal Information Institute \(CanLII\) website](#). You can also find cases from any other authentic published/online source.



**Groups of 5-6 members each are required to be formed before October 31st. Students can enrol in the groups available on the OWL Course site. After expiry, remaining students will be automatically allocated.**

Once you have selected the case, do your research about the case and write a report that addresses the key areas of the case. Remember to integrate the topics that you have learnt in your course. **Review the concepts and points discussed throughout the Chapters** and analyse the case accordingly.

### **Report Format**

Below is a rough outline of the headings/content you may use in your report. This is a guideline only and headings may be changed and added/removed accordingly.

- Introduction
- Case selected (title and Overview)
- Case background information
- Health & Safety issues described in the Case
- Analysis of the case (what happened, why, etc. Hazard Identification, Risk Analysis & Control)
- Direct costs & hidden costs associated with Health & Safety concerns
- Evaluation of alternatives for all Stakeholders
- Examination of actions steps taken to solve the issue
- Case outcomes
- Recommended Action Plan (Health & Safety Interventions)
- Relevance of the case for the organizations Today
- Conclusion
- References

The paper is due on **December 5, at 4pm** via OWL Assignments. It will be a minimum of eight pages and a maximum of ten pages, excluding references. Use 2.5 cm margins on all four sides, double spacing, and Times New Roman font size 12. Cite at least five different references (at least three academic). Use APA style of citation and formatting. All papers must be written by you and will be subject to review by Turnitin.

***Note: Late papers will lose two marks for each 24-hour period they are late. (For instance, An Assignment worth 20 / 25 will be reduced to 18 /25.***

### **Policy Regarding Regrading of Coursework:**

In the event that you feel something was missed in the grading of your work (be it a mathematical error or other issue), please provide a brief written summary of what you feel needs further attention. This submission must be made within ONE (1) week of receiving your grade. **If you request that an exam be regraded, it will be regraded in its entirety. Therefore, your grade may increase OR decrease as a result of the second grading.** If no written request is provided within one week after it is returned, the grade

is considered to be final and will be no longer open for regrading. I do not accept personal lobbying efforts on behalf of grades unless the aforementioned procedure is followed. I am happy to discuss your work with you for educational purposes, but I will not discuss specific grade changes in this format.

**Academic Integrity / Remote Proctoring:**

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 website:

[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_and\\_ergrad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_and_ergrad.pdf)

**Class-specific policy on generative AI:**

Within this course, generative AI tools such as ChatGPT are permitted exclusively for: information-gathering and preliminary research purposes. If AI tools are used, students must acknowledge use and state how the tool was used. Unauthorized use of AI will be subject to academic discipline.

**Notice of Turnitin Analysis:**

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>).

**Notification on Remote Proctoring:**

Examination in this course will be conducted using ProctorTrack remote proctoring service. By taking this course, you are consenting to the use of this software and acknowledge that you will be required to provide personal information (including some biometric data) and the session will be recorded. Completion of this course will require you to have a reliable internet connection and a device that meets the technical requirements for this service. More information about this remote proctoring service, including technical requirements, is available on Western's Remote Proctoring website at: <https://remoteproctoring.uwo.ca>.

**MOS3344A Session Fall 2025**  
**(Watch OWL Weekly Assignments for any changes)**

Classes	Dates	Topic/Textbook Chapter	Weekly Tasks
1	Sept 5	<b>Course Introduction</b> <b>Chapter 1:</b> Introduction	<ul style="list-style-type: none"> <li>· Read Chapter 1 and the associated power-point slides</li> <li>· Review course layout &amp; requirements, assignments and discussion forum.</li> <li>· <b>Enrol yourself in a Group for the OHS Debate for the Topic of your Choice by September 12, 4 pm</b></li> </ul>
2	Sept 12	<b>Chapter 2:</b> Legislative Framework	<ul style="list-style-type: none"> <li>· Read Chapter 2 and the associated power-point slides</li> <li>· Contribute to this week's online OHS-related discussion (found under "Forums" on the course site)</li> </ul>
3	Sept 19	<b>Chapter 3:</b> Workers' Compensation <b>Chapter 13:</b> Disability Management and Return to Work	<ul style="list-style-type: none"> <li>· Read Chapter 3 and the associated power-point slides</li> <li>· Read <b>Case Study 1</b> (pg.79) and come prepare for the Class Discussion</li> <li>· Read Chapter 13 and the associated power-point slides</li> <li>· <b>OHS Debate 1 during class</b></li> </ul>
4	Sept 26	<b>Chapter 4:</b> Hazards, Risks and Control	<ul style="list-style-type: none"> <li>· Read Chapter 4 and the associated power-point slides</li> <li>· Contribute to this week's online OHS-related discussion (found under "Forums" on course site)</li> <li>· Read <b>Case Study 1</b> (pg.112) and come prepared for the Class Discussion</li> <li>· <b>OHS Debate 2 during class</b></li> <li>· <b>WHMIS Training (5%) due on September 26 at 4 pm</b></li> </ul>
5	Oct 03	<b>Chapter 6:</b> Biological and Chemical Agents	<ul style="list-style-type: none"> <li>· Read Chapter 6 and the associated power-point slides</li> <li>· Read <b>Case Study 1</b> (pg. 167) and come prepared for the Class Discussion</li> <li>· <b>OHS Debate 3 during class</b></li> </ul>
6	Oct 10	<b>Chapter 5:</b> Physical Agents	<ul style="list-style-type: none"> <li>· Read Chapter 5 and the associated power-point slides</li> <li>· <b>OHS Debate 4 during class</b></li> </ul>
7	Oct 17	<b>Midterm Exam</b> (Chapters 1, 2, 3, 4, 5, 6, 13) <b>Chapter 7:</b> Psychosocial Hazards	<p>Midterm Exam will comprise of Multiple-Choice Questions and Short Q &amp;As. Further details to be announced on the course site.</p> <ul style="list-style-type: none"> <li>· Read Chapter 7 and the associated power-point slides</li> </ul>
8	Oct 24	<b>Chapter 14:</b> Workplace Wellness <b>Chapter 8:</b> Workplace Violence, Aggression and Harassment	<ul style="list-style-type: none"> <li>· Read Chapter 14 and the associated power-point slides</li> <li>· Read Chapter 8 and the associated power-point slides</li> <li>· Read <b>Case Study 2</b> (pg.224) and come prepared for the Class Discussion</li> <li>· <b>OHS Debate 5 during class</b></li> </ul>

9	Oct 31	<b>Chapter 9: Training</b>	<ul style="list-style-type: none"> <li>· Read Chapter 9 and the associated power-point slides</li> <li>· Read <b>Case Study 1</b> (pg.253) and come prepared for the Class Discussion</li> <li>· <b>Groups of 5-6 members each are required to be formed before October 31<sup>st</sup> for the Final Project.</b></li> </ul> <p><b><u>Worker Health and Safety Awareness Training (5%) on October 31 at 4 pm</u></b></p>
<b>November 3 - November 9, 2025 – FALL READING WEEK</b>			
10	Nov 14	<b>Chapter 10: Motivation and Safety Management Systems</b>	<ul style="list-style-type: none"> <li>· Read Chapter 10 and the associated power-point slides</li> <li>· Read <b>Case Study 1</b> (pg.279) and come prepared for the Class Discussion</li> </ul>
11	Nov 21	<b>Chapter 11: Emergency Planning</b> <b>Chapter 12: Incident Investigation</b>	<ul style="list-style-type: none"> <li>· Read Chapter 11 and the associated power-point slides</li> <li>· Read Chapter 12 and the associated power-point slides</li> <li>· Contribute to this week's online OHS-related discussion (found under "Forums" on the course site)</li> </ul>
12	Nov 28	<b>Wrap-up session/ Exam Q&amp;A</b>	<ul style="list-style-type: none"> <li>· Come prepared with your questions from chapters 7-12,14</li> </ul> <p><b><u>Final Paper (25%) due December 05 at 4 pm</u></b></p>

# KING'S UNIVERSITY COLLEGE

## GENERAL COURSE POLICIES

### 2025-2026

#### **1. Academic Accommodations, Consideration for Absences**

##### **Academic Accommodation (Accessibility)**

Accessibility Services works to ensure that academic programs are accessible to all students, and supports students who may have a condition related to, but not limited to, vision, hearing, mobility, different ways of learning, mental health, chronic illnesses, chronic pain, autism spectrum disorder, ADD/ADHD, and temporary conditions (beyond short-term academic consideration). Accessibility Services provides recommendations for accommodation based on medical documentation or psychological and cognitive assessment. The accommodation policy can be found here [Academic Accommodation for Students with Disabilities](#). Information on Accessibility Services at King's can be found [here](#).

##### **Academic Consideration for Student Absence**

If a student is unable to meet a course requirement due to substantial but temporary extenuating circumstances (medical or compassionate), they should follow the procedures below.

In some cases, where instructors have built flexibility into their assessments, this flexibility will already address consideration needs.

Requests for academic consideration should be directed to the Academic Advising Office of your faculty/college of registration. Requests must be made as soon as possible and no later than 48 hours after the missed assessment.

As a rule, documentation is required for academic consideration. For academic consideration requests on medical grounds, the Student Medical Certificate is available at [https://www.kings.uwo.ca/kings/assets/File/currentStudents/courses\\_enrollment/exams\\_and\\_tests/SMC-Feb-2025.pdf](https://www.kings.uwo.ca/kings/assets/File/currentStudents/courses_enrollment/exams_and_tests/SMC-Feb-2025.pdf).

Students are permitted one academic consideration request without supporting documentation per term per course.

Instructors may designate one assessment per half-course weight as requiring formal supporting documentation. Please refer to the course outline for each course.

For further information, please see:

[https://uwo.ca/univsec/pdf/academic\\_policies/appeals/academic\\_consideration\\_Sep24.pdf](https://uwo.ca/univsec/pdf/academic_policies/appeals/academic_consideration_Sep24.pdf)

##### **Absences from Final Examinations**

If you miss the Final Exam, contact the Academic Advising Office of your faculty/college of registration as soon as you are able to do so. They will assess your eligibility to write the Special Examination (the name given by the University to a makeup Final Exam).

You may also be eligible to write the Special Exam if you are in a “Multiple Exam Situation” (e.g., more than 2 exams in 23-hour period, or more than 3 exams in a 47-hour period).

If a student fails to write a scheduled Special Examination, the date of the next Special Examination (if granted) normally will be the scheduled date for the final exam the next time this course is offered. The maximum course load for that term will be reduced by the credit of the course(s) for which the final examination has been deferred. See the Academic Calendar for details (under [Special Examinations](#)).

## **Religious Accommodation**

Students should consult the University's list of recognized religious holidays, and should give notice in writing to the instructor and Academic Advising Office if a course requirement will be affected by a religious holiday/observance. Notice must be given as early as possible, and no later than two weeks prior to an examination, and one week prior to a midterm test date. It is the responsibility of such students to inform themselves concerning the work done in classes from which they are absent and to take appropriate action.

## **2. Support Services**

Accessibility, Counselling and Student Development at King’s University College:

<https://www.kings.uwo.ca/current-students/student-services/>

Students experiencing emotional or mental health distress can access services at King’s University College: <http://www.kings.uwo.ca/current-students/campus-services/student-support-services/personal-counselling/>

Good2talk is a good online and phone 24/7 resource for students and is available in English, Mandarin, and French: <https://good2talk.ca>, 1-866-925-5454

MentalHealth@Western provides a complete list of options about how to obtain help:

[https://www.uwo.ca/health/mental\\_wellbeing/](https://www.uwo.ca/health/mental_wellbeing/)

Academic Support Services at King’s University College:

<https://www.kings.uwo.ca/current-students/academic-resources/>

### **GBSV Support:**

King’s is committed to reducing incidents of gender-based and sexual violence and providing compassionate support to anyone who has gone through these traumatic events. If you have experienced sexual or gender-based violence (either recently or in the past), you will find information about support services for survivors, including emergency contacts at:

<https://www.kings.uwo.ca/about-kings/safe-campus/gender-and-sexual-violence/>

You can reach someone supports at Kings by emailing [Care@kings.uwo.ca](mailto:Care@kings.uwo.ca) or calling 519-930-4640 to reach a social worker who can offer help.

You can also reach Western’s Gender-Based Violence & Survivor Support Case Manager by [email](#) or by calling 519-661-3568.

Further supports can be found on this website: <https://www.kings.uwo.ca/about-kings/safe-campus/gender-and-sexual-violence/>

See also [https://www.uwo.ca/health/student\\_support/survivor\\_support/get-help.html](https://www.uwo.ca/health/student_support/survivor_support/get-help.html)

University Students' Council offers many valuable support services for students, including the health insurance plan: <http://westernusc.ca/services/>

### 3. Statement on Use of Electronic Devices

**Use of Electronic Devices:** Unless explicitly stated otherwise, you are not allowed to have a cell phone, or any other electronic device, with you during tests or examinations. Unauthorized possession of such a device during a test or examination constitutes an academic offence.

**Use of Laptops, Tablets, and Smartphones in the Classroom:** King's University College at Western University acknowledges the integration of new technologies and learning methods into the curriculum. The use of electronic devices such as laptop computers, tablets, or smartphones 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 electronic devices by students during lectures, seminars, labs, etc., shall be for matters related to the course at hand only. Students found to be using electronic devices 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/current-students/student-affairs/code-of-student-conduct1/>

Inappropriate use of electronics (e.g., laptops, tablets, smartphones) 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 attending in-person class sessions are strongly advised to operate laptops with batteries rather than power cords.

### 4. 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, is posted at

[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf)

It is expected that students will submit work that is truly their own, completed without external assistance (human or artificial) except as explicitly permitted by the course instructor. Check with your instructor on what tools, including generative AI (ChatGPT, translation tools, grammar-checking tools) are permitted in the course. Because a tool is permitted in one course, that does not mean it is permitted in other courses.

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; see <https://elearningtoolkit.uwo.ca/tools/Originality Reports - TurnItIn.html>.

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.

### **5. Copyright of Course Material**

Lectures and course materials, including PowerPoint 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. Unauthorized sharing of class content is subject to academic discipline.

Similarly, students own copyright in their own original papers and exam essays. If a faculty member wishes to post a student's answers or papers on the course website, they should ask for the student's written permission.

### **6. Use of Recordings**

Participants in this course are not permitted to record the sessions, except where recording is an approved accommodation and/or the participant has the prior written permission of the instructor. Unauthorized recording and/or sharing of class content is subject to academic discipline.

### **7. Policy on Attendance**

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.