



**MOS3342A 570**  
**Compensation and Benefits Management**  
**Fall 2026**

Instructor: Atiqa Marium, PhD  
Email: [amarium@uwo.ca](mailto:amarium@uwo.ca)

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**Course Information**

**Mode of Instruction:** Synchronous Online

**Calendar Description:**

An introduction to a systematic framework for identifying and designing compensation systems that add value to organizations. Topics include compensation system components, strategic and behavioral compensation frameworks, technical processes for compensation, and the implementation, management and evaluation of individual and group pay systems.

**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  
Compensation & Benefits  
MOS3342A Section 570  
Fall 2026**

**Course information:**

Course Name, Number, Section: Compensation & Benefits, MOS 3342A (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:**

This course introduces students to research and best practices for the design, implementation, and management of compensation and benefits programs to meet the unique and evolving needs of an organization.

**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. Explain compensation and benefit concepts and best practices
2. Apply these concepts by identifying problems, evaluating alternatives, and implementing solutions to situations drawn from case studies, their own experience, and events in the news
3. Actively participate in class discussions and group assignments in a way that ensures all participants respect and value diversity of ideas
4. Clearly communicate analysis, supporting evidence, arguments, and recommendations via individual case study reports, individual projects, and group-based presentations

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

**Course textbooks/materials:**

Text: Long, Richard J. and Singh, Parbudyal, "Strategic Compensation in Canada", 7<sup>th</sup> Edition, Top Hat Publisher

Via UWO bookstore at [https://bookstore.uwo.ca/textbook-search?campus=KC&term=W2026A&courses%5B0%5D=570\\_KC/MOS3342A](https://bookstore.uwo.ca/textbook-search?campus=KC&term=W2026A&courses%5B0%5D=570_KC/MOS3342A)

Other non copyright materials, readings, and reference materials may be provided by the instructor on OWL as the course progresses.

The cost of etext is \$113. 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                      | 15%  |
| Team Project-Compensation Simulation     |      |
| Phase I (Report 10% + Presentation 5%)   | 15%  |
| Phase II (Report 10% + Presentation 5%)  | 15%  |
| Phase III (Report 10% + Presentation 5%) | 15%  |
| Mid-Term Examination                     | 40%  |
| 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 = 15%**

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. **You will also be required to evaluate the presentations made by other teams to secure class participation marks. More details will be provided on your OWL course site.**

***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<br><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,<br>Prepared,<br>Little<br>Contribution | 6.5<br>to<br>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> |

### Team Project – Compensation Simulation = 45%

Early in the term, the class will be divided into teams of upto 4-5 students. Each team will design a complete compensation system for a simulated organization. The purpose of this simulation is to provide a vehicle through which you can apply your compensation knowledge, acquired from your text and your classes, to enrich your learning about this crucial topic. The project will be due in three phases. At the end of each phase, each team will submit a report and make a presentation of the work submitted. Each Team will have 15 minutes for the presentation. The presentation schedule will be available on OWL before each phase's presentations. Each report will then be graded and returned.

The case and the simulation details have been taken from your textbook resources. The company details (Duplox Copiers Canada Limited) and all other relevant resources will be available on the OWL course site. Your mission is to analyze the firm, identify the sources of the problems the firm is facing, recommend any necessary organizational changes, formulate a new reward and compensation strategy, and design and implement a compensation system that will maximize the company's success. Due to the magnitude of your task, you will complete this project in three phases. At the end of each phase, you will submit a report and give a brief presentation describing your analysis and key recommendations in class.

In **Phase I**, you will analyze the current organizational system, identify problems and their causes, propose solutions, outline an effective reward and compensation strategy, develop and apply a job evaluation system for some jobs, and develop a pay-for-knowledge system for other jobs. (The company has seen pay-for-knowledge plans at other organizations and wants to try one but wants to apply it to only a limited number

of jobs to see how it might work.) Currently, the firm does not use either job evaluation or pay for knowledge; it simply relies on a rather haphazard form of market pricing.

**Phase II** will involve calibrating your compensation system to the market and applying market data to the pay structures that flow from your compensation strategy, job evaluation system, and pay-for-knowledge plan. The result of Phase II will be a pay structure that provides a pay range for every job at the firm, including the actual dollar values for base pay, performance pay, and indirect pay that will be provided for each job.

**Phase III** will involve operationalizing the new compensation system by fleshing out your performance pay and indirect pay plans, adjusting compensation of current employees into your new system, and developing procedures for the implementation and ongoing management of your compensation system.

By the time you finish this compensation simulation, you will understand the compensation process from beginning to end—from strategy to practice. Please note the following dates:

- **Phase I Report Presentation during class on Oct 30 and Submission due on Oct 30 at 4 pm.**
- **Phase II Report Presentation during class on Nov 13, and Submission due on Nov 13 at 4 pm.**
- **Phase III Report Presentation during class on Dec 04, and Submission due on Dec 04 at 4 pm.**

Each phase will have 15% weightage. Each phase report and presentation will be evaluated as per the Rubric available on the OWL course site.

*More Details will be provided on OWL Course site.*

**Mid-Term Examination = 40%, on Friday, October 09, at 8:30 am.**

Exams cover all course materials, textbook chapters, and lecture notes. Exams are closed-book examinations. In addition, simple calculators are allowed in the examinations. The midterm exam will be scheduled for 75 Minutes and will be held during our class session. **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.** It will consist of MCQs and short Q&As. Total marks of the Mid-term Examination will be 45, worth 40% of the total marks.

**Academic consideration for the Mid-Term Examination requires submission of formal supporting documentation. For students approved by the Dean's Office to write a**

**makeup exam, there will be a makeup exam on Friday, October 16 at 2:30 pm. As of September 1, 2026, students will incur a fee of \$45.00 per make-up assessment booked with the Exam Office.**

#### **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>

**MOS 3342A Session Fall 2026**

**(Watch OWL Course site for Weekly Assignments for any changes)**

| Dates                                           | Long & Singh chapter(s)                                                                                                                                                                        | Weekly Tasks                                                                                                                                                                                                                                                          |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A. STRATEGY, REWARDS, AND BEHAVIOUR             |                                                                                                                                                                                                |                                                                                                                                                                                                                                                                       |
| Sep 11                                          | <ul style="list-style-type: none"> <li>A Road Map to Effective Compensation</li> <li>A Strategic Framework for Compensation</li> </ul>                                                         | <ul style="list-style-type: none"> <li>Review course layout &amp; requirements and assignments</li> <li>Read Chapters 1 &amp; 2 and the associated power-point slides.</li> <li>Read “<b>The Fit Shop Ltd</b>” and come prepared for the Class Discussion.</li> </ul> |
| Sep 18                                          | <ul style="list-style-type: none"> <li>A Behavioural Framework for Compensation</li> </ul>                                                                                                     | <ul style="list-style-type: none"> <li>Read Chapter 3 and the associated power-point slides</li> <li>Read “<b>Plastco Packaging</b>” and come prepared for the Class Discussion.</li> </ul>                                                                           |
| B. FORMULATING REWARD AND COMPENSATION STRATEGY |                                                                                                                                                                                                |                                                                                                                                                                                                                                                                       |
| Sep 25                                          | <ul style="list-style-type: none"> <li>Components of Compensation Strategy</li> <li>Performance Pay Choices</li> </ul>                                                                         | <ul style="list-style-type: none"> <li>Read Chapters 4 &amp; 5 and the associated power-point slides</li> </ul>                                                                                                                                                       |
| Oct 02                                          | <ul style="list-style-type: none"> <li>Formulating the Reward and Compensation Strategy</li> </ul>                                                                                             | <ul style="list-style-type: none"> <li>Read Chapter 6 and the associated power-point slides</li> <li><b>Phase I Orientation and Briefing</b> for Compensation Simulation</li> </ul>                                                                                   |
| C. DETERMINING COMPENSATION VALUES              |                                                                                                                                                                                                |                                                                                                                                                                                                                                                                       |
| Oct 09                                          | <ul style="list-style-type: none"> <li>Evaluating Jobs: The Job Evaluation Process</li> <li>Mid-Term Examination</li> </ul>                                                                    | <ul style="list-style-type: none"> <li>Read Chapter 7 and the associated power-point slides</li> <li><b>Mid-Term Examination during class on Oct 09.</b></li> </ul>                                                                                                   |
| Oct 10-18, 2026 – READING WEEK                  |                                                                                                                                                                                                |                                                                                                                                                                                                                                                                       |
| Oct 23                                          | <ul style="list-style-type: none"> <li>Evaluating Jobs: The Point Method of Job Evaluation</li> </ul>                                                                                          | <ul style="list-style-type: none"> <li>Read Chapter 8 (pp. 275-298) and the associated power-point slides.</li> </ul>                                                                                                                                                 |
| Oct 30                                          | <ul style="list-style-type: none"> <li>Phase I Report Presentation and Submission<br/>(Presentation Schedule will be posted on OWL)</li> <li>Phase II of Compensation simulation.</li> </ul>   | <p><b>Phase I Report Presentation during classes on Oct 30, and Submission due on Oct 30 at 4 pm.</b></p> <ul style="list-style-type: none"> <li><b>Phase II Orientation and Briefing</b> for Compensation Simulation.</li> </ul>                                     |
| Nov 06                                          | <ul style="list-style-type: none"> <li>Evaluating the Market</li> <li>Evaluating Individuals</li> <li>Designing the Base Pay Structure (Chap 8)</li> </ul>                                     | <ul style="list-style-type: none"> <li>Read Chapters 9 &amp; 10 and the associated power-point slides</li> <li>Designing the Base Pay Structure. Review pp. 299–309 in Chapter 8.</li> </ul>                                                                          |
| Nov 13                                          | <ul style="list-style-type: none"> <li>Phase II Report Presentation and Submission<br/>(Presentation Schedule will be posted on OWL)</li> <li>Phase III of Compensation simulation.</li> </ul> | <p><b>Phase II Report Presentation during class on Nov 13, and Submission due on Nov 13 at 4 pm.</b></p> <ul style="list-style-type: none"> <li><b>Phase III Orientation and Briefing</b> for Compensation Simulation</li> </ul>                                      |

|        |                                                                                                                                                         |                                                                                                                                                                                                |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|        |                                                                                                                                                         |                                                                                                                                                                                                |
|        | D. DESIGNING PAY AND INDIRECT PAY PLANS                                                                                                                 |                                                                                                                                                                                                |
|        | E. IMPLEMENTING, MANAGING, EVALUATING, AND ADAPTING THE COMPENSATION SYSTEM                                                                             |                                                                                                                                                                                                |
| Nov 20 | <ul style="list-style-type: none"> <li>Designing Performance Pay Plans</li> </ul>                                                                       | <ul style="list-style-type: none"> <li>Read Chapter 11 and the associated power-point slides</li> <li>Read “<b>Alliston Instruments</b>” and come prepared for the Class Discussion</li> </ul> |
| Nov 27 | <ul style="list-style-type: none"> <li>Designing Indirect Pay Plans<br/>Activating and Maintaining an Effective Compensation System</li> </ul>          | <ul style="list-style-type: none"> <li>Read Chapters 12 &amp; 13 and the associated power-point slides</li> <li>Q &amp; A session on the progress of Phase III.</li> </ul>                     |
| Dec 04 | <ul style="list-style-type: none"> <li>Phase III Report Presentation and Submission<br/><b>(Presentation Schedule will be posted on OWL)</b></li> </ul> | <b>Phase III Report Presentation during class on Dec 04, and Submission due on Dec 04 at 4 pm</b>                                                                                              |

# KING'S UNIVERSITY COLLEGE

## GENERAL COURSE POLICIES

### 2026-2027

#### **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://registrar.uwo.ca/academics/pdfs/student-medical-certificate.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://kings.uwo.ca/community/library/services/accessibility/>

Students experiencing emotional or mental health distress can access services at King's University College: <https://kings.uwo.ca/campus-life/student-supports/>

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-health/index.html>

Academic Support Services at King's University College:

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

## **GBSV Support:**

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

Mental Health and Wellness at King's - King's University College

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.

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.

### 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://kings.uwo.ca/sites/2025/assets/files/about/governance/policies/board/Board%20Policy%203\\_1%20Code%20of%20Student%20Responsibilities%20and%20Conduct.pdf](https://kings.uwo.ca/sites/2025/assets/files/about/governance/policies/board/Board%20Policy%203_1%20Code%20of%20Student%20Responsibilities%20and%20Conduct.pdf)

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 [https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_offences.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_offences.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.