

Department of Physiology and Pharmacology  
Phys/Pharm 4980E

Course Syllabus for Fall 2024/Winter 2025



Western University is committed to a **thriving campus**; therefore, your health and wellness matter to us! The following link provides information about the resources available on and off campus to support students: <https://www.uwo.ca/health/>. Your course coordinator can also **guide you** to resources and/or services should you need them.

### 1. Technical Requirements



Stable internet connection



Laptop or computer

### 2. Important Dates

This course has two components to it: workshops and an independent research project. The in-person workshops will guide you through important skills that you will need to be successful in an academic research lab and will highlight the best practices for communication, data analysis, and scientific literacy, among others. Your course coordinator will be responsible for most of the course workshops. Your research project will be supervised by a faculty member and/or designated sponsor or trainee in the lab. You will be matched with a lab supervisor in September and begin your lab work as soon as you are placed. Lab expectations will be discussed with your supervisor at your first meeting where an expectations agreement will be signed.



Classes Begin	Reading Week	Classes End	Study day(s)	Exam Period
September 5	October 12–20	December 6	December 7–8	December 9–22

\* September 30, 2022: National Day for Truth and Reconciliation (non-instructional day)  
December 2, 2024: Last day to withdraw from a full course without academic penalty

Classes Resume	Reading Week	Classes End	Study day(s)	Exam Period
January 6	February 15–23	April 4	April 5-6	April 7–30

### 3. Contact Information



Course Coordinator	Contact Information
Dr. Zachary Easton (he/him)	zeaston@uwo.ca

Teaching Assistants	Contact Information
Ryan Armstrong	
Mary Taylor	

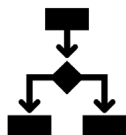
## 4. Course Description and Design

### Delivery Mode: In-person

A major laboratory project in Physiology or Pharmacology, which emphasizes experimental design, instrumentation, collection and analysis of data, and communication of experimental results by oral, poster, and written presentations. Students will select the physiology or pharmacology project from a list provided by the department and be matched with a supervisor.

**Prerequisite(s):** Physiology and Pharmacology 3000E, Physiology 3120 and 3140A; and registration in Year 4 of one of the following Honours Specialization modules: Pharmacology, Physiology, or Physiology and Pharmacology.

Unless you have either the requisites for this course or written special permission from your Dean to enroll 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 if you are dropped from a course for failing to have the necessary prerequisites.



### Timetabled Sessions

Component	Date(s)	Time
Workshop	Section 001: Mondays	9:30 AM - 11:20 AM
	Section 002: Wednesdays	10:30 AM - 12:20 PM
Research Project	N/A	~15 hours/week

- Workshops will be a flipped learning design combining asynchronous online pre-learning with in-person synchronous learning activities
- Asynchronous pre-work **must be completed** before students attend the workshops
- Attendance at all workshops is required

All course material will be posted on [OWL Brightspace](#). Any changes will be indicated on the OWL Brightspace site and discussed with the class.

If students need assistance with using the course site, they can seek support on the [OWL Brightspace Help Page](#). Alternatively, they can contact the [Western Technology Services Helpdesk](#). They can be contacted by phone at 519-661-3800 or ext. 83800 from a Western-campus phone.

Current versions of all popular browsers (e.g., Safari, Chrome, Edge, Firefox) are supported with OWL Brightspace; what is most important is that you update your browser frequently to ensure it is current. All JavaScript and cookies should be enabled.

## 5. Learning Outcomes

This course is designed to give you experience in conducting academic research in an academic laboratory. The projects in this course have varying scopes and may reflect clinical, basic, and/or the scholarship of teaching and learning (SOTL) research. This course emphasizes academic basic research, and the coursework reflects activities that graduate-level researchers perform. Whether or not you pursue academic research through a graduate degree, the following learning outcomes are valuable in any profession.

Upon completion of this course, successful PhysPharm 4980 students will be able to:

- Work independently and collaboratively on a research project in a specific area of physiology and/or pharmacology where the project includes a substantial literature review, along with experimental design, collection, analysis, and interpretation of results
- Develop collaborative working skills and strategies to work efficiently with a small team to accomplish a goal
- Identify plagiarism and devise approaches to avoid committing academic misconduct in their writing
- Concisely describe a research project for a scientific audience using scientific language
- Summarize a research project in a manner that allows a general (layperson) audience to understand the goals, methods, results, and implications of the work
- Successfully communicate their research project in an oral presentation and a poster format to both experts and non-experts in the field
- Critically evaluate collected data
- Critically appraise data to evaluate a hypothesis and construct an appropriate conclusion
- Write a comprehensive scientific report in a journal manuscript format as a final thesis to share the important findings of their research project

## 6. Course Content and Schedule

### Fall Schedule

Week	Dates	Topic
1	Sept 5–8	Interview Day: Friday, September 6 <sup>th</sup>
2	Sept 9–15	Workshop #1: Introduction to 4980: Group Work & Research Goal Setting
3	Sept 16–22	Workshop #2: Plagiarism & Professionalism
4	Sept 23–29	Workshop #3: Concise Scientific Writing & Evaluating Peer Submissions
5	Sept 30–Oct 6	<i>No classes (Non-instructional Day on Sept 30: National Day for Truth and Reconciliation)</i>
6	Oct 7–13	Workshop #4: How to Search for Literature & Reference Managers
7	Oct 14–20	<i>No classes (Reading Week – starts October 12<sup>th</sup>)</i>
8	Oct 21–Oct 27	Workshop #5: How to Read the Literature
9	Oct 28–Nov 3	Workshop #6: Research Progress Report & Literature Review
10	Nov 4–10	Workshop #7: How to Give a Great Presentation & Microteach
11	Nov 11–17	Workshop #7: How to Give a Great Presentation & Microteach (continued)
12	Nov 18–24	<i>Individual Writing Time: no workshop</i>
13	Nov 25–Dec 1	<i>Individual Writing Time: no workshop</i>
14	Dec 2–6	Workshop #8: Writing a Thesis: Where to start



### Winter Schedule

Week	Dates	Topic
1	Jan 6–12	Check-in Meetings: Ready for Semester 2?
2	Jan 13–19	Oral Presentations *Documentation required if absent
3	Jan 20–26	Oral Presentations *Documentation required if absent
4	Jan 27–Feb 2	<i>Individual Writing Time: no workshop</i>

5	Feb 3–9	Workshop #9: Statistics and Data Analysis
6	Feb 10–16	Individual Writing Time: no workshop
7	Feb 17–23	<b>Reading Week</b>
8	Feb 24–Mar 2	Workshop #10: How to Prepare a Poster
9	Mar 3–9	Individual Writing Time: no workshop
10	Mar 10–16	Individual Writing Time: no workshop
11	Mar 17–23	Individual Writing Time: no workshop
12	Mar 24–30	Individual Writing Time: no workshop
13	Mar 31–Apr 4	Poster Day: Monday, March 31 <sup>st</sup>

## 7. Participation and Engagement



- Students are expected to participate and engage with posted content as much as possible
- Students are required to participate with their group members during workshops
- Students should arrange and/or attend regular meetings with the mentor(s) supervising their research project
- Students can also participate by interacting in the discussion forums with their peers and course instructors

## 8. Evaluation

Below is the evaluation breakdown for the course. Any deviations will be communicated on OWL Brightspace.

Assessment	Format	Weighting	Due Date
Workshop Assignments	Written (Group work)	10% (5 marked, worth 2% each)	End of Workshop
Goal Setting Assignments	Written (Individual)	2% (2 submitted, worth 1% each)	End of Workshop
Research Proposal	Written	5%	Tues, Oct 22 <sup>nd</sup> , 2024
Microteach Presentation	Oral Presentation	2%	Weeks of Nov 4 <sup>th</sup> & 11 <sup>th</sup> , 2024
Research Progress Report	Written	10%	Fri, Dec 6 <sup>th</sup> , 2024
Proposal Presentation	Oral presentation	12.5%	Weeks of Jan 13 <sup>th</sup> & 20 <sup>th</sup> , 2025
Thesis Draft	Written	6%	Mon, Mar 10 <sup>th</sup> , 2025
Poster Presentation	Oral presentation	12.5%	Mon, Mar 31 <sup>st</sup> , 2025
Lay Summary	Written	5%	Within 11 days of the seminar presentation

			(i.e. submit by the following Friday for a Monday seminar)  Last possible date for submission: Fri, Apr 4 <sup>th</sup> , 2025
Final Thesis	Written	30%	Fri, Apr 4 <sup>th</sup> , 2025
Lab Performance Semester 1	N/A	2.5% (0.5% self-evaluation; 2% supervisor evaluation)	End of Term
Lab Performance Semester 2	N/A	2.5% (0.5% self-evaluation; 2% supervisor evaluation)	End of Term
<b>Other Deadlines</b>			
Peer Review: Research Proposal (Review 2 peer submissions)	Track changes feedback & evaluation		Mon, Nov 4 <sup>th</sup> , 2024
Peer Review: Thesis Draft (Review 2-3 peer submissions)	Track changes feedback & evaluation		Fri, Mar 21 <sup>st</sup> , 2025

- All assignments are due at or before 2:00:59 pm ET unless otherwise specified
- Students are responsible for ensuring that the correct file version is uploaded; incorrect submissions including corrupt files could be subject to late penalties (see below). You can download your assignment attachment after submission to confirm you have met formatting requirements. The final attachment at the submission due date will be considered the final version and will be used to assess formatting requirements.
- Written assignments will be submitted to Turnitin (statement in policies below)
- Students will have unlimited submissions to Turnitin using a separate “plagiarism checker” link before the final submission of that assignment
- Rubrics will be used to evaluate assessments and will be posted with the instructions
- A student might not receive the same grade as their group members if it is determined that the distribution of work was not equal
- After an assessment is returned, students must wait 24 hours to digest feedback before contacting the course coordinator; to ensure a timely response, reach out within 7 days
- Any appeals on graded assignments must be submitted to the course coordinator within 3 weeks of the grade being published through a clear and professionally composed email on the reason(s) for the appeal. Any warranted reassessments will be completed by a course committee member. The new grade may be higher or lower upon reassessment.

**Information about assessment flexibility and late/missed assignments:**

- Instructors are permitted to designate one assessment per course per term as requiring supporting documentation to receive academic consideration. See below for information on academic consideration policy and missed coursework. For this course, the **oral microteach presentation** (semester 1) and the **oral proposal presentation** (semester 2) have been designated as requiring

supporting documentation. Academic consideration requests may be denied on assessments where flexibility is indicated.

Assessment	Flexibility
Workshop Assignments	Students who miss a workshop session with a group assignment component can submit an independently completed assignment within 48 hours of the end of their workshop session without penalty. Students who miss a workshop will not be permitted to submit a group assignment if the workshop assignment deadline is extended past the end of the scheduled workshop.
Goal Setting Assignments	Students who miss a workshop session with a goal-setting assignment can submit their independently completed assignment within 48 hours of the end of their workshop session without a late penalty.
Research Proposal	Research proposals submitted by 2:00:59 pm on Friday, October 25 <sup>th</sup> , 2024 (72 hours past the assignment deadline) will not be assessed a late penalty.
Microteach Presentation	<p>Attendance is mandatory for the microteach presentations during workshop sessions on the weeks of November 4<sup>th</sup> and 11<sup>th</sup>, 2024. Students who miss the presentations must provide supporting documentation to schedule a make-up presentation. Make-up presentations must be booked within 48 hours of the originally scheduled presentation based on the availability of the teaching team.</p> <p><u>This assignment has been designated as requiring supporting documentation.</u></p>
Research Progress Report	Progress reports submitted by 2:00:59 pm on Monday, December 9 <sup>th</sup> , 2024 (72 hours past the assignment deadline) will not be assessed a late penalty.
Proposal Presentation	<p>Attendance is mandatory for all presentations on the weeks of January 13<sup>th</sup> and 20<sup>th</sup>, 2025 (you only need to attend your scheduled workshop day). <u>This assignment has been designated as requiring supporting documentation.</u></p> <p>Additional notes: The doors to the presentation rooms will be closed at the presentation start time. If the student presentation has started, you will not be allowed entry into the presentation room. Each missed presentation will result in a 1 percentage point penalty to your final course grade via deduction from your presentation grade (i.e. an 8% deduction on an assignment worth 12.5%). If the presentation missed is also your assigned peer review, an <b>additional 1 percentage point</b> deduction will be applied to your final grade. If you do not provide a peer review grade to another student, an additional penalty of not having a student peer review used in the calculation of your presentation grade will be applied.</p>
Thesis Draft	Late thesis draft submissions will not be accepted. If your assignment is not received by the deadline, the 6% weighting will be shifted to your final thesis grade.

Poster Presentation	You are expected to attend all poster presentation sessions to show support for your peers. If you are unable to attend the Poster Symposium due to an unanticipated reason (i.e. illness), you must book a make-up presentation. Make-up presentations must be booked within 72 hours of the Poster Symposium and are subject to the availability of the teaching team.
Lay Summary	<p>Lay summaries can be submitted within 14 days (72 hours past the original deadline) of a seminar presentation without penalty (2:00:59 pm deadline). Submissions past this deadline will not be accepted, and students will be required to submit a lay summary from a more recent seminar presentation.</p> <p>Example: students may submit a lay summary for a seminar hosted on Monday, September 9<sup>th</sup> any time before Monday, September 16<sup>th</sup> at 2:00:59 pm. After this deadline, students will no longer be able to submit a lay summary for the presentation from September 9<sup>th</sup>.</p> <p>The lay summary assignment requires students to attend at least one PhysPharm department seminar in person <u>per semester</u> (prior sign-up required). If a student does not attend at least one seminar in person each semester, a grade of <u>zero</u> will be reported on the lay summary assignment. Exceptions to this rule may be granted for students with class conflicts during scheduled departmental seminars, but permission from the course coordinator is required. Note: you may attend other PhysPharm seminars virtually, and can write your lay summary on these virtually-attended presentations.</p>
Final Thesis	Final theses submitted by 2:00:59 pm on Monday, April 7 <sup>th</sup> , 2025 will not be assessed a penalty.
<b>Other Deadlines</b>	
Peer Review: Research proposal (review 2 peer submissions)	Peer Reviews submitted by 2:00:59 pm on Wednesday, November 6 <sup>th</sup> , 2024 will not be assessed a penalty
Peer Review: Thesis Draft (Review 2-3 peer submissions)	Peer Reviews submitted by 2:00:59 pm on Sunday, March 23 <sup>rd</sup> , 2025 will not be assessed a penalty

- Late assessments without accommodation will be subject to a late penalty **20%/day**
- At least 4 out of 5 of the marked workshop assignments, all assigned research proposal peer reviews, all assigned thesis draft peer reviews (note: only required for students who submit a thesis draft), and all other course assignments (exception: the thesis draft) must be completed to pass the course.**
- Formatting, Professionalism & Mark Deductions:** Following instructions on assignments, tasks, and applications is very important. It could mean the difference between getting a research grant, fellowship, or scholarship. Not following the set guidelines could also be the difference between having a paper accepted in a scientific journal, or having it outright rejected. Additionally, not following the guidelines could be the difference between an invitation to a job or professional school interview and being in the pool of unsuccessful applicants.

Therefore, we value this trait in 4980 as well. **A deduction of 1 percentage point** from your final course grade will be applied for not adhering to instructions (i.e. a 10% deduction from a 10% assignment). If thorough **peer reviews** are not completed on time as per instructions, a deduction of **1 percentage point** will also be applied to your final grade. Every person in this course deserves to have thoughtful and extensive feedback on their writing with a justification of the mark assigned.

Click [here](#) for a detailed and comprehensive set of policies and regulations concerning examinations and grading. The table below outlines the University-wide grade descriptors.

A+	90-100	One could scarcely expect better from a student at this level
A	80-89	Superior work which is clearly above average
B	70-79	Good work, meeting all requirements, and eminently satisfactory
C	60-69	Competent work, meeting requirements
D	50-59	Fair work, minimally acceptable
F	below 50	Fail

**INC (Incomplete Standing):** If a student has been approved by the Academic Counselling Office (in consultation with the instructor/department) to complete term work at a later date, an INC will be assigned. Students with INC will have their course load in subsequent terms reduced to allow them to complete outstanding course work. Students may request permission from Academic Counselling to carry a full course load for the term the incomplete course work is scheduled.

**SPC (Special examination):** If a student has been approved by the Academic Counselling Office to write a Special Examination and the final exam is the only outstanding course component, an SPC will be assigned. If the class has a makeup exam, the student is expected to write the makeup exam. If the class doesn't have a makeup exam or the student misses the makeup exam for reasons approved by the Academic Counselling Office, the student will write the exam the next time the course is offered. Outstanding SPCs will reduce the course load for the term the exam is deferred as outlined in [Types of Examinations](#) policy.

## 9. Communication



- Students should check the OWL Brightspace site every 24–48 hours
- Students should contact the course coordinator using the email address listed in the syllabus
- The course coordinator will monitor emails during regular business hours; students will receive a response in 48 – 72 hours
- Students should post all course-related content and questions on the discussion forum so that everyone can access answers to questions. Discussion posts will remain anonymous to your peers and only the course coordinator and our TA's will see the post's author.
- The discussion forums will be monitored Mon-Fri by the course coordinator and our TA's

## 10. Office Hours



- Individual office hours** will be held by appointment. The course coordinator will be available for in-person or virtual meetings as per the student's preference
- On select weeks when no workshops are scheduled, students will be able to attend **group drop-in Q&A sessions**, during the normal workshop times. No sign up required for these sessions. They will be held in person or via Zoom, and dates will be posted on OWL Brightspace.



## 11. Resources



- All resources will be posted on OWL Brightspace
- A lab book is required for the research project (or digital lab records if authorized and accessible by your supervisor). The lab book is to remain in the lab.

## 12. Professionalism & Privacy



Western students are expected to follow the [Student Code of Conduct](#). Additionally, the following expectations and professional conduct apply to this course:

- All course materials created by the instructor(s) are copyrighted and cannot be sold/shared (e.g., Must Knows Facebook group, Course Hero, Chegg, etc.)
- Recordings are not permitted (audio or video) without explicit permission
- Permitted recordings are not to be distributed
- All recorded sessions will remain within the course site or unlisted if streamed

Western is committed to providing a learning and working environment that is free of harassment and discrimination. All **students**, staff, and faculty have a role in this commitment and have a responsibility to ensure and promote a safe and respectful learning and working environment. Relevant policies include Western's [Non-Discrimination/Harassment Policy](#) (M.A.P.P. 1.35) and [Non-Discrimination/Harassment Policy – Administrative Procedures](#) (M.A.P.P. 1.35).

Any **student**, staff, or faculty member who experiences or witnesses' behaviour that may be harassment or discrimination **must report the behaviour** to the Western's [Human Rights Office](#). Harassment and discrimination can be human rights-based, which is also known as EDI-based, (sexism, racism, transphobia, homophobia, islamophobia, xenophobia, antisemitism, and ableism) or non-human rights-based (personal harassment or workplace harassment).

## 13. How to Be Successful in this Class:

Students enrolled in this class should understand the level of autonomy and self-discipline required to be successful.



1. **Invest in a planner** to keep track of your courses and assignment deadlines. Populate all your deadlines at the start of the term and schedule time at the start of each week to get organized and manage your time.
2. Make it a **daily habit to log onto OWL Brightspace** to ensure you have seen everything posted to help you succeed in this class.
3. **Take notes** as you go through the material. Keeping handwritten notes will help you learn more effectively than just reading or watching any posted videos. *Note: typed notes work too, but literature suggests handwritten notes are a more effective learning strategy.*
4. **Connect with others.** Build relationships among your group members and 4980 peers and try to interact regularly for peer support or help in other 4th-year courses.
5. **Do not be afraid to ask questions.** If you are struggling with a topic, check the online discussion forums or contact your course coordinator. If you are struggling in your research project, many members of your lab will be happy to help. Don't be afraid to ask. They were all in your shoes once too.
6. **Reward yourself** for success. It seems easier to motivate ourselves knowing that something is waiting for us at the end of the task.
7. **Try to keep a weekly routine.** Consistent wake-up times, regular exercise, and building in some enjoyable activities will help break up your week to balance academics and your health and well-being.
8. **Show initiative** in your research project. If you don't have enough to do to fulfill your 15 hr/week requirements, ask if you can be helpful somewhere else. Being eager, resourceful, and independent is a good thing, but also be respectful of your lab member's

time and boundaries.

## 14. Western Academic Policies and Statements

### A. Absence from Course Commitments

Students must familiarize themselves with the Policy on [Academic Consideration – Undergraduate Students in First Entry Programs](#)

Students missing course work for medical, compassionate, or extenuating circumstances can request academic consideration by completing a request at the [central academic consideration portal](#). Students are permitted one academic consideration request per course per term **without** supporting documentation. Note that supporting documentation is **always** required for academic consideration requests for examinations scheduled by the office of the registrar (e.g., December and April exams) and for practical laboratory and performance tests (typically scheduled during the last week of the term).

Students should also note that the instructor may **designate** one assessment per course per term that requires supporting documentation. This designated assessment is described elsewhere in this document. Academic consideration requests may be denied when flexibility in assessment has already been included. Examples of flexibility in assessment include when there are assessments not required for calculation of the final grade (e.g. 8 out of 10 quizzes) or there is flexibility in the submission timeframe (e.g. 72 hour no late penalty period).

Please note that any academic considerations granted in this course will be determined by the instructor of this course, in consultation with the academic advisors in your Faculty of Registration, in accordance with information presented in this course syllabus. Supporting documentation for academic considerations for absences due to illness should use the [Student Medical Certificate](#) or, where that is not possible, equivalent documentation by a health care practitioner.

#### Accommodation for Religious Holidays

Students should review the policy for [Accommodation for Religious Holidays](#). Where a student will be unable to write examinations and term tests due to a conflicting religious holiday, they should inform their instructors as soon as possible but not later than two weeks prior to writing the examination/term test. In the case of conflict with a midterm test, students should inform their instructor as soon as possible but not later than one week prior to the midterm.

#### Special Examinations

A Special Examination is any examination other than the regular examination, and it may be offered only with the permission of the Dean of the Faculty in which the student is registered, in consultation with the instructor and Department Chair. Permission to write a Special Examination may be given on the basis of compassionate or medical grounds with appropriate supporting documents. To provide an opportunity for students to recover from the circumstances resulting in a Special Examination, the University has implemented Special Examinations dates. These dates as well as other important information about examinations and academic standing can be found [here](#).

### B. Academic Offenses

Scholastic offences are taken seriously, and students are directed [here](#) to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence.

### **C. Accessibility Statement**

Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may also wish to contact Accessible Education (AE) at 661-2111 x 82147 for any specific question regarding academic accommodation or review [The policy on Accommodation for Students with Disabilities](#)

### **D. Correspondence Statement**

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 promptly. You can read about the privacy and security of the UWO email accounts [here](#).

### **E. Discovery Credit Statement**

Students are permitted to designate up to 1.0 Discovery Credit course (or equivalent) for pass/fail grading that can be counted toward the overall course credits required for their degree program. The details of this policy and the deadlines can be found [here](#).

### **F. Essay Course Guidelines**

The guidelines for the minimum word count refer to the cumulative amount of written work in a course but exclude written work in examinations. You can read about essay course guidelines [here](#).

An essay course must normally involve total written assignments (essays or other appropriate prose composition, excluding examinations) as follows:

- Full course (1000 to 1999): at least 3000 words
- Half course (1000 to 1999): at least 1500 words
- Full course (2000 and above): at least 5000 words
- Half course (2000 and above): at least 2500 words

The structure of the essay course must be such that to pass the course, the student must exhibit some minimal level of competence in essay writing and the appropriate level of knowledge of the content of the course.

### **G. Turnitin and other similarity review software**

All assignments will be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. Students will be able to view their results before the final submission. 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 Western University and [Turnitin.com](#).

### **H. Use of AI Tools**

Within this course, students are permitted to use AI tools exclusively for information gathering and preliminary research purposes. These tools are intended to enhance the learning experience by providing access to diverse information sources. However, it is essential that students critically evaluate the obtained information, exercise independent thinking, and engage in original research to synthesize and develop their own ideas, arguments, and perspectives. The use of AI tools can serve as a starting point for exploration, with students expected to uphold academic integrity by appropriately attributing all sources

and avoiding plagiarism. Assignments and/or lab reports should reflect the students' own thoughts and independent written work. By adhering to these guidelines, students contribute to a responsible and ethical learning environment that promotes critical thinking, and independent inquiry and allows them to produce original written contributions.

## 15. BMSUE Academic Policies and Statements

### Copyright and Audio/Video Recording Statement

Course material produced by faculty is copyrighted and to reproduce this material for any purposes other than your own educational use contravenes Canadian Copyright Laws. You must always ask permission to record another individual and you should never share or distribute recordings.

### Rounding of Marks Statement

Across the Basic Medical Sciences Undergraduate Education programs, we strive to maintain high standards that reflect the effort that both students and faculty put into the teaching and learning experience during this course. All students will be treated equally and evaluated based only on their actual achievement. **Final grades** on this course, irrespective of the number of decimal places used in marking individual assignments and tests, will be calculated to one decimal place and rounded to the nearest integer, e.g., 74.45 becomes 74, and 74.50 becomes 75. Marks WILL NOT be bumped to the next grade or GPA, e.g., a 79 will NOT be bumped up to an 80, an 84 WILL NOT be bumped up to an 85, etc. The mark attained is the mark you achieved, and the mark assigned; requests for mark "bumping" will be denied.

## 16. Support Services

- Students who are in emotional/mental distress should refer to Mental Health @Western Health <https://www.uwo.ca/health/> for a complete list of options about how to obtain help.
- To connect with a case manager or set up an appointment, please contact [support@uwo.ca](mailto:support@uwo.ca).
- Other important links:
  - [Academic Advising \(Science and Basic Medical Sciences\)](#)
  - [Appeal Procedures](#)
  - [Registrarial Services](#)
  - [Student Development Services](#)
  - [Student Health Services](#)

### Statement on Gender-Based and Sexual Violence

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