

# **NROC69: Synaptic Organization & Physiology of the Brain**

University of Toronto Scarborough

Fall 2020

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### **Course Instructor:**

Marie Gadziola, PhD (*she/her*)

Pronounced: gad-zee-oh-la

marie.gadziola@utoronto.ca

**Course email:** [nroc69.gadziola@gmail.com](mailto:nroc69.gadziola@gmail.com)

**Course site:** Quercus

(all announcements and course material)

**Course delivery:** Online - asynchronous

(weekly modules open every Tuesday)

**Office hours:** Fridays 1-2pm

(drop-in format; Bb Collaborate)

### **Course TAs:**

Bilgehan Cavdaroglu

Tanner McNamara

Hanista Premachandran

## I. Course Overview

### Instructor

Dr. Gadziola is a Lecturer in the Department of Psychology. She received her PhD in Neuroscience from Kent State University, followed by postdoctoral research at Case Western Reserve University. Her research and teaching interests are in sensory systems, and the neural mechanisms that underlie the detection and evaluation of salient stimuli influencing motivated behaviours.

### Course description

Synaptic organization is the study of principles underlying the organization of synapses and neurons into circuits that mediate the functional operations of different brain regions. It is a multidisciplinary and multi-level subject that integrates experimental findings from a vast number of disciplines including molecular neurobiology, neuroanatomy, neurochemistry, neurophysiology, neuropharmacology and behavioural neuroscience. We start with a focus on the property of the synapse as a basic unit of neural circuit organization, moving up to the property of whole neurons and multi-neuronal local circuits characteristic of a given brain region, then explore the interactions between various circuits forming a neural system, right up to system-system interactions that occur in a normal and abnormal brain. We will also explore some exciting new developments in the field such as the use of receptor knockouts in rodents to establish causal functions of specific receptors, optogenetic techniques in the investigation of neural circuitries in brain function, and the approach of looking at network oscillations in the brain as underlying certain functions.

### Pre-requisites

[BIOB10H3](#) and [NROB60H3](#) and [NROB61H3](#) and [([PSYB01H3](#)) or ([PSYB04H3](#)) or [PSYB70H3](#)] and [[PSYB07H3](#) or [STAB22H3](#)] and [[PSYB55H3](#) or ([PSYB65H3](#))]

*\*Please note that these pre-requisites have been updated as of Fall 2020. For the 2020-2021 academic year only, some students may be eligible for a pre-requisite waiver on certain courses and you should contact the Undergraduate Course Coordinator, Ainsley Lawson ([ainsley.lawson@utoronto.ca](mailto:ainsley.lawson@utoronto.ca)), if you have concerns.*

### Learning Outcomes

By the end of this course, a successful learner will be able to:

1. Understand the core principles of how the brain is organized at the systems, circuit, and synaptic level to achieve complex information processing
2. Describe how electrical signals are generated, and transmitted throughout the brain
3. Connect how the underlying synaptic organization in a particular brain area is related to its function
4. Explain how & why different methodologies are used in contemporary cellular neuroscience.
5. Develop and implement effective strategies for understanding, critically evaluating, and summarizing primary scientific literature in the field of cellular neuroscience.
6. Develop and implement effective strategies for written work, including how to appropriately paraphrase and reference primary literature.
7. Engage in self-assessment and reflection on their learning process and performance in the course.

## II. Course Schedule

This outline may be subject to minor revisions with advance notice from the Instructor.

### Tentative Lecture Schedule

WEEK	DATE	LECTURE TOPIC	ASSIGNED READINGS
1	Sept 8	Course Introduction Organizational principles of the mammalian brain	Chapters 1, 2, 3
2	Sept 15	Pre-synaptic and post-synaptic mechanisms of neurotransmission	<b>Article 1</b> Chapters 4, 5, 6
3	Sept 22	Synaptic integration and neuromodulation	<b>Article 2</b> Chapters 5, 6
4	Sept 29	Basic and cutting edge techniques in cellular neuroscience	Box 3A, Box 4A
5	TBD	<b>TERM TEST #1*</b>	<b>paper assigned for critical analysis assignment</b>
	Oct 10-16	<i>Reading Week</i>	
6	Oct 20	Synaptic organization of the basal ganglia	<b>Article 3</b> Chapter 18
7	Oct 27	Synaptic organization of the thalamus <b>Critical analysis writing assignment due 26<sup>th</sup> Oct</b>	Box A (A-17)
8	Nov 3	Synaptic organization of the hippocampus	<b>Article 4</b> Chapter 31
9	Nov 10	Synaptic plasticity and learning	Chapter 8
10	TBD	<b>TERM TEST #2*</b>	
11	Nov 24	Synaptic organization of the neocortex	Chapter 26
12	Dec 1	Synapses in networks: network oscillations	
	TBD	<b>FINAL EXAM**</b>	

\*The term tests will be scheduled by the Registrar. I have requested for them to occur in Weeks 5 and 10.

\*\*The final exam will be scheduled by the Registrar during the exam period.

### III. Assigned Readings

You are responsible for reading all lecture notes and assigned readings. E-book purchases and rentals are available for the course textbook. Copies of the textbooks are in the Library's Course Reserves; however, access may not be available this term due to COVID-19 restrictions.

#### Course Textbook

Purves et al. (2018). *Neuroscience* (6<sup>th</sup> ed.). Cary, NC: Oxford University Press.

*\*The 5<sup>th</sup> edition of this textbook is acceptable as an alternative*

### IV. Assessments

This course will offer you multiple opportunities for assessment and feedback. The structure of the course assessments has been developed in such a way as to scaffold your learning, providing you with frequent low-risk assessments that test your knowledge and require regular progress checks (e.g., quizzes). These practices have been found to help students manage their time—particularly in an online format—and also provide more chances for corrective feedback to promote success on larger assessments. These learning opportunities may appear to result in a trade-off in terms of a heavier course workload; however, your active and consistent effort each week should balance out with the amount of effort/studying required to do well on the exams. Course assessments have been broken down into 3 major categories:

#### 1. Quizzes and Exams

All assessments will be considered “open book, non-collaborative”, meaning you are welcome to refer to the textbook, course materials and any of your own personal notes, but you may NOT collaborate with others (see authorized aids policy details below). You will be tested on lecture material and assigned readings.

##### **a) Lecture Quizzes (take top 7 of 10; total 10% of final grade)**

These low-stake quizzes will encourage you to stay on pace with the weekly content, provide you with early feedback on your comprehension of the lecture material, highlight any areas of confusion from that week's lecture, and help prepare you for success on the exams. Quizzes will be available as soon as the week starts, and must be submitted by 11:59PM on the following Monday. You will only have one attempt, but your time is unlimited up until the deadline. Late quiz submissions will not be accepted, as correct answers will be available as soon as the deadline passes. For some quizzes, you may need to submit an assignment file with a short-answer response.

##### **b) Term Tests (combined 40% of final grade – 17% Term Test 1, 23% Term Test 2)**

The term tests will be scheduled by the Registrar, likely to take place on Weeks 5 and 10, and based on the material covered in the preceding 4 weeks. Tests will likely consist of short-answer questions only, and may be drawn from lecture, chapter readings, and assigned articles. Success on the term tests will require you to develop a clear understanding of both the lecture content and assigned articles. Rote memorization of lectures and readings will not guarantee you a high mark; rather, I expect you to not only learn key concepts, but also to explain why each is relevant and to demonstrate how you can apply your knowledge in new and creative ways. Responses will often require several sentences to address the question complexity; they may also require a mathematical

calculation and/or the creation or analysis of a visual (e.g., diagram). The points assigned will be weighted based on the relative difficulty, as opposed to how many things you need to say (i.e., we will not employ a system of three points requiring three “things” to say).

**c) Final Exam (28% of final grade)**

The final exam will be scheduled by the Registrar during the final exam period. The final exam is cumulative. You can expect some short-answer questions specifically related to lectures 9 and 10, similar to the term tests, as well as questions that may draw on content covered in lecture weeks 1-12. In addition, the final exam will have you critically analyze an empirical article that will be assigned to you 2 weeks prior to the final exam date.

**2. Reading and Writing Assessments**

Learning how to consume and critically analyze primary literature is an absolutely essential skill in the field of neuroscience. These assignments will help you further develop your analytical and scientific writing skills, and receive feedback on areas that may require improvement, prior to your term tests and final exam.

**a) Small Group Article Discussion (2 x 2%; combined total 4% of final grade)**

To provide additional opportunities for you to engage with the assigned articles and connect with your peers, you will be randomly assigned to a smaller class group on Piazza. You will earn participation credit for collaborating on the first two assigned article readings (Article 1 and Article 2). Credit can be earned by asking original questions, contributing to an answer, or by posting any other interesting notes relevant to the article. These exercises will be graded on a 3-category scale that assesses a reasonable degree of effort: Insufficient (0%), Needs Improvement (70%), Meets Expectations (100%).

**b) Critical Analysis Writing Assignment (15% of final grade)**

For this assignment you will be provided with an empirical article, and you will be required to write a critique of the assigned paper. The article will be assigned the week of Oct 5<sup>th</sup> and your assignment due **Monday, Oct 26<sup>th</sup>**. This assignment will help you further develop analytical and scientific writing skills before for the final exam and give you the opportunity to receive feedback on areas that require improvement. Detailed assignment guidelines will be posted on Quercus.

**3. Reflection/Self-Assessments**

**a) Pre-post course reflections (2% of final grade)**

You will be asked to complete two self-assessments via Quercus – one at the beginning of the semester and one towards the end. The purpose of these reflections is to allow us to understand where your skills are at coming into this class and encourage you to actively reflect on your skill development and learning process across the course. There are no “correct answers”, but you must provide full responses for full marks.

Pre-course Survey Due Date: Sept 14<sup>th</sup>, 11:59PM

Post-course Survey Due Date: Dec 7<sup>th</sup>, 11:59PM

**b) Academic Integrity Quiz (1% of final grade)**

Due Date: Sept 14<sup>th</sup>, 11:59PM

### Course Grading Rubric

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-
90%+	85-89	80-84	77-79	73-76	70-72	67-69	63-66	60-62	57-59	53-56	50-52

## V. Communication

**Quercus messaging.** Please do not contact your Instructor or TAs using the Quercus messaging system. Decide if your question is most appropriate for the discussion board or course email (see below).

**Piazza.** This term we will be using Piazza for all of our general course inquiries and content-related discussions. The system is highly catered to getting you help fast and efficiently from classmates, the TAs, and myself. Rather than emailing questions to the teaching staff, I encourage you to post your questions on Piazza.

**Email policy.** Email should be reserved for correspondence that requires privacy (e.g., accommodations, grading concerns), and should be sent to the course email ([nroc69.gadziola@gmail.com](mailto:nroc69.gadziola@gmail.com)). Emails must be sent from your university email account. In most cases, e-mails will be answered within 48 hours of receipt (excluding weekends and holidays).

Emails should have an informative subject title that includes some detail related to your question. Please keep your emails professional, concise, and clear. Your email should include your full name and student ID number so that we know who you are. A short email based around a single question, with some level of effort to explain the issue, will likely be most effective. If you are not familiar with writing professional emails, you may find this resource helpful: <https://tinyurl.com/kysxwtx>.

## VI. Course Policies

**Netiquette.** The University of Toronto is committed to equity, human rights and respect for diversity. Our online learning environment is a place where you should always feel safe and respected. It is also a place that is conducive to learning and intellectual curiosity. To help create this learning environment, we ask that you always use respectful language and strive to create an atmosphere of mutual respect where all members of this course can express themselves, engage with each other, and respect one another's differences.

Please adhere to the following guidelines when communicating online:

- Remember the human on the other side of the computer. Avoid doing anything online that would offend or frustrate other people.
- Recognize and respect diversity of opinions. It's okay to disagree and engage in scientific discourse, but inappropriate to disrespect or be offensive to others.
- Be considerate of others' time. Read prior replies and threads to see if your topic has already been discussed at length. Write concisely and stay on topic. Use a meaningful subject line about what your post contains.

- Be careful when using sarcasm and humor. Without face-to-face communication, your joke may be misinterpreted.
- Respect the privacy of your classmates. Never copy or distribute the contents of a discussion thread.

**Office hours.** Office hours are a valuable resource for you to learn more about the class and/or other important things related to (but outside of) the class. You should consider attending Dr. Gadziola’s office hours if you would like to (1) discuss course content, (2) if you have an issue with course performance or progress, or (3) you would like to discuss the field of psychology/neuroscience and how to get more involved.

Office hours will be hosted using Bb Collaborate, unless notified otherwise. General office hours will be an open, drop-in format. More than one student may be in the room at the same time, and students are welcome to ask questions and/or stay to listen to peer questions. Individual appointments can be requested if the questions/concerns are more appropriate to be handled privately.

**Slides and pre-recorded videos.** For your convenience, lecture slides will be posted along with each pre-recorded video, where appropriate. Lecture slides on their own are not considered a suitable substitute for listening to the full recorded video; slides are not exhaustive and we may cover important material that extends beyond them during recorded videos. The notes section will appear below each lecture slide, which contains expanded information that you are responsible for.

**Copyright notice.** All of the course videos and materials belong to your instructor, the University, and/or other sources depending on the specific facts of each situation, and are protected by copyright. In this course, you are permitted to download session videos and materials for your own academic use, but you should not copy, share, or use them for any other purpose without the explicit permission of the instructor.

**Contesting a grade.** All requests for a re-grade must be submitted in writing to the course email within two weeks of the day the grade is received. Only requests that include adequate written justification of an error in the original grading will be considered. Where possible, a legitimate request will result in the entire assignment being re-graded. Your overall grade may be raised, lowered, or stay the same.

**Late Submissions.** Please note that late submissions will not be accepted for lecture quizzes. Any other assignments submitted after the deadline, and without being granted accommodations, will receive a -10% penalty per day late. All deadlines are set according to Eastern Time.

**Changes to the syllabus.** There may be minor changes to the syllabus during the term. You will be notified of these changes ASAP and no changes will be instituted that dramatically affect your ability to reasonably prepare for a class or assessment.

**Authorized aids.** Unless otherwise noted, all assessments (quizzes, exams, assignments) will be considered “open-book, non-collaborative”. This means that you are welcome to refer to the textbooks, course materials and any of your own personal notes, but you may NOT collaborate with others. To avoid potential allegations of academic misconduct, you must adhere to the following:

- **You are the only person allowed to access, interact with, and submit your assessments.** Allowing someone else to access the questions, content, and/or answers from your assessments (other than members of the NROC69 team) will be considered a direct

violation of [the Code](#). This includes comparing answers with other students after the deadline has passed.

- **You are NOT allowed to collaborate with anyone else by sharing your work, working together, or using someone else's work to gain an unfair advantage.** Paying for, using, or contributing to any shared material or efforts to collaborate is a direct violation of [the Code](#).
- **You are NOT allowed to access unauthorized material pertaining to your assessments.** It is a direct violation of [the Code](#) to access any source in which someone has solicited, discussed, and/or posted assessment content, questions, or answers. This includes group chats, shared Google docs, email threads, Reddit, Chegg, and any other source that meets this description. Being a member of a group in which test materials were shared may also constitute an academic integrity offense.
- **If you see it, report it.** If you find yourself in a situation where you have stumbled upon unauthorized content accidentally, protect yourself by reporting it to the teaching team ASAP. You may be considered complicit in the offence if your digital fingerprint is there, but you failed to report it.

## VII. AccessAbility

Students with diverse learning styles and needs are welcome in this course! In particular, if you have a disability/health consideration that may require accommodations, please approach me and/or the AccessAbility Services Office as soon as possible.

AccessAbility Services staff (located in Rm SW302, Science Wing) are available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations 416-287-7560 or email [ability@utsc.utoronto.ca](mailto:ability@utsc.utoronto.ca). The sooner you let us know your needs the quicker we can assist you in achieving your learning goals in this course.

## VIII. Academic Integrity

Academic integrity is essential to the pursuit of learning and scholarship in a university, and to ensuring that a degree from the University of Toronto is a strong signal of each student's individual academic achievement. As a result, the University treats cases of cheating and plagiarism very seriously. The University of Toronto's Code of Behaviour on Academic Matters ([http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppju\\_n011995.pdf](http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppju_n011995.pdf)) outlines the behaviours that constitute academic dishonesty and the processes for addressing academic offences. Potential offences include, but are not limited to:

In papers and assignments:

- Using someone else's ideas or words without appropriate acknowledgement;
- Submitting your own work in more than one course without the permission of the instructor;
- Making up sources or facts;
- Obtaining or providing unauthorized assistance on any assignment.

On tests and exams:



- Using or possessing unauthorized aids;
- Looking at someone else’s answers during an exam or test;
- Misrepresenting your identity; and
- When you knew or ought to have known you were doing it.

In academic work:

- Falsifying institutional documents or grades;
- Falsifying or altering any documentation required by the University, including (but not limited to) doctor’s notes; and
- When you knew or ought to have known you were doing so.

All suspected cases of academic dishonesty will be investigated following procedures outlined in the Code of Behaviour on Academic Matters. If students have questions or concerns about what constitutes appropriate academic behaviour or appropriate research and citation methods, they are expected to seek out additional information on academic integrity from their instructors or from other institutional resources.

Note: You may see advertisements for services offering grammar help, essay editing and proof-reading. Be very careful. If these services take a draft of your work and significantly change the content and/or language, you may be committing an academic offence (unauthorized assistance) under the *Code of Behaviour on Academic Matters*.

It is much better and safer to take your draft to the Writing Centre as early as you can. They will give you guidance you can trust. Students for whom English is not their first language should go to the English Language Development Centre.

If you decide to use these services in spite of this caution, you must keep a draft of your work and any notes you made before you got help and be prepared to give it to your instructor on request.

TurnItIn: Normally, students will be required to submit their course essays/assignments to Turnitin.com for a review of textual similarity and detection of possible plagiarism. In doing so, students will allow their essays to be included as source documents in the Turnitin.com reference database, where they will be used solely for the purpose of detecting plagiarism. The terms that apply to the University’s use of the Turnitin.com service are described on the Turnitin.com web site.

This class may be important to you, but not so important as to gamble with your academic career by cheating. If you find yourself wondering if something constitutes academic misconduct, I encourage you to investigate the subject more thoroughly before acting – not knowing that something is considered academic misconduct does not protect you from trouble! Knowing is half the battle! Consider visiting <http://uoft.me/academicdishonesty>.

## IX. Time Zone Conflicts

If you are physically in a different time zone and a quiz or midterm is scheduled outside of 7:00am to midnight in your local time, you may use the following form to request special arrangements. Note that the form is only for term work. [Final exam conflicts](#) are handled by the Registrar’s Office.

The form must be submitted **at least ten (10) business days before the activity**.

Form: <https://uoft.me/PSY-TimeZone>

**Submit via email to:** Keely Hicks, Departmental Assistant, [keely.hicks@utoronto.ca](mailto:keely.hicks@utoronto.ca)

#### X. Missed Term Work due to Medical Illness or Other Emergency

All students citing a documented reason for missed term work must submit their request for accommodations **within three (3) business days** of the deadline for the missed work.

**Submit via email to:** Keely Hicks, Departmental Assistant, [keely.hicks@utoronto.ca](mailto:keely.hicks@utoronto.ca)

Students must submit **BOTH** of the following:

- (1.) A completed **Request for Missed Term Work Accommodations form** (<http://uoft.me/PSY-MTW>), and
- (2.) **Appropriate documentation** to verify your illness or emergency, as described below.

#### **Appropriate documentation:**

For missed **ASSIGNMENTS** or **TERM TESTS** due to **FLU-LIKE SYMPTOMS** or **SELF-ISOLATION REQUIREMENTS:**

- Email the Request for Missed Term Work Accommodations form ([uoft.me/PSY-MTW](http://uoft.me/PSY-MTW)) to Keely ([keely.hicks@utoronto.ca](mailto:keely.hicks@utoronto.ca)), and
- **Declare** your absence on **ACORN** (Profile & Settings > Absence Declaration)

For missed **ASSIGNMENTS** due to **OTHER ILLNESS:**

- Email the Request for Missed Term Work Accommodations form ([uoft.me/PSY-MTW](http://uoft.me/PSY-MTW)) to Keely ([keely.hicks@utoronto.ca](mailto:keely.hicks@utoronto.ca)), along with the Self-Declaration of Student Illness Form ([uoft.me/PSY-self-declare-form](http://uoft.me/PSY-self-declare-form)).

For missed **TERM TESTS** due to **OTHER ILLNESS:**

- Email the Request for Missed Term Work Accommodations form ([uoft.me/PSY-MTW](http://uoft.me/PSY-MTW)) to Keely ([keely.hicks@utoronto.ca](mailto:keely.hicks@utoronto.ca)), along with a scan/photo of the **original** copy of the official UTSC Verification of Illness Form ([uoft.me/UTSC-Verification-Of-Illness-Form](http://uoft.me/UTSC-Verification-Of-Illness-Form)) or an **original** copy of the record of visitation to a hospital ER.
- Forms are to be completed in full, clearly indicating the start date, anticipated end date, and severity of illness. The physician's registration # and business stamp are required.
- *Note: If an end date of "ongoing" is specified, the medical note will be assumed to cover a period of **two weeks**. If no end date / an "unknown" end date is specified, the note will be assumed to cover a period of **three business days** (starting from illness start date.)*

For missed **TERM TESTS** due to **ACCESSABILITY REASONS:**

- Meet with your **AccessAbility consultant** and have them email Keely ([keely.hicks@utoronto.ca](mailto:keely.hicks@utoronto.ca)) detailing accommodations required.

For missed **ASSIGNMENTS** due to **ACCESSABILITY REASONS:**

- If your desired accommodation is **within the scope** of your Accommodation Letter (ex. your letter includes "extensions of up to 7 days" and you need 1-7 more days), email the Request for

Missed Term Work Accommodations form ([uoft.me/PSY-MTW](http://uoft.me/PSY-MTW)) to Keely ([keely.hicks@utoronto.ca](mailto:keely.hicks@utoronto.ca)), and attach a **copy of your letter**. Specify how many days extension you are requesting in your email.

- If your desired accommodation is **outside the scope** of your Accommodation Letter (ex. your letter includes “extensions of up to 7 days” but you need more time than that) you will need to meet with your **AccessAbility consultant** and have them email Keely ([keely.hicks@utoronto.ca](mailto:keely.hicks@utoronto.ca)) detailing the accommodations required.

For missed **ASSIGNMENTS** or **TERM TESTS** in **OTHER CIRCUMSTANCES**:

Email the Request for Missed Term Work Accommodations form (<http://uoft.me/PSY-MTW>) form to Keely ([keely.hicks@utoronto.ca](mailto:keely.hicks@utoronto.ca)), along with:

- For the **death of a family member/friend**, provide a copy of the death certificate.
- For U of T varsity-level or professional **athletic commitments**, an email from your coach or varsity administrator should be sent directly to Keely ([keely.hicks@utoronto.ca](mailto:keely.hicks@utoronto.ca)) **well in advance** of the missed work, detailing the dates and nature of the commitment.
- For **religious accommodations**, please email Keely ([keely.hicks@utoronto.ca](mailto:keely.hicks@utoronto.ca)) **well in advance** of the missed work.
- For circumstances **outside of these guidelines**, please email Keely ([keely.hicks@utoronto.ca](mailto:keely.hicks@utoronto.ca)) **on or before the date of the test / assignment deadline** to describe your circumstances and determine appropriate documentation.

Documents covering the following situations are NOT acceptable: medical prescriptions, personal travel, weddings, personal/work commitments.

As stated above, your documents must be submitted **within three (3) business days** of the deadline for the missed work.

### **After submitting your documentation:**

Within approximately one to five business days, you will receive a response from your instructor detailing the accommodations to be made (if any).

**You are responsible for checking your official U of T email and Quercus course announcements daily, as accommodations may be time-critical.**

You should continue to work on your assignments to the best of your ability, as extension accommodations may be as short as one business day, depending on the nature of the illness/emergency.

If an accommodation has been granted but you are unable to meet the conditions of the accommodation (ex. you need a longer extension, or you missed a make-up test), you will need to repeat the missed term work procedure and submit additional forms to request further accommodation. Note that in the case of a missed make-up test, an opportunity to write a second make-up test may not be provided.

Completion of this form does NOT guarantee that accommodations will be made. The course instructor reserves the right to decide what accommodations (if any) will be made. Failure to adhere to any aspect of this policy may result in a denial of your request for accommodation.

### **Missed Accommodations**

If an accommodation is granted but a continued illness/emergency prevents you from meeting the requirements of your accommodation, you must repeat the missed term work procedure to request additional accommodations.

(E.g.) If you miss a make-up midterm, you would need to submit another Request for Missed Term Work Accommodations form. If your original medical note / documentation included the date of the make-up midterm, then only the Request form is required. If the date of the make-up midterm fell outside of the dates indicated on your original medical note/other documentation, then a new medical note/other appropriate documentation must also be submitted.

**Importance of Three Business Day window:**

If you are unable to submit your documents within the three business day window, **you must email Keely** ([keely.hicks@utoronto.ca](mailto:keely.hicks@utoronto.ca)) **within the three business day window** to explain the nature of the delay, and when you will be able to provide your documents. Exceptions to the documentation deadline will only be made under exceptional circumstances.

**NOTE: Assignments due at end of term**

Instructors cannot accept term work any later than five business days after the last day of class. Beyond this date, you would need to file a petition with the Registrar's Office (<https://www.utoronto.ca/registrar/term-work>).

**NOTE: Final Exams**

This policy applies only to missed assignments and term tests. Missed final exams are handled by the Registrar's Office (<http://www.utoronto.ca/registrar/missing-examination>).

## XI. Course-specific Accommodation Policies for Missed Term Work

In addition to the Missed Term Work policy, you should also notify the NROC69 teaching team via the course email that you are in the process of requesting accommodations. Missed term work not granted accommodations will receive a 0% grade.

Please note that missed term work accommodation requests will not be accepted for lecture quizzes. Do not follow the Departmental MTW procedure for these assignments.

***Missed term tests.*** There will be no makeup opportunity for missing the first term test. If you are granted accommodations for the first term test, your second term test will be a cumulative exam (based on lecture material in weeks 1-8), and worth 40% of your final grade. If you are granted accommodations for missing the second midterm, there will be only one makeup exam the week of Nov 30<sup>th</sup>, the specific date and time TBD. The format of makeup term tests may be modified to take place as an oral examination.