



Fall/Winter 2024/25 Course Syllabus

MOS 3344B Sections – 200 & 201 **Occupational Health and Safety Management** Course Mode: Blended

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1. Course Information:

1.1 Class Location and Time:

Section 200 – IN PERSON - See Owl Brightspace for Classroom Details.

Section 201 – IN PERSON – See Owl Brightspace for Classroom Details.

Please see Weekly Schedule as delivery will vary between in-person synchronous delivery and online asynchronous delivery week-to-week. Both sections include an ONLINE teaching component on certain weeks that varies in nature. See schedule below and OWL Brightspace Classroom Site for Details.

1.2 Course Description:

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

Antirequisite(s): Health Sciences 3030A/B.

Prerequisite(s): Enrollment in 3rd or 4th year of BMOS.

Unless you have either the requisites for this course or written special permission from your Dean's Designate (DAN Management Advisors) 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 in the event that you are dropped from a course for failing to have the necessary prerequisites.

1.3 Accessibility:

DAN Department of Management & Organizational Studies strives at all times to provide accessibility to all faculty, staff, students and visitors in a way that respects the dignity and independence of people with disabilities.

Contact Academic Support & Engagement at <http://academicsupport.uwo.ca/> for information about Western's Accessible Education.

More information about "Accessibility at Western" is available at: <http://accessibility.uwo.ca>

1.4 Land Acknowledgement:

We acknowledge that Western University is located on the traditional lands of the Anishinaabek, Haudenosaunee, Lūnaapéewak and Attawandaron peoples, on lands connected with the London Township and Sombra Treaties of 1796 and the Dish with One Spoon Covenant Wampum.

With this, we respect the longstanding relationships that Indigenous Nations have to this land, as they are the original caretakers. We acknowledge historical and ongoing injustices that Indigenous Peoples (e.g. First Nations, Métis and Inuit) endure in Canada, and we accept responsibility as a public institution to contribute toward revealing and correcting miseducation as well as renewing respectful relationships with Indigenous communities through our teaching, research and community service.

<https://indigenous.uwo.ca/initiatives/docs/indigenous-land-acknowledgment.pdf>

1.5 Senate Regulations

Senate Regulations state, "unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you will 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."

This regulation is in regard to the PREREQUISITE COURSES required.

2. Course Materials

The textbook will be used extensively and online materials (including question banks and additional interactive videos) are optional parts of this hybrid course so it is encouraged that students purchase the e-book. This material is optional and not required for examination. The cost of the interactive textbook and materials is 99\$ and can be purchased directly from the publisher on Top Hat:

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

Kelloway, E.K., Francis, L., Gatien, B. (2021). *Management of Occupational Health and Safety*

(8th edition). Nelson Publishing. ISBN: 13:978-0-17-689301-9

Students may purchase physical or secondhand copies of the current edition of the textbook but will not have access to additional materials through the Top Hat platform. Older editions of the textbook will not be sufficient as there have been substantive changes to material included in the text.

All other course material (slides, additional readings, additional lectures) will be posted to OWL:

<https://westernu.brightspace.com/>

Students are responsible for checking the course OWL site (<https://westernu.brightspace.com/>) regularly for news and updates. This is the primary method by which information will be disseminated to all students in the class.

If students need assistance with the course OWL 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.

Technical Requirements

The course requires students to have access to a stable internet connection and a computer with working microphone and/or webcam.

3. Course Objectives and Format

The DAN Department of Management and Organizational Studies as a whole draws upon an evidence-based management approach. Evidence-based management is the systematic process of gathering evidence from multiple sources, critically appraising the evidence, and using that evidence in making and evaluating management decisions to improve organizational performance.

3.1 Course objectives

To introduce human resource students to the laws and issues surrounding occupational health and safety in Canadian businesses.

3.2 Course format

The course uses a blended format. There will be one (1) two-hour lecture per week at the designated time (either in-person or asynchronous online) for each section. Certain weeks there will be additional online content posted or a discussion question activity on OWL Brightspace that will require about one hour of participation. These online components will be asynchronous and vary in nature week to week. It is the student's responsibility to check OWL Brightspace weekly for details and announcements.

The following are relevant Key Sessional Dates listed below for this course:

Classes begin: January 6, 2025

Spring Reading Week: February 17 – 21, 2025

Classes end: April 4, 2025

Exam period: April 7 – 30, 2025

4. Learning Outcomes

See topic list below for subjects covered in the course. Students should understand theory, legislation and application of principles related to each subject covered.

5. Evaluation

Grades will be based on WHMIS certificate submission (6%, see below), Worker Awareness Certificate Submission (6%, see below), 3 graded discussion questions (18%), a midterm and a final exam (see below for weights and details on each evaluation component)

WHMIS = 6% Due 10:00 am (10:00h) EST on January 27th

Students are required to complete the WHMIS course and e-mail the certificate (pdf file) to the instructor **through OWL** [the certification tab is at the left-hand side of the screen and is available after passing the WHMIS test]. For those students who submit their certificate before or by the due date, they will receive 5%. A zero grade will be assigned for this component to students who fail to complete the course or who do not submit a certificate. **It is advised that students do not wait until the last day to complete this course component because of potential computer/power issues which might arise and will not be used as grounds in an appeal for not completing the assignment.**

To access the WHMIS course, go to

<http://www.uwo.ca/hr/learning/required/index.html> and click on the second box for the WHMIS training. Alternatively, you may access the courses through webCT (OWL):

Select: "The University of Western Ontario"

Select: "Check Browser" to ensure your web browser settings will function properly.

Log into WebCT using your User ID and password*.

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

Worker Health and Safety Awareness Training = 6% Due 10:00am (10:00h) EST on Monday March 8

Students are required to complete the **UWO Worker Health and Safety Awareness Training** course and **e-mail** the certificate to the instructor **through OWL**. For those students who submit their certificate before or by the due date, they will receive 5%. A zero grade will be assigned to students for this component who fail to complete the course or who do not submit a certificate. **To access the Worker Health and Safety Awareness Training, go to <http://www.uwo.ca/hr/learning/required/index.html> and click on the first box.**

Applied Health and Safety Management Discussion Boards = 18% (6% per post)

Due 10:00am (10:00h) EST on the day after the lecture of the specified chapter/topic covered for that discussion question.

Detailed instructions will be provided on a separate document uploaded to OWL Brightspace. You can complete up to 5 discussion board posts, of which your highest 3 grades will comprise your final mark for this section. You may not complete more than 5 posts per semester. The first 5 submitted will be the posts that are eligible to be graded.

Midterm Exam (February 10th at 9:30AM in regular lecture classroom) = 30%

Final Exam (during final examination period, date and time TBD) = 40%

Exams are in-person **in format**. The midterm will occur during a regularly scheduled lecture for the entirety of the two-hour time block (see timeline). The final exam will occur during the final exam period (date and time to come) and be three hours long. Both examinations are **closed book examinations**. **Each will consist of multiple choice questions. Dictionaries are NOT allowed into the examinations.**

To note, the final exam is not cumulative and will only include questions related to content post-midterm. However, the course does build on itself from chapter to chapter, and a level of foundational knowledge of earlier chapters is important to understand the content from later chapters.

Electronic devices of any kind (including cell phones, smart watches and calculators) are NOT permitted at exams. No exam questions will require the use of a calculator to answer correctly.

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 by contacting your instructor.

(BONUS/OPTIONAL) Active Participation Grade (up to 2 additional % on your final grade) = 2%

Requiring someone to do something by threatening to take something away (like 10% of their grade) does not elicit the best performance or an actual desire to participate. I want you to participate out of interest in the subject. Therefore, an award of 2% bonus credit will be given to a student who:

- Consistently attends IN PERSON lectures prepared
- Participates in class activities and discussions (e.g., answering questions during lecture)
- Asks thoughtful questions and contributes to discussions by adding thoughtful insight

General information about missed coursework

Students must familiarize themselves with the *University Policy on Academic Consideration – Undergraduate Students in First Entry Programs* posted on the Academic Calendar:

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/academic_consideration_Sep24.pdf,

This policy does not apply to requests for Academic Consideration submitted for **attempted or completed work**, whether online or in person.

The policy also does not apply to students experiencing longer-term impacts on their academic responsibilities. These students should consult [Accessible Education](#).

For procedures on how to submit Academic Consideration requests, please see the information posted on the Office of the Registrar's webpage:

https://registrar.uwo.ca/academics/academic_considerations/

All requests for Academic Consideration must be made within 48 hours after the assessment date or submission deadline.

All Academic Consideration requests must include supporting documentation; however, recognizing that formal documentation may not be available in some extenuating circumstances, the policy allows students to make one Academic Consideration request **without supporting documentation** in this course. However, the following assessments are excluded from this, and therefore always require formal supporting documentation:

- **Examinations scheduled during official examination periods** (Defined by policy)
- WHMIS Certificate and Worker Health and Safety Training Certificate
- Applied Health and Safety Management Discussion Boards

When a student *mistakenly* submits their one allowed Academic Consideration request **without supporting documentation** for the assessments listed above or those in the **Coursework with Assessment Flexibility** section below, the request cannot be recalled and reapplied. This privilege is forfeited.

Evaluation Scheme for Missed Assessments

As outlined above, academic consideration is not required for a missed in-class midterm. **However, for a missed midterm exam, ONLY a reweight to the final exam will be considered with or without academic consideration. There will be no makeup midterm exam.** The final will then be worth 70% of your total grade.

When a student misses the Final Exam and their Academic Consideration has been granted, they will be allowed to write the Special Examination (the name given by the University to a makeup Final Exam). See the Academic Calendar for details (under Special Examinations), especially for those who miss multiple final exams within one examination period.

The date and time of the make-up examination will be set by the instructor, who will communicate the date to the student. Only one make-up final examination will occur per semester. If a student is unable to meet the scheduled make-up, then the student is responsible for obtaining new accommodations from Academic Counselling, choosing to delay the exam until the next time the class occurs or reweighting the exam.

Coursework with Assessment Flexibility

By policy, instructors may deny Academic Consideration requests for the following assessments with built-in flexibility:

Deadline with a No-Late-Penalty Period

Assignments. Students are expected to submit each of the 2 assignments (WHIMS completion and Worker Health and Safety Awareness Training) and 5 discussion questions responses by the deadline listed. Should extenuating circumstances arise, students do not need to request Academic Consideration and they are permitted to submit their assignment up to 48 hours past the deadline without a late penalty. Should students submit their assessment beyond 48 hours past the deadline, a late penalty of 25% per day will be applied. **Academic Consideration requests may be granted only for extenuating circumstances that started before the deadline and lasted longer than the No-Late-Penalty Period of 48 hours.**

Grades will not be adjusted on the basis of need. It is important to monitor your performance in the course. Remember: *You* are responsible for your grades in this course.

The DAN Department has a grade policy which states that for courses in the 3000 range, the class average must fall between 70% and 77% for all sections of a course taught by the same instructor. In very exceptional circumstances only, class averages outside this range may be approved by the Undergraduate Chair or Chair. Class averages are not grounds for appeal.

6. Lecture and Examination Schedule

Monday Date given for the given week, please attend the lecture date that corresponds with your registered section either Tuesday or Thursday when lecture is IN-PERSON. Lectures posted ONLINE will be posted on the Monday of any given week and can be viewed at the students' pace. Required materials are available using the e-book or paperback textbook and OWL.

This calendar is subject to change. Any change in topic or lecture nature (in-person/online) will be communicated 48 hours in advance of the start of the lecture. Additional material may be posted on OWL Brightspace for students to view if content is not fully covered in the class.

Certificates for assignment completion MUST be uploaded in PDF format to the relevant Assignment Tab in OWL Brightspace.

Week 1, Jan. 6th

- Course Introduction & Chapter 1 Introduction (IN PERSON)

Week 2, Jan. 13th

- Chapter 2 Legislation & Chapter 3 Compensation (IN PERSON)

Week 3, Jan. 20th

- Chapter 4 Hazards, Risks and Control (LECTURE POSTED ONLINE)

Week 4, Jan 27th **WHMIS due 10am EST on Monday, Jan 27th (worth 6%)**

- Chapter 5 Physical Agents and Chapter 6 (part 1) (IN PERSON)

Week 5, Feb. 3rd

- Chapter 6 Biological and Chemical Agents (part 2) (LECTURE POSTED ONLINE)
- OPTIONAL: additional office hour on scheduled lecture day (10:30-11:30AM)

Week 6, Feb. 10th

- In-class Midterm Assessment (full duration of the class time IN PERSON)

Week 7, Feb. 17th

- Reading Week (Rest up and have some fun!)

Week 8, Feb 24th

- Chapter 7 Psychosocial Hazards and Chapter 8 Workplace Violence (Part 1) (IN PERSON)

Week 9, March 8 **Worker Awareness Certificate due 10:00am EST on March 8th (worth 6%)**

- Chapter 8 Workplace Violence (Part 2) & Chapter 9 Training (LECTURE POSTED ONLINE)

Week 10, March 15

- Chapter 10 Motivation and Safety Management (IN PERSON)

Week 11, March 22

- Chapter 11 Emergency Planning & Chapter 12 Incident Investigation (LECTURE POSTED ONLINE)

Week 12, March 29

- Chapter 13 Disability Management and Return to Work (LECTURE POSTED ONLINE)

Week 13, April 5

- Chapter 14 Workplace Wellness (IN PERSON)

7. Student Responsibilities

Students should familiarize themselves with Western University Senate Regulations, please see: http://www.uwo.ca/univsec/academic_policies/index.html.

Material covered in lectures will not always be the same as material covered in the textbook. These two sources should be viewed as complimentary and not redundant. As such, students who want to do well in this course are **strongly encouraged** to attend lectures on a regular basis. Please note that the instructor will not be providing copies of lectures notes or overheads. Therefore, if you miss a lecture, you should try to obtain this material from another student.

7.1 Respect

Please act respectfully towards the classroom, the instructor and your fellow students. Acting respectfully means arriving on time, turning off phones, avoiding private discussions during lectures, refraining from viewing non-course material on your laptops, and cleaning up after yourself. Acting respectfully provides a better learning experience for everyone.

Private in-class discussions are distracting to students and the instructor. If other students are distracting your attention from the material, you should ask them to be quiet. If you feel uncomfortable doing this (or the problem persists), please see your instructor.

Late arrivals are also distracting. Please try to arrive on time for classes.

7.2 No Recording of Classes

Students are not permitted to record any portion of a class, audio or video, without the prior written permission of the instructor. This includes any posted video content for asynchronous learning.

7.3 Copyright Notice

Lectures and course materials, including power point presentations, outlines, and similar materials, are protected by copyright. You may take notes and make copies of course materials for your own educational use. You may not record lectures, reproduce (or allow others to reproduce), post or distribute lecture notes, wiki material, and other course materials publicly and/or for commercial purposes without the written consent of your instructor.

8. Exam Policies

IN-PERSON

- Bring student identification to exams.
- Nothing is to be on/at one's desk during an exam except a pencil, an eraser, and the individual's student card
- Do not wear baseball caps to exams
- Do not bring or wear smart watches, music players, cell phones, beepers, or other electronic devices to exams

9. E-mail Policies

The following policies apply to all emails between students and the instructor. Please respect the fact that your instructor receives hundreds of emails from students and must deal with those emails in a fair and organized manner. Unacceptable emails will receive a reply saying only "Please see Email Policies on the course outline".

9.1 UWO.CA Email Addresses Only

For privacy reasons, students must use their Western email accounts to contact their Instructor. The Instructor will not respond to emails from non-uwo.ca addresses (e.g. hotmail.com, gmail.com, etc.).

9.2 Subject Line Must Include Course and Section Number

The subject line of emails must contain the name or number of the course, and the section number in which the student is enrolled. The Instructor teaches different courses and sections and cannot properly respond to questions if they do not know which course or section you are enrolled in.

9.3 Acceptable Emails

- questions about the course content or materials
- asking to set up an appointment to ask questions or review an exam

- notification of illness or other special circumstances
- providing constructive comments or feedback about the course

9.4 Unacceptable Emails

- questions that may be answered on OWL or on this course outline
- asking when grades will be posted
- asking what grade a student received
- asking where or when an exam is scheduled or the material covered on an exam
- requests for grade increases, extra assignments, or reweighting of course components

10. Attendance

It is expected that students will attend all IN-PERSON classes. The instructor does not provide access to lecture notes. Students are encouraged to obtain missed lecture notes from a fellow student. It is expected that students will attend all asynchronous lectures and interact with content posted on OWL Brightspace. **There will be no virtual attendance option for IN-PERSON lecture dates.**

10.1 Short Absences.

If you miss a class due to minor illness or other problems, check your course outlines for information regarding attendance requirements and make sure you are not missing a test or exam. Cover any readings and arrange to borrow the missed lectures notes from a classmate.

10.2 Extended Absences.

If you are absent more than approximately two weeks or if you get too far behind to catch up, you should consider reducing your workload by dropping one or more courses. The [Academic Counsellors](#) can help you to consider the alternatives. At your request, they can also keep your instructors informed about your difficulties.

11. Grade Fairness

Fairness requires that all students be treated equally and be evaluated using the criteria set out in this course outline. The evaluation criteria are based on actual achievement and not on how hard a student has tried.

Claims by students of an excellent academic history, good attendance record, need to obtain or maintain a scholarship, desire to be admitted to Ivey or graduate school, or other personal issues, cannot be used to justify a higher grade in the course or a reweighting of course components. There is no extra work or assignments available for extra credit or to “make up” for a course component that was missed or performed poorly.

You, the student, are responsible for the grades earned.

12. Posting of Grades

Midterm exam grades will be posted on OWL once the grades are available. Final exam grades and final course grades are not posted on OWL and are available once they have been posted by the Registrar under “Academic Summary” at the [Student Centre](#) website.

13. University Policy Regarding Illness, Absence and Accommodation

13.1 Illness

Students will need to provide a Student Medical Certificate if the absence is medical or provide appropriate documentation if there are compassionate grounds for the absence in question.

Students are encouraged to contact their Faculty Academic Counselling office to obtain more information about the relevant documentation.

For privacy reasons, students should also note that individual instructors should not receive documentation directly from a student, whether in support of an application for consideration on medical grounds, or for other reasons. All documentation required for absences must be submitted to the Academic Counselling office of a student's Home Faculty.

For details on the Policy on Accommodation for Medical Illness, go to:

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/academic_consideration.pdf

Students can download the Student Medical Certificate (SMC) here:

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf

13.2 Accessible Education

Students with disabilities work with Accessible Education (formerly SSD) which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The accommodation policy can be found here:

[https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic Accommodation_disabilities.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Accommodation_disabilities.pdf)

Students needing access to Accessible Education should register here:

http://academicsupport.uwo.ca/accessible_education/index.html

13.3 Religious Accommodation

When conflicts with a religious holiday that requires an absence from the University or prohibits certain activities, students should request an accommodation for their absence in writing to the course instructor and/or the Academic Advising office of their Faculty of Registration. This notice should be made as early as possible but not later than two weeks prior to the writing or the examination (or one week prior to the writing of the test).

Please visit the Diversity Calendars posted on our university's EDID website for the recognized religious holidays:

<https://www.edi.uwo.ca>.

14. University Policy on Cheating and Academic Misconduct

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 Web site:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offenses. Students are urged to read the section on Scholastic Offenses in the Academic Calendar.

Note that such offenses include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. If you are in doubt about whether what you are doing is inappropriate, consult your instructor. **A claim that "you didn't know it was wrong" will not be accepted as an excuse.**

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 exploring a topic, with students expected to uphold academic integrity by appropriately attributing all sources of information and avoiding plagiarism. Essays, written assignments and/or lab reports should reflect the student's own thoughts and independent written work. Students should also generate their own figures (e.g., graphs, diagrams) rather than using AI generated ones. By adhering to these guidelines, students contribute to a responsible and effective learning environment that promotes critical thinking, independent inquiry and all them to produce original written contributions. The same principles also apply to the use of translation software to support the writing the essays and other written assessments. When used, any such AI or translation tool should be used ethically and responsibly, and students must cite or credit the tools used in line with the expectation to use AI as a tool to learn, not only to produce content.

A copy of guidelines about how to avoid cheating can be obtained from the Office of the Ombudsperson, Room 3135 WSSB, (519) 661-3573, ombuds@uwo.ca.

Cheating on exams will not be tolerated; students are referred to the university policy on scholastic offenses. Looking at the test of another student, allowing another student to view your exam, or obtaining information about a test in advance are all examples of cheating.

Students found cheating will receive a zero (0%) on that exam. A number of safeguards will be employed to discourage cheating. For example, examination supervisors (proctors) of the tests may ask students to move to another seat during the exam, cover their paper, avert their eyes from other students' papers, remove baseball caps, etc. This is not meant as a personal affront nor as an accusation of cheating, rather as vigilant attempts at proctoring.

The penalties for a student guilty of a scholastic offense include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

15. Procedures For Appealing Academic Evaluations

1. In the first instance, all appeals of a grade must be made to the course instructor (informal consultation).
2. If the student is not satisfied with the decision of the course instructor, a written appeal must be sent to the Undergraduate Chair of the Department of Management and Organizational Studies.
3. If the response of the Undergraduate Chair is considered unsatisfactory to the student, they may then appeal to the Dean of the Faculty in which the course of program was taken.
4. Only after receiving a final decision from the Dean may a student appeal to the Senate Review Board Academic. A Guide to Appeals is available from the Office of the Ombudsperson.

16. Support Services

16.1 Support Services

The Registrar's office provides you with information on services, courses, student finances, resources, latest news, as well as Student Central's hours of operation at <http://www.registrar.uwo.ca>

Student Support Services (***including the services provided by the USC listed here***) can be reached at: <http://westernusc.ca/services/>

Academic Support & Engagement can be reached at: <http://academicsupport.uwo.ca>

Students who are in emotional/mental distress should refer to Health and Wellness:
<https://www.uwo.ca/health/> for a complete list of options about how to obtain help.

16.2 Academic Concerns.

If you are in academic difficulty, it is strongly recommended that you see your academic counsellor.