

ECE FLU GUIDELINES FOR F2009-S2010

Version #10 (approved at the Nov 19 2009 dept meeting)

0. Preamble

- 0.1 These guidelines apply to courses taught primarily to ECE students in the 2A through 4B terms, and only to those courses that have a final exam (e.g., the guidelines do not cover class prof hours, ECE499, ECE391, ECE492A, or ECE492B). Flu guidelines for courses in the 1A and 1B terms are the responsibility of First-Year Engineering; flu guidelines for ECE courses that do not have final exams are the responsibility of the respective course instructors and/or coordinators; flu guidelines for courses taught primarily to non-ECE students (e.g., CSEs) are the responsibility of the relevant non-ECE department.
- 0.2 The guidelines are restricted to courses taken in the F2009, W2010, and S2010 terms.
- 0.3 These guidelines change nothing about how non-flu illnesses are to be treated. That is, students who miss deadlines or exams still need to contact the instructor and provide completed Verification of Illness Forms within 48 hours of non-flu illnesses, and the usual rules about missing deadlines or exams apply.

1. Accommodating students who get the flu

- 1.1. University rules require that students with flu symptoms must not attend university events (lectures, tutorials, labs, tests, exams, etc.). In addition, students with flu symptoms need to report their absence from the university in a special way:
 - § Within 48 hours of the onset of flu symptoms, students fill out the on-line “self-declare absenteeism due to flu” form (see <http://www.quest.uwaterloo.ca/help/howdoi/index.html>). Instructors can use Quest to see details about students in their class who have self-declared that they have the flu (see http://www.quest.uwaterloo.ca/help/howdoi/faculty_staff/influenza_absenteeism.html).
 - § Students use the same system on Quest to report when they are well enough to return to the university. If the absence is more than 10 calendar days, students must also get a Verification of Illness form completed.
 - § Note that instructors must accept the validity of a student’s claim to have had the flu even though a Verification of Illness form will not have been completed.
- 1.2. Students who miss substantial portions of a term can choose to withdraw from the term with no academic penalty, and with some tuition refund (either 100% or 50%, depending on the date of withdrawal—see the list of important dates at <http://quest.uwaterloo.ca/undergraduate/dates.html>). Students would then return to campus with the next cohort. ECE will make all reasonable efforts to accommodate such

students, although in case of enrollment space limitations, a first-come first-served policy will be used.

- 1.3. Students will be permitted to write deferred exams for any final exams that are missed because of the flu. The ECE Associate Chair for Undergraduate Studies will set up a “deferred exam period” early in the following on-campus (i.e., academic, not co-op) term for this purpose; the deferred exam period for 4B students will occur in the spring term that follows the 4B term. See the table in Appendix A.
- 1.4. Students who miss regularly-scheduled final exams due to the flu, but then choose not to write deferred exams during the deferred exam period, will have to wait until the next offering of each of their courses to write the deferred exams unless the particular instructor(s) agree to make other arrangements with students; however, instructors are under no obligation to set up deferred exams outside of the deferred exam period, and if an instructor allows a student to write a deferred exam outside of the deferred exam period, the instructor is implicitly agreeing to handle all the logistics of setting up and supervising the exam.
- 1.5. In light of 1.3, instructors have various responsibilities to accommodate deferred exams that arise because of students getting the flu during the regular exam period:
 - Instructors need to create second versions of their final exams and provide them to the Associate Chair for Undergraduate Studies at least one business day before the first day of the following academic term (see the deadlines column of the table in Appendix A).
 - Soon after the deferred exams are written, the exams will be returned to the instructors for grading. TAs may or may not be available to help with the grading.
 - Instructors, as always, are responsible for computing final grades and for issuing grade revision forms.
- 1.6. Situations where students miss midterm exams or lab work due to the flu should be treated as any other situation in which a student misses a midterm exam or lab work because of a valid reason. Specifically, instructors can choose to offer “make-up” midterm exams or labs, or alternatively to adjust the weights in the grading scheme (e.g., increase the weight of the final exam), or come up with other creative options. Likewise, situations where students do not miss deadlines or exams, but they miss lectures or tutorials or are not able to properly study because of the flu, should be treated as any other situation where students miss such academic activities because of reasons outside of their control. In all such cases, instructors (and not the department) decide on a case-by-case basis how to accommodate individual students.
- 1.7. A student who misses a final exam because of the flu should be assigned an INC grade until the deferred final exam is written. In general, instructors of ECE students are discouraged from using AEG grades for students who miss final exams due to the flu.

2. Accommodating instructors who get the flu

- 2.1. Instructors, like students, must stay away from campus if they have flu symptoms and should, as soon as possible, inform the Department of their illness by sending an email to flu@ece.uwaterloo.ca (which gets forwarded to Mary McColl, with Wendy Stoneman as backup and Breean Doom as secondary backup).
- 2.2. Each course should have at least one backup instructor (preferably another faculty member, but a competent TA is also allowable). The backup instructor should be aware that he or she might suddenly be called in to provide lectures. It is the instructor's responsibility, near the start of term, to choose a suitable backup instructor. The backup instructor must agree to play that role. In general, people on a course committee should be open to playing the role of backup instructor for that course.
- 2.3. If the instructor becomes ill, that instructor and the Department Chair jointly determine if “ownership” of the course is to be transferred to the backup instructor. (This is important for purposes of paperwork—we need to know whether or not the backup instructor has authority to sign overrides, to submit final grades, to sign grade revision forms, etc.) In cases where the regular instructor is too ill to make a decision, the Department Chair can assign a new instructor (typically the backup instructor, if known) as he or she sees fit.
- 2.4. Each instructor should set up a means to interact with the class over the internet (e.g., by email or UW-ACE), and/or to help the backup instructor (with lecture notes, exam questions, etc.) from home.
- 2.5. Each healthy faculty member should be prepared to help out their colleagues who get ill.

3. Accommodating staff and lab instructors who get the flu

- 3.1. As with all other people, all university staff members who have flu symptoms must stay away from the workplace and report their illness to the Department by sending an email to flu@ece.uwaterloo.ca.
- 3.2. Each staff members should have at least one backup staff member to cover critical components of his or her job.
- 3.3. If not enough lab personnel are available to safely run the lab in a particular course, the lab portion of that course will be canceled, and the course instructor determines how the course marking scheme should be adjusted. The Department Chair, in consultation with the Lab Director and the relevant lab instructors, makes the final call about whether or not there are sufficient personnel to safely run a given lab.
- 3.4. All healthy staff members should be willing to help out their colleagues who get ill.

4. Accommodating teaching assistants who get the flu

- 4.1. TAs who have flu symptoms must stay away from the workplace. They should report their illness to the course instructor.
- 4.2. Pay will not be deducted for TAs who cannot perform some of their duties due to illness. However, where possible, such TAs are expected to help with proctoring any deferred exams that are a result of student illness, even if such exams take place in a following term (see the table in 1.3).
- 4.3. Although ill TAs will not be able to lead tutorials, they should set up a means to help students by the phone or by email, if they are physically able. In addition, mildly ill TAs may be able to help grade exams from their home.
- 4.4. Instructors should be prepared to lead tutorials, provide additional help for students, and/or take on more grading if all suitable TAs are ill. It may not be possible to replace TAs who become ill.

5. Other relevant flu information

- 5.1. The university has a web site devoted to flu information: <http://uwaterloo.ca/influenza>.
- 5.2. The university Health Services has good information on identifying the flu, including:
 - § A detailed pamphlet: http://www.healthservices.uwaterloo.ca/Fall2009_final.pdf
 - § A self-assessment tool:
http://www.healthservices.uwaterloo.ca/Flu_SelfAssessmentTool.pdf
- 5.3. The university has a flu hot-line: (519) 888-4467
- 5.4. Telehealth Ontario has a phone line for specific health advice from a registered nurse, available 24 hours a day: 1-866-797-0000 (TTY: 1-866-797-0007)
- 5.5. For detailed statistics on flu cases in Ontario, updated weekly, see http://www.health.gov.on.ca/english/providers/program/pubhealth/flu/flu_09/flubul_mn.html.

Appendix A: Scheduling of the deferred exam periods and deadlines for submitting exams to the Associate Chair for Undergraduate Studies.

Batch of courses	Specific courses	Deferred exam period	Deadline for instructors to hand in deferred exam
F2009 2AE(8)	ECE209 ECE223 ECE250 MATH211	S2010	April 30 2010
F2009 2BE(4S)	ECE231* ECE241 ECE261* MATH212	S2010	April 30 2010
F2009 2BQ(4S)	ECE204 ECE222 ECE231 ECE241 ECE251	S2010	April 30 2010
F2009 3BE(8)	ECE318 ECE332* ECE362* ECE380	S2010	April 30 2010
W2010 3BE(4S)	ECE318 ECE332* ECE362* ECE380	S2010	April 30 2010
W2010 3BQ(4S)	ECE318 ECE327 ECE355 ECE380	S2010	April 30 2010
W2010 4BE/Q(8,4S)	ECE414 ECE428 ECE429 ECE437 ECE439 ECE443 ECE456 ECE467 ECE476 ECE477 ECE484 ECE486 ECE488	S2010	April 30 2010
W2010 2AE(4S)	ECE209 ECE223 ECE250 MATH211	F2010	Approx Sept 1 2010
W2010 2AQ(4S)	ECE209 ECE223 ECE250 MATH211	F2010	Approx Sept 1 2010
W2010 3AE(8)	ECE222 ECE309* ECE316 ECE342 ECE370*	F2010	Approx Sept 1 2010
S2010 2BE(8)	ECE231* ECE241 ECE261* MATH212	W2011	Approx Jan 1 2011
S2010 3AE(4S)	ECE222 ECE309* ECE316 ECE342 ECE370*	W2011	Approx Jan 1 2011
S2010 3AQ(4S)	ECE316 ECE324 ECE332 ECE342 ECE354	W2011	Approx Jan 1 2011
S2010 4AE/Q(8,4S)	ECE471(2) ECE411 ECE413 ECE418 ECE429 ECE431 ECE438 ECE454 ECE457 ECE463 ECE484 ECE486	W2011	Approx Jan 1 2011

* TBE for computer engineering (hence, Q students may be enrolled in these courses)