

# WESTMOUNT HISTORY DEPARTMENT POLICIES—2009

Welcome to Westmount's History Department. We hope that you learn a great deal while you are here and that you enjoy yourself in the process. There are a few things that you should know before you get started in your new course. Please read this carefully and keep it somewhere handy in your notebook.

- Each course is divided into 20 units (except for CHV2O-Civics—which has 10 units) and these units are divided into learning guides. The value of each guide is given on the cover as well as the recommended amount of time required to complete it. One unit should take 5 hours of in-class time. This works out to be 4 classes. There is an expectation that some work will be completed as homework
- You will receive a tracking sheet for each course. You will see recommended completion dates. If you plan to complete your course in a semester, it is very important to stick as closely to these dates as possible. Self-pacing does not mean that you can leave all your work to the last minute and expect yourself to be successful. Pacing throughout the semester will make your life much easier.
- There are tests that are part of every course. All work must be completed and handed in before tests are written. You have flexibility in when you choose to write your test, however, it is best not to leave it to the last minute. You may go no further than one learning guide past a test. No more work will be given out until that test is complete. Students should have no more than 2 guides at a time and that is only when the first guide has a very small amount yet to be completed and the student requires something else to do.
- For almost every course, you will be issued a textbook. It will have your name in it and this is the book that must be handed in to your teacher at the end of semester. It is expected that the book will be returned in the same condition in which it was issued with the label in the back. If you submit a book without a label, this book will not necessarily be considered yours. Students are responsible for replacement costs if books are lost or damaged. Please take good care of your books.
- For history courses, you will be expected to use both the library and a computer from time to time. Some material will be available in the school library. Other research will require the use of a larger library and that should take place outside of class time. Computers are available in several areas of the school. Students may sign out to use the library and computer resources when necessary providing they follow the appropriate sign out procedures.
- The last day for work submission is the last day that teacher will accept work for evaluation for the semester. School policy is no more than 2 units per week.
- The re-write policy for the History Department is as follows:
  - notes or assignments may be re-written at the request of the student to a maximum of 80%
  - work may be returned to the student by the teacher if it is deemed to be unacceptable
  - the History Department will follow Westmount's Test Rewrite policy but it is a good idea to be prepared **before** you write
- A major concern for the History Department has been the prevalence of plagiarism. Plagiarism includes copying work from classmates or friends, copying out of text, copying out of books or CD-ROMS or internet sites. Ideas that have come from other people cannot be put forward as your own. Direct quotations, paraphrasing or the use of someone else's ideas must be cited. Please see the department style sheet. The penalty for the first offence is 0% on the assignment with no chance to re-write it. Any further infraction will be penalized to the maximum allowable.
- Students must receive learning guides directly from a teacher. Students are not permitted to help themselves to learning guides or borrow or copy guides from students who are at a different place in the course.