

## In-Person Apology

The Residence Community Living Standards exist to ensure a safe and comfortable environment for all residents. It is important that all students uphold these standards out of respect for themselves and their communities. Apologies are an expression of remorse and the willingness to take responsibility for your actions. They should be sincere and taken seriously. An in-person apology will provide you with an opportunity to begin repairing any harm or impact caused and is an important step to rebuilding trust with an individual or community.

### Learning Outcomes

The purpose of this assignment is to encourage you to:

- Understand how your actions have had an impact on others.
- Have begun efforts to repair the relationship(s) with individual(s) in your community that you have harmed.

### Instructions

For this assignment, you are to prepare an apology to the person or people that were affected by your actions. Your apology should be addressed to the individual(s) and be genuine and respectful. You will work with your Assistant Residence Life Manager or Residence Life Manager on scheduling and approaching the apology, so that they are aware of the completion.

As you prepare your apology, please consider the following guidelines:

#### 1. Your Role in What Happened

- a. *Demonstrate that you understand the harm caused by your actions. Do not deny or minimize your responsibility for the harm caused. Instead, demonstrate that you are taking responsibility for your actions.*

#### 2. How You Feel

- a. *Express sentiments of regret and explain why you have these regrets.*

#### 3. What You Will Do

- a. *A statement of commitment for moving forward, to make amends or repair the harms caused.*

#### 4. What you Will Not Do

- a. *Discuss what behaviors you will avoid in the future in order to avoid causing further harm.*

For further assistance on how to prepare to make an apology, please consider watching this video:



*The Best Way to Apologize (According to Science)* <https://www.youtube.com/watch?v=q-ApAdE0m5s>

### **To Submit**

Please work with your Residence Life Manager in Training or Residence Life Manager on the appropriate timeline to make your apology. The RLM(iT) will inform the Community Standards Assistants once the apology has taken place. Should you have any questions please contact your Residence Life Manager or email [communitystandards@uoguelph.ca](mailto:communitystandards@uoguelph.ca) .

Student Housing Services is dedicated to upholding confidentiality.

If you have any accommodations or require this information in an alternate format, please contact [communitystandards@uoguelph.ca](mailto:communitystandards@uoguelph.ca).