



# CIS\*1000 Introduction to Computer Applications

Summer 2020

Section: DE01

School of Computer Science

Credit Weight: 0.50

---

## Course Details

### Calendar Description

This course provides a survey of computer systems and software, including an introduction to computer programming, data organization and the social impact of computing. The course emphasizes application packages for personal and business use.

**Pre-Requisite(s):** None

**Co-Requisite(s):** None

**Restriction(s):** CIS\*1200, Not available to students registered in B.A.Sc. Program (Applied Human Nutrition major), B. Comp. degree or a CIS minor.

**Method of Delivery:** Online

### Final Exam

**Date:** Monday, August 10<sup>th</sup>, 2020

**Time:** 1:00 pm – 3:00 pm ET

**Location:** Online via the **Quizzes** tool in CourseLink using Respondus LockDown Browser and Monitor

**Note:** See the **Assessments** section for important information about accessing the final exam. You must be in the exam environment before the scheduled start time.

---

# Instructional Support

## Instructor

**Zoe Jing Yu Zhu**

**Email:** [jizhu@uoguelph.ca](mailto:jizhu@uoguelph.ca)

Zoe holds a Master's degree from the University of Regina and a PhD from the University of Guelph. She was a research associate at the University of Massachusetts in Massachusetts, USA. Her research interest is applications of machine learning to environmental engineering. Zoe has been teaching CIS\*1000 since 2001.

## Teaching Assistant(s)

**Name:** TBA

**Email:** TBA

---

# Learning Resources

## Required Textbook

**Title:** Technology in Action

**Author(s):** Alan Evans, Kendall Martin, and Mary Anne Poatsy

**Edition / Year:** Complete 15th edition / 2019

**Publisher:** Pearson Education Canada

**ISBN:** 9780134837871

You may purchase the textbook at the [Guelph Campus Co-op Bookstore](#) or the [University of Guelph Bookstore](#). Please note that DE textbooks are located in the Distance Education section of the University of Guelph Bookstore.

<https://guelphcampus.coop/bookstore>

<http://www.bookstore.uoguelph.ca/>

## Course Website

[CourseLink](#) (powered by D2L's Brightspace) is the course website and will act as your classroom. It is recommended that you log in to your course website every day to check for announcements, access course materials, and review the weekly schedule and assignment requirements.

<https://courselink.uoguelph.ca>

## Ares

For this course, you will be required to access course reserve materials through the University of Guelph McLaughlin Library. To access these items, select **Ares** on the navbar in CourseLink. Note that you will need your Central Login ID and password in order to access items on reserve.

For further instructions on accessing reserve resources, visit [How to Get Course Reserve Materials](#).

If at any point during the course you have difficulty accessing reserve materials, please contact the e-Learning Operations and Reserve Services staff at:

Tel: [519-824-4120](tel:519-824-4120) ext. 53621

Email: [libres2@uoguelph.ca](mailto:libres2@uoguelph.ca)

Location: McLaughlin Library, First Floor, University of Guelph

<https://v2.lib.uoguelph.ca/find/course-reserves-ares/how-get-course-reserve-material>

---

## Learning Outcomes

### Course Learning Outcomes

Today, information is the most valuable commodity in the world and those who can create, interpret, manipulate, and extract useful information from the mountains of data that exist have influence and power.

CIS\*1000DE is designed to provide you with the background you need to survive and prosper in a world transformed by information technology. You will learn the basics of information technology, from multimedia PCs to the Internet and beyond. You will explore how computer and networks are used as practical tools to solve a wide variety of problems and discuss how computer technology affects your lives, our world and future. At a very rapid pace, technology is advancing. Software is becoming easier to use and noticeably more powerful. Also, the Internet is growing, not just in the number of web sites available but in the number of computers and networks attached to it. With such rapid and often unsecured change the potential for illegal or unethical use of computers is staggering. Often the users of these technologies do not understand the legal implications of their actions; nor do they consider the ethical situations associated with their online activities. We will discuss the ethical ramifications of a number of technological issues several times during the course.

It is widely accepted that the Internet is still in its infancy and many speculations and predictions have been made with respect to its future influences on Society, Business, the Arts, Science, Medicine, Transportation, etc. We will investigate some examples of how computers and the Internet have affected our lives in the above areas and discuss potential advances in the future.

A useful selection of topics of particular interest such as purchasing a new computer and computer related health issues will be investigated in the latter half of the course. Successful Artificial Intelligent (AI) research focuses on making computers do things at which people generally are better. AI programs employ a variety of techniques, including searching, heuristics, pattern recognition, and machine learning, to achieve their goals. Many experts believe that people will eventually create artificial beings that are more intelligent than their creators. Finally, the course will expand your knowledge to the future computers.

By the end of this course, you should be able to:

1. Identify and describe basic hardware components of computer systems;
2. Articulate and discuss the use of programming, databases, networks, the Internet, and information systems;
3. Identify and discuss major operating system functions;
4. Apply various functions of computer applications, including word processing, spreadsheets, and presentation software;
5. Design and develop a website using HTML, style sheets, and multimedia technologies;
6. Discuss and explain the social, ethical, and legal issues associated with computing and emerging technologies;
7. Explain how to evaluate the quality of resources discovered online for their accuracy and reliability; and
8. Develop an ePortfolio including selected artifacts and supporting learning reflections.

---

## Teaching and Learning Activities

### Method of Learning

This 12-week course is designed to provide you with the fundamentals of information technology – from multimedia, computers to the Internet and beyond. Each week will be divided into two main parts. The first part will be unit work – your engagement with online readings, resources, and activities proposed in a respective unit. Self-guided activities take the form of reflections on reading, practice exercises, self-assessment, and practice quizzes. These activities are designed to help you gauge understanding of the materials covered in the unit. While these activities are not graded, engagement in those activities may help you verify knowledge, reflect on your learning experience, and build skills towards meeting the course learning outcomes. In the second part, you will be expected to participate in lab activities designed to acquire and/or improve your technology skills. Material covered in the online Labs will be included in major projects of the portfolio assignment and final examination in this course.

## Course Structure

This course is organized into twelve units:

- Unit 01: The Impact of Technology in a Changing World
- Unit 02: Understanding Computers and Their Parts
- Unit 03: The Internet and the Web
- Unit 04: Application and System Software
- Unit 05: Computer Hardware and Evaluating Your System
- Unit 06: Networking
- Unit 07: How the Internet Works
- Unit 08: Digital Devices and Media
- Unit 09: Computer Security
- Unit 10: Software Programming
- Unit 11: Databases and Information Systems
- Unit 12: Networking and Security

## What to Expect for Each Unit

The main learning components of unit work are:

- Reading learning materials off the course website and from the textbook;
- Applying concepts learned by doing self-guided activities;
- Participating in online discussions;
- Completing assignments and online quizzes.

## Schedule

### Unit 01: The Impact of Technology in a Changing World

**Week 1 - Thursday, May 7 to Sunday, May 17**

#### Readings

- Website: Unit 01
- Textbook: Chapter 1

#### Activities

- Familiarize yourself with the course website by reviewing the **Start Here** section of the course.

- Review the **Outline** and **Assessments** sections on the course website to learn about course expectations, assessments, and due dates.
- Complete Unit 01 exercises and activities.

## **Unit 02: Understanding Computers and Their Parts**

### **Week 2 - Monday, May 18 to Sunday, May 24**

#### **Readings**

- Website: Unit 02
- Textbook: Chapter 2

#### **Activities**

- Complete Unit 02 exercises and activities.

#### **Assessments**

- Complete and submit **Lab 1: Microsoft Word**  
Due: Sunday, May 24 by 11:59 pm ET
- Begin **Project 1: Microsoft Word**  
Due: Wednesday, May 27 by 11:59 pm ET

## **Unit 03: The Internet and the Web**

### **Week 3 – Monday, May 25 to Sunday, May 31**

#### **Readings**

- Website: Unit 03 Content
- Textbook: Chapter 3

#### **Activities**

- Complete Unit 03 exercises and activities.

#### **Assessments**

- Submit **Project 1: Microsoft Word**  
Due: Wednesday, May 27 by 11:59 pm ET
- **Graded Discussion 1**  
Opens: Monday, May 25 at 12:00 am ET  
Closes: Sunday, May 31 at 11:59 pm ET
- **Graded Quiz 1**  
Opens: Monday, May 25 at 12:00 am ET  
Closes: Sunday, May 31 at 11:59 pm ET

## Unit 04: Application and System Software

### Week 4 – Monday, June 1 to Sunday, June 7

#### Readings

- Website: Unit 04
- Textbook: Chapters 4 and 5

#### Activities

- Complete Unit 04 exercises and activities.

#### Assessments

- Complete and submit **Lab 2: Microsoft Excel**  
Due: Sunday, June 7 by 11:59 pm ET
- Begin **Project 2: Microsoft Excel**  
Due: Wednesday, June 10 by 11:59 pm ET
- **Graded Discussion 2**  
Opens: Monday, June 1 at 12:00 am ET  
Closes: Sunday, June 7 at 11:59 pm ET

## Unit 05: Computer Hardware and Evaluating Your System

### Week 5 – Monday, June 8 to Sunday, June 14

#### Readings

- Website: Unit 05 Content
- Textbook: Chapter 6

#### Activities

- Complete Unit 05 exercises and activities.

#### Assessments

- Complete and submit **Lab 3: Microsoft PowerPoint**  
Due: Sunday, June 14 by 11:59 pm ET
- Submit **Project 2: Microsoft Excel**  
Due: Wednesday, June 10 by 11:59 pm ET
- **Graded Discussion 3**  
Opens: Monday, June 8 at 12:00 am ET  
Closes: Sunday, June 14 at 11:59 pm ET
- Begin **Project 3: Microsoft PowerPoint**  
Due: Wednesday, June 17 by 11:59 pm ET

## Unit 06: Networking

### Week 6 – Monday, June 15 to Sunday, June 21

#### Readings

- Website: Unit 06 Content
- Textbook: Chapter 7

#### Activities

- Complete Unit 06 exercises and activities.

#### Assessments

- Submit **Project 3: Microsoft PowerPoint**  
Due: Wednesday, June 17 by 11:59 pm ET
- Submit **Discussion Summary Report**  
Due: Sunday, June 21 by 11:59 pm ET
- **Graded Quiz 2**  
Opens: Monday, June 15 at 12:00 am ET  
Closes: Sunday, June 21 at 11:59 pm ET

## Unit 07: How the Internet Works

### Week 7 – Monday, June 22 to Sunday, June 28

#### Readings

- Website: Unit 07 Content
- Textbook: Chapter 13

#### Activities

- Complete Unit 07 exercises and activities.

#### Assessments

- Begin **Project 4: Website Development**  
Due: Wednesday, July 8 by 11:59 pm ET

## Unit 08: Digital Devices and Media

### Week 8 – Monday, June 29 to Sunday, July 5

#### Readings

- Website: Unit 08 Content
- Textbook: Chapter 8



### **Activities**

- Complete Unit 08 exercises and activities.

### **Assessments**

- Complete and submit **Lab 4: Website Development**  
Due: Sunday, July 5 by 11:59 pm ET
- Continue working on **Project 4: Website Development**  
Due: Wednesday, July 8 by 11:59 pm ET

## **Unit 09: Computer Security**

### **Week 9 – Monday, July 6 to Sunday, July 12**

#### **Readings**

- Website: Unit 09 Content
- Textbook: Chapter 9

#### **Activities**

- Complete Unit 09 exercises and activities.

#### **Assessments**

- Submit **Project 4: Website Development**  
Due: Wednesday, July 8 by 11:59 pm ET
- **Graded Quiz 3**  
Opens: Monday, July 6 at 12:00 am ET  
Closes: Sunday, July 12 at 11:59 pm ET

## **Unit 10: Software Programming**

### **Week 10 – Monday, July 13 to Sunday, July 19**

#### **Readings**

- Website: Unit 10 Content
- Textbook: Chapter 10

#### **Activities**

- Complete Unit 10 exercises and activities.

## Unit 11: Databases and Information Systems

### Week 11 – Monday, July 20 to Sunday, July 26

#### Readings

- Website: Unit 11 Content
- Textbook: Chapter 11

#### Activities

- Complete Unit 11 exercises and activities.

#### Assessments

- **Graded Quiz 4**  
Opens: Monday, July 20 at 12:00 am ET  
Closes: Sunday, July 26 at 11:59 pm ET

## Unit 12: Networking and Security

### Week 12 – Monday, July 27 to Friday, July 31

#### Readings

- Website: Unit 12 Content
- Textbook: Chapter 12

#### Activities

- Complete Unit 12 exercises and activities.

#### Assessments

- **Bonus Assignment** (optional)  
Due: Wednesday, July 29 by 11:59 pm ET

---

## Assessment

The grade determination for this course is indicated in the following table. A brief description of each assessment is provided below. Select **Content** on the navbar to locate **Assessments** in the table of contents panel to review further details of each assessment. Due dates can be found under the Schedule heading of this outline.

**Table 1: Course Assessment**

<b>Assessment Item</b>	<b>Weight</b>
Online Lab Participation	2%
Portfolio Assignments <ul style="list-style-type: none"><li>• Microsoft Word (8%)</li><li>• Microsoft Excel (8%)</li><li>• Microsoft PowerPoint (6%)</li><li>• Website Development (10%)</li></ul>	32%
Online Discussions and Reports	10%
Online Quizzes (4 @ 4% each)	16%
Bonus Assignment	Extra credit
Final Exam	40%
<b>Total</b>	<b>100%</b>

## **Assessment Descriptions**

### **Online Lab Participation**

Your participation in lab activities will be divided equally across the four labs. At the end of each lab section, you will submit your Check-Off Forms via the **Dropbox** tool so that your participation in lab activities can be recorded.

### **Portfolio Assignments**

During this course, you will be asked to compile and submit a portfolio of four projects that will demonstrate that you have developed a set of technical competencies in using various functions of computer applications (word processing, spreadsheets, presentation, and database software) and website design using HTML and style sheets. Each project of the portfolio must be submitted individually via the **Dropbox** tool.

### **Online Discussions and Reports**

You will be randomly assigned to a discussion group for the three graded discussions in this course. Here you will be asked to engage critically in discussions of the course content and readings.

## Online Quizzes

There are four graded online quizzes for this course. They consist of a series of multiple choice questions and you will only have one attempt for each quiz which will be automatically timed by the CourseLink system.

## Bonus Assignment

This bonus assignment is aimed at improving your understanding of data analysis and Excel through the creation of a BoxPlot and website design. You can also learn how data can be graphically represented.

## Final Exam

The final exam will be delivered online via the **Quizzes** tool. The exam is 2 hours in length and will be held on **Monday, August 10<sup>th</sup>**. There will be an entry window during which you can enter the online exam. Further details about your entry window will be announced closer to the exam period.

This course requires the use of Respondus LockDown Browser and Monitor (webcam) to proctor your online final exam within CourseLink. Use of Lockdown Browser with a webcam has been implemented to maintain the academic integrity of the final exam. You must [download and install LockDown Browser and Monitor](#) to complete the practice test and final exam. While writing the practice test and final exam, you must show your university issued identification card during the Respondus Startup Sequence. The final exam will cover all the course material, including textbook and unit readings, unit and lab activities, discussions, project assignments, and quizzes.

Similar to a sit-down exam where you must arrive prior to the start of the exam, it is highly recommended that you enter the online exam environment in Respondus at least 20-30 minutes before the end of the available window to allow enough time for you to complete the Respondus Startup Sequence and ensure that you have the full two hours for the exam.

Please be sure to review the Using Respondus Lockdown Browser and Monitor instructions by selecting **Content** on the navbar to locate **Assessments** in the table of contents panel.

**Important Note:** There is a mandatory practice test that you are required to take before the online exam. The purpose of the practice test is to ensure that Respondus LockDown Browser and Monitor is set up properly and that you are comfortable using the software.

If you have any questions regarding the use of Respondus Lockdown Browser and Monitor or if you encounter any technical issues during the practice test or final exam, please contact CourseLink Support at [courselink@uoguelph.ca](mailto:courselink@uoguelph.ca) or 519-824-4120 ext. 56939.

University of Guelph degree and associate diploma students must check [WebAdvisor](#) for their examination schedule. Open Learning program students must

check the [Open Learning Program Final Examination Schedule](#) for their examination schedule.

<http://www.respondus.com/lockdown/download.php?id=273932365>

<https://webadvisor.uoguelph.ca>

<http://opened.uoguelph.ca/student-resources/Open-Learning-Program-Final-Exam-Schedule>

<http://opened.uoguelph.ca/student-resources/final-exams>

---

## Course Technology Requirements and Technical Support

### CourseLink System Requirements

You are responsible for ensuring that your computer system meets the necessary [system requirements](#). Use the [browser check](#) tool to ensure your browser settings are compatible and up to date. (Results will be displayed in a new browser window).

<http://spaces.uoguelph.ca/ed/system-requirements/>

<https://courselink.uoguelph.ca/d2l/systemCheck>

### Respondus LockDown Browser and Monitor Requirements

Respondus LockDown Browser is a locked browser for taking quizzes in CourseLink. It prevents you from printing and copying; using other operating software; using search engines (e.g., going to another URL); communicating via instant messaging; and it blocks non-web-related software (e.g., Adobe PDF, Microsoft Word).

Respondus Monitor is a companion application for LockDown Browser that uses webcam and video technology to ensure academic integrity during online exams. The software captures video during the exam and allows the instructor to review the video once the exam is completed.

In order to use Respondus LockDown Browser and Monitor, you must meet the following technical requirements so that you can take the practice test and final exam:

1. Operating Systems: Windows 10, 8, 7; Mac OS X 10.10 or higher.
2. Memory: Windows 75 MB Hard Drive space; Mac 120 MB Hard Drive space.
3. For Mac users: Safari must function properly on the computer.
4. Mac users must have Adobe Flash Player installed to Safari, even if a different browser is normally used.
5. Functioning webcam and microphone. The webcam and microphone can be built into your computer or can be the type that plugs in with a USB cable. (You will be required to do an environment scan of your room, so please ensure you can move your computer, laptop or webcam for this scan.)

6. A broadband Internet connection. It is recommended that you access the Internet via a wired connection.

If you have any concerns about meeting system requirements, contact [CourseLink Support](#). They will work with you to find alternative solutions or make alternative arrangements.

<http://spaces.uoguelph.ca/ed/contact-us/>

## Technical Skills

As part of your online experience, you are expected to use a variety of technology as part of your learning:

- Manage files and folders on your computer (e.g., save, name, copy, backup, rename, delete, and check properties);
- Install software, security, and virus protection;
- Use office applications (e.g., Word, PowerPoint, Excel, or similar) to create documents;
- Be comfortable uploading and downloading saved files;
- Communicate using email (e.g., create, receive, reply, print, send, download, and open attachments);
- Navigate the CourseLink learning environment and use the essential tools, such as **Dropbox**, **Quizzes**, **Discussions**, and **Grades** (the instructions for this are given in your course);
- Access, navigate, and search the Internet using a web browser (e.g., Firefox, Chrome); and
- Perform online research using various search engines (e.g., Google) and library databases.

## Technical Support

If you need any assistance with the software tools or the CourseLink website, contact CourseLink Support.

### CourseLink Support

University of Guelph

Day Hall, Room 211

Email: [courselink@uoguelph.ca](mailto:courselink@uoguelph.ca)

Tel: 519-824-4120 ext. 56939

Toll-Free (CAN/USA): 1-866-275-1478

### Walk-In Hours (Eastern Time):

Monday thru Friday: 8:30 am–4:30 pm

### Phone/Email Hours (Eastern Time):

Monday thru Friday: 8:30 am–8:30 pm

Saturday: 10:00 am–4:00 pm  
Sunday: 12:00 pm–6:00 pm

---

## Course Specific Standard Statements

### Acceptable Use

The University of Guelph has an [Acceptable Use Policy](https://www.uoguelph.ca/ccs/infosec/aup), which you are expected to adhere to.

<https://www.uoguelph.ca/ccs/infosec/aup>

### Communicating with Your Instructor

During the course, your instructor will interact with you on various course matters on the course website using the following ways of communication:

- **Announcements:** The instructor will use **Announcements** on the Course Home page to provide you with course reminders and updates. Please check this section frequently for course updates from your instructor.
- **Ask Your Instructor Discussion:** Use this discussion forum to ask questions of your instructor about content or course-related issues with which you are unfamiliar. If you encounter difficulties, the instructor is here to help you. Please post general course-related questions to the discussion forum so that all students have an opportunity to review the response. To access this discussion forum, select **Discussions** from the **Tools** dropdown menu.
- **Email:** If you have a conflict that prevents you from completing course requirements, or have a question concerning a personal matter, you can send your instructor a private message by email. The instructor will respond to your email within 48 to 72 hours.
- **Skype:** If you have a complex question you would like to discuss with your instructor, you may book a Skype meeting. Skype meetings depend on the availability of you and the instructor, and are booked on a first come first served basis.

### Netiquette Expectations

For distance education courses, the course website is considered the classroom and the same protections, expectations, guidelines, and regulations used in face-to-face settings apply, plus other policies and considerations that come into play specifically because these courses are online.

Inappropriate online behaviour will not be tolerated. Examples of inappropriate online behaviour include:

- Posting inflammatory messages about your instructor or fellow students;

- Using obscene or offensive language online;
- Copying or presenting someone else's work as your own;
- Adapting information from the Internet without using proper citations or references;
- Buying or selling term papers or assignments;
- Posting or selling course materials to course notes websites;
- Having someone else complete your quiz or completing a quiz for/with another student;
- Stating false claims about lost quiz answers or other assignment submissions;
- Threatening or harassing a student or instructor online;
- Discriminating against fellow students, instructors, and/or TAs;
- Using the course website to promote profit-driven products or services;
- Attempting to compromise the security or functionality of the learning management system; and
- Sharing your username and password.

## Submission of Assignments to Dropbox

The Lab Check-off Forms, Portfolio Assignments, Discussion Summary Report and Bonus Assignment should be submitted electronically via the online **Dropbox** tool. When submitting your assignments using the **Dropbox** tool, do not leave the page until your assignment has successfully uploaded. To verify that your submission was complete, you can view the submission history immediately after the upload to see which files uploaded successfully. The system will also email you a receipt. Save this email receipt as poof of submission.

Be sure to keep a back-up copy of all of your assignments in the event that they are lost in transition. In order to avoid any last-minute computer problems, your instructor strongly recommend you save your assignments to a cloud-based file storage (e.g., Google Docs), or send to your email account, so that should something happen to your computer, the assignment could still be submitted on time or re-submitted.

It is your responsibility to submit your assignments on time as specified in the schedule section of this outline. Be sure to check the technical requirements and make sure you have the proper computer, that you have a supported browser, and that you have reliable Internet access. Remember that **technical difficulty is not an excuse not to turn in your assignment on time**. Don't wait until the last minute as you may get behind in your work.

If, for some reason, you have a technical difficulty when submitting your assignment electronically, please contact your instructor or [CourseLink Support](#).

<http://spaces.uoguelph.ca/ed/contact-us/>



## Late Policy

If you choose to submit your individual assignments to the **Dropbox** tool late, the full allocated mark will be reduced by 10% if submitted 0.5-12 hours late, 25% if submitted 12-48 hours late, 50% if submitted 48-96 hours late. 96 hours after the deadline for the submission of the assignment access to the **Dropbox** folder will be closed and any assignments not yet submitted will receive a zero.

Missed quizzes will receive a zero, no supplemental/make-up quizzes are available.

Extensions will be considered for medical reasons or other extenuating circumstances. If you require an extension, discuss this with the instructor as soon as possible and well before the due date. Barring exceptional circumstances, extensions will not be granted once the due date has passed. These rules are not designed to be arbitrary, nor are they inflexible. They are designed to keep you organized, to ensure that all students have the same amount of time to work on assignments, and to help to return marked materials to you in the shortest possible time.

## Obtaining Grades and Feedback

Unofficial assessment marks will be available in the **Grades** tool of the course website.

Your instructor will have grades posted online within 2 weeks of the submission deadline, if the assignment was submitted on time. Once your assignments are marked you can view your grades on the course website by selecting **Grades** from the **Tools** dropdown menu on the navbar. Your course will remain open to you for seven days following the last day of the final exam period.

University of Guelph degree students can access their final grade by logging into [WebAdvisor](#) (using your U of G central ID). Open Learning program students should log in to the [OpenEd Student Portal](#) to view their final grade (using the same username and password you have been using for your courses).

<https://webadvisor.uoguelph.ca/>

<https://courses.opened.uoguelph.ca/portal/logon.do?method=load>

## Rights and Responsibilities When Learning Online

For distance education (DE) courses, the course website is considered the classroom and the same protections, expectations, guidelines, and regulations used in face-to-face settings apply, plus other policies and considerations that come into play specifically because these courses are online.

For more information on your rights and responsibilities when learning in the online environment, visit [Rights and Responsibilities](#).

<http://opened.uoguelph.ca/student-resources/rights-and-responsibilities>

---

# University Standard Statements

## University of Guelph: Undergraduate Policies

As a student of the University of Guelph, it is important for you to understand your rights and responsibilities and the academic rules and regulations that you must abide by.

If you are a registered **University of Guelph Degree Student**, consult the [Undergraduate Calendar](#) for the rules, regulations, curricula, programs and fees for current and previous academic years.

If you are an **Open Learning Program Student**, consult the [Open Learning Program Calendar](#) for information about University of Guelph administrative policies, procedures and services.

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/>

<http://opened.uoguelph.ca/student-resources/open-learning-program-calendar>

## Email Communication

### University of Guelph Degree Students

As per university regulations, all students are required to check their uoguelph.ca e-mail account regularly: e-mail is the official route of communication between the University and its students.

### Open Learning Program Students

Check your email account (the account you provided upon registration) regularly for important communications, as this is the primary conduit by which the Open Learning and Educational Support will notify you of events, deadlines, announcements or any other official information.

## When You Cannot Meet Course Requirements

When you find yourself unable to meet an in-course requirement due to illness or compassionate reasons, please advise your course instructor **in writing**, with your name, ID number and email contact.

### University of Guelph Degree Students

Consult the [Undergraduate Calendar](#) for information on regulations and procedures for Academic Consideration.

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml>

## **Open Learning Program Students**

Please refer to the [Open Learning Program Calendar](#) for information on regulations and procedures for requesting Academic Consideration.

<http://opened.uoguelph.ca/student-resources/open-learning-program-calendar>

## **Drop Date**

### **University of Guelph Degree Students**

Students will have until the last day of classes to drop courses without academic penalty. [Review the Undergraduate Calendar for regulations and procedures for Dropping Courses.](#)

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-drop.shtml>

### **Open Learning Program Students**

Please refer to the [Open Learning Program Calendar](#).

<http://opened.uoguelph.ca/student-resources/open-learning-program-calendar>

## **Copies of Assignments**

Keep paper and/or other reliable back-up copies of all assignments: you may be asked to resubmit work at any time.

## **Accessibility**

The University of Guelph is committed to creating a barrier-free environment. Providing services for students is a shared responsibility among students, faculty and administrators. This relationship is based on respect of individual rights, the dignity of the individual and the University community's shared commitment to an open and supportive learning environment.

### **University of Guelph Degree Students**

Students requiring service or accommodation, whether due to an identified, ongoing disability or a short-term disability should contact Accessibility Services as soon as possible.

For more information, contact Accessibility Services at 519-824-4120 ext. 56208, [email Accessibility Services](#) or visit the [Accessibility Services website](#).

[accessibility@uoguelph.ca](mailto:accessibility@uoguelph.ca)

<https://wellness.uoguelph.ca/accessibility/>

## Open Learning Program Students:

If you are an Open Learning program student who requires academic accommodation, please [contact the Academic Assistant to the Executive Director](#). Please ensure that you contact us before the end of the first week of your course (every semester) in order to avoid any delays in support. Documentation from a health professional is required for all academic accommodations. Please note that all information provided will be held in confidence.

If you require textbooks produced in an alternate format (e.g., DAISY, Braille, large print or eText), please [contact the Academic Assistant to the Executive Director](#) at least two months prior to the course start date. If contact is not made within the suggested time frame, support may be delayed. It is recommended that you refer to the course outline before beginning your course in order to determine the required readings.

The provision of academic accommodation is a shared responsibility between OpenEd and the student requesting accommodation. It is recognized that academic accommodations are intended to “level the playing field” for students with disabilities.

jessica.martin@uoguelph.ca

## Academic Misconduct

The University of Guelph is committed to upholding the highest standards of academic integrity and it is the responsibility of all members of the University community – faculty, staff, and students – to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting an environment that discourages misconduct. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection.

Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

The [Academic Misconduct Policy](#) is detailed in the Undergraduate Calendar.

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconduct.shtml>

## Copyright Notice

Content within this course is copyright protected. Third party copyrighted materials (such as book chapters and articles) have either been licensed for use in this course, or have been copied under an exception or limitation in Canadian Copyright law.

The fair dealing exemption in Canada's Copyright Act permits students to reproduce short excerpts from copyright-protected materials for purposes such as research, education, private study, criticism and review, with proper attribution. Any other copying, communicating, or distribution of any content provided in this course, except as permitted by law, may be an infringement of copyright if done without proper license or the consent of the copyright owner. Examples of infringing uses of copyrighted works would include uploading materials to a commercial third party web site, or making paper or electronic reproductions of all, or a substantial part, of works such as textbooks for commercial purposes.

Students who upload to CourseLink copyrighted materials such as book chapters, journal articles, or materials taken from the Internet, must ensure that they comply with Canadian Copyright law or with the terms of the University's electronic resource licenses.

For more information about students' rights and obligations with respect to copyrighted works, review [Fair Dealing Guidance for Students](#).

[http://www.lib.uoguelph.ca/sites/default/files/fair\\_dealing\\_policy\\_0.pdf](http://www.lib.uoguelph.ca/sites/default/files/fair_dealing_policy_0.pdf)

## **Plagiarism Detection Software**

Students should be aware that faculty have the right to use software to aid in the detection of plagiarism or copying and to examine students orally on submitted work. For students found guilty of academic misconduct, serious penalties, up to and including suspension or expulsion from the University can be imposed.

## **Recording of Materials**

Presentations which are made in relation to course work—including lectures—cannot be recorded or copied without the permission of the presenter, whether the instructor, a classmate or guest lecturer. Material recorded with permission is restricted to use for that course unless further permission is granted.