CIS*1050 Web Design and Development

Winter 2020

Section: DE01

School of Computer Science

Credit Weight: 0.50

Course Details

Calendar Description

An introduction to the basics of designing and developing a website. It examines the basic concepts, technologies, issues and techniques required to develop and maintain websites. The course is suitable for students with no previous programming experience.

Pre-Requisite(s): None

Co-Requisite(s): None

Restriction(s): None

Method of Delivery: Online

Final Exam

Date: 4/6/2020

Time: 8:30 AM – 10:30 AM

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

Instructional Support

Instructor

Michael Wirth

Email: mwirth@uoguelph.ca

Office: Reynolds Building, 2209

Michael Wirth is a faculty member in the School of Computer Science. His research is focused on the pedagogy of computer science, specifically the teaching of programming languages, as well as some image processing, and the history of food. Michael blogs regularly at [The Craft of Coding: Musings on Programming](#).

Teaching Assistant(s)

Name: Ena So

Learning Resources

Required Textbook

There is no required textbook for this course.

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

Learning Outcomes

Course Learning Outcomes

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

1. Apply critical thinking and problem-solving skills required to successfully design and implement a website;
2. Define protocols and systems used on the Web (e.g., HTML, HTTP, URLs, CSS);
3. Identify and define the technology required to build and implement a website;
4. Describe artistic and design components that are used in the creation of a website;

5. Use web coding technologies, such as HTML and CSS;

6. Design and implement a simple, functioning website using HTML and CSS; and

7. Manage image and text resources and aesthetic aspects of websites.

Teaching and Learning Activities

Method of Learning

This 12-week course is designed to provide you with the knowledge and skills to critically evaluate and design simple, functional HTML websites. Each unit is presented in two parts. In the first part, main part of each unit, you are presented with a discussion of various elements of good website design, and examples both good and bad. The second part of each unit includes a variety of ungraded activities and questions that give you an opportunity to practice critical evaluation skills and website development skills, paying special attention to how design affects usability. While these activities are not graded, engagement in them may help you verify knowledge, reflect on your learning experience, and build skills towards meeting the course learning outcomes. As you progress through the course, later units build on and extend the learning of previous units. There are three assignments that are based on the knowledge and skills taught in the course units, and an online final exam that tests your understanding of concepts and content from the course.

Course Structure

This course is organized into twelve units:

- Unit 01: Introduction to the Web

- Unit 02: Design & User Experience

- Unit 03: Basics of HTML

- Unit 04: Aspects of Design

- Unit 05: Working with Images

- Unit 06: Basics of CSS

- Unit 07: Creating a Basic Website

- Unit 08: Website Design Elements

- Unit 09: Intermediate HTML

- Unit 10: Web Publishing and E-Commerce Design Basics

- Unit 11: Intermediate CSS

- Unit 12: The Mobile Web

What to Expect for Each Unit

The main learning components of unit work are:

- Reading learning materials on the course website;
- Applying concepts learned by doing self-guided activities;
- Completing assignments.

Schedule

It is strongly recommended that you follow the course schedule provided below. The schedule outlines what you should be working on each week of the course and lists the important due dates for the assessments. By following the schedule, you will be better prepared to complete the assessments and succeed in this course.

Unit 01: Introduction to the Web

Week 1 – Monday, January 6 to Sunday, January 12

Readings

- Website: Unit 01

Activities

- Familiarize yourself with the course website by selecting **Start Here** on the navbar.

- Review **Outline** and **Assessments** on the course website to learn about course expectations, assessments, and due dates.

- Complete the **Practice Test** using Respondus through the **Quizzes** tool.

- Complete Unit 01 exercises and activities.

Unit 02: Design and User Experience

Week 2 – Monday, January 13 to Sunday, January 19

Readings

- Website: Unit 02

Activities

- Complete Unit 02 exercises and activities.

Unit 03: Basics of HTML

Week 3 – Monday, January 20 to Sunday, January 26

Readings

- Website: Unit 03

Activities

- Complete Unit 03 exercises and activities.

Unit 04: Aspects of Design

Week 4 – Monday, January 27 to Sunday, February 2

Readings

- Website: Unit 04

Activities

- Complete Unit 04 exercises and activities.

Assessments

- Complete and submit **Website Usability**
  Due: Sunday, February 2 by 11:59 pm ET

Unit 05: Working with Images

Week 5 – Monday, February 3 to Sunday, February 9

Readings

- Website: Unit 05

Activities

- Complete Unit 05 exercises and activities.

Assessments

- Complete and submit **Part One** of **Website Design & HTML** for peer review
  Due: Sunday, February 9 by 11:59 pm ET

Unit 06: Basics of CSS

Week 6 – Monday, February 10 to Sunday, February 16

Readings

- Website: Unit 06

Activities

- Complete Unit 06 exercises and activities.

Winter Break: Monday, February 17 to Sunday, February 23

Unit 07: Creating a Basic Website

Week 7 – Monday, February 24 to Sunday, March 1

Readings

- Website: Unit 07

Activities

- Complete Unit 07 exercises and activities.

Assessments

- Complete **Part Two** of **Website Design & HTML** in the PEAR tool
  Due: Sunday, March 1 by 11:59 pm ET

Unit 08: Website Design Elements

Week 8 – Monday, March 2 to Sunday, March 8

Readings

- Website: Unit 08

Activities

- Complete Unit 08 exercises and activities.

Assessments

- Complete and submit **Part Three** of **Website Design & HTML**
  Due: Sunday, March 8 by 11:59 pm ET

Unit 09: Intermediate HTML

Week 9 – Monday, March 9 to Sunday, March 15

Readings

- Website: Unit 09

Activities

- Complete Unit 09 exercises and activities.

Assessments

- Begin working on **Build a Website: HTML & CSS**
  Due: Friday, April 3 by 11:59 pm ET

Unit 10: Web Publishing & E-Commerce Design Basics

Week 10 – Monday, March 16 to Sunday, March 22

Readings

- Website: Unit 10

Activities

- Complete Unit 10 exercises and activities.

Unit 11: Intermediate CSS

Week 11 – Monday, March 23 to Sunday, March 29

Readings

- Website: Unit 11

Activities

- Complete Unit 11 exercises and activities.

Unit 12: The Mobile Web

Week 12 – Monday, March 30 to Friday, April 3

Readings

- Website: Unit 12

Activities

- Complete Unit 12 exercises and activities.

Assessments

- Complete and submit **Build a Website: HTML & CSS**
  Due: Friday, April 3 by 11:59 pm ET

Assessments

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 Assessments

Assessment Item	Weight	Learning Outcomes
Website Usability	20%	1, 4
Website Design & HTML (with peer review)	20%	1, 2, 3, 4
Build a Website: HTML & CSS	35%	5, 6, 7
Online Final Exam	25%	1, 2, 3, 4, 5, 6, 7
Total	**100%**	

Assessment Descriptions

Website Usability

It is critical that users of a website are able to access information in a time-effective and intuitive way. If locating information becomes overly time-consuming or frustrating, users (figuratively) vote with their feet and may not revisit the site. This has to do with the usability of the website. For this assessment, you are asked to evaluate a website from the standpoint of how easy it is to interact with it (and its design), and identify some usability flaws.

Website Design & HTML (with peer review)

Designing a website is a very dynamic process, and evolves through a series of iterations. While many websites consist of multiple pages, some consist of a single page. For this assessment, you will use the basics of web design, HTML and images you have learned so far to build a single-page website. It is recommended that you study some existing websites to gain an understanding of good/bad design practices.

The assessment is made up of three succeeding parts:

1. **Part One (Week 5):** Design a website and submit it for peer review.
2. **Part Two (Week 7):** Review THREE student designs. There are two goals of a peer review exercise, which are to improve the way we design the websites and to improve how we communicate constructive feedback for improvement. In Part Two of this assessment, you and your classmates will evaluate each other's website designs and provide constructive feedback on each other's work. The

experience you gain applying a "critical eye" to the work of others will help you apply that "critical eye" to your own work.

3. **Part Three (Week 8)**: Reflect and expand on your original design from week 5. The objective of this part is to reflect on your interpretation of the design during your first submission and re-assess how differently you may, or may not, design your website. While you reflect on your first iteration of the website, ALSO include a reflection on what you have learned during this process and how this may or may not have influenced your understanding and skill development of website design.

Build a Website: HTML & CSS

This assignment will require you to build a website with at least three (3) separate pages. It will require designing the basic look, creating content, building the website using HTML and styling it using CSS.

Using images and text, your website will tell the reader about the topic of your choice. Potential topics include a hobby, a portfolio, a social cause, a tourism website, a historical website, or a small business. You should choose a topic that can span into three separate pages, each dealing with an aspect of the topic. Your website should consist primarily of original content; any images or text that you use from other sources should be credited accordingly. If you are having a hard time finding a topic, a list will be provided.

Final Exam (Online)

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 be delivered online via the **Quizzes** tool. The exam is 2 hours in length and will be held on **April 6, 2020**. To accommodate students who may be located in various time zones, the exam will be available beginning at 8:30 am to 9:30 am Eastern Time (ET). You can enter the exam at any point during this window of time but will only have 2 hours to complete it from when you start writing. For example, if you start writing the exam by 9:00 am, you will have until 11:00 am to complete it. After 9:30 am ET, you will no longer be able to enter the exam environment.

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 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 Technologies 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 2 GB RAM; Mac 512 MB RAM.

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 environmental 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 technologies as part of your learning:

- Manage files and folders on your computer (e.g., save, name, copy, backup, rename, delete, and check properties);

- Install the 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.

Course Technologies

CourseLink

Distance Education courses are offered entirely online using CourseLink (powered by D2L's Brightspace), the University of Guelph's online learning management system (LMS). By using this service, you agree to comply with the [University of Guelph's Access and Privacy Guidelines](). Please visit the D2L website to review the [Brightspace privacy statement]() and [Brightspace Learning Environment web accessibility standards]().

http://www.uoguelph.ca/web/privacy/

https://www.d2l.com/legal/privacy/

https://www.d2l.com/accessibility/standards/

Peer Evaluation, Assessment and Review (PEAR)

This course will use the Peer Evaluation, Assessment and Review (PEAR) tool. The **PEAR** tool is subject to the [University of Guelph's Access and Privacy Guidelines]() outlined on the University website. An accessibility statement does not exist for this course technology.

http://www.uoguelph.ca/web/privacy/

Respondus

This course will use the Respondus tool, which is integrated with the **Quizzes** tool and will be used for your final exam. To learn more about [Respondus' Privacy Statement](), please visit their website. An accessibility statement does not exist for this course technology.

http://www.respondus.com/about/privacy.shtml

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]()
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), to which you are expected to adhere.

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 the 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 2-6 hours during business hours on weekdays or next day if email is sent after 6 p.m. ET.

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

All assignments for this course, except for one that is submitted through the PEAR tool, 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 proof of submission.

Be sure to keep a back-up copy of all your assignments in the event that they are lost in transition. To avoid any last-minute computer problems, your instructor strongly recommends you save your assignments to 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 on the Schedule. 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 5% per day after the deadline for the submission of the assignment to a limit of three (3) days, at which time access to the **Dropbox** folder will be closed and the assignment receives a 0.

For late final exam submissions to the **Quizzes** tool, your attempt will be flagged as late, and you will be prevented from making further changes to your attempt once your time ends. Make sure you save all your responses to the exam questions. For details on how long you have to complete the quiz or exam, please see the instructions in **Assessments** on CourseLink. The **Quizzes** tool counts down your time in the upper-left-hand corner. Please pay close attention to this countdown and save your answers frequently.

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](https://webadvisor.uoguelph.ca) (using your U of G central ID). Open Learning program students should log in to the [OpenEd Student Portal](https://courses.opened.uoguelph.ca) 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

Storage and Retention of Exam Videos

Only authorized University of Guelph faculty or staff will have access to the video of your exam. Videos will be retained for a period of one year following the completion of the course.

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

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

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 that are made in relation to course work—including lectures—can not 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.