



# CIS\*1200 Introduction to Computing

Fall 2022

Section: DE01

School of Computer Science

Credit Weight: 0.50

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## Course Details

### Calendar Description

This course covers an introduction to computer hardware and software, data organization, problem-solving and programming. The course includes exposure to application packages for personal and business use and is intended for students who wish a balance between programming and the use of software packages.

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

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

**Restriction(s):** CIS\*1000, Not available to students registered in a B. Comp. degree or a CIS minor.

**Method of Delivery:** Online

**Note:** For more information about how to effectively study and learn via a self-directed, instructor-facilitated Distance Education course, see **Start Here** on the course site, and the Open Ed resource [About Distance Education - UofG OpenEd \(uoguelph.ca\)](https://uoguelph.ca/about-distance-education)

### Final Exam

**Date:** Tuesday, December 13, 2022

**Time:** 8:30 am to 10:30 am ET

**Note:** Please read the important information about exam timing in the **Assessment Description** section under **Final Exam** in this **Outline**.

**Location:** Online via the **Quizzes** tool in CourseLink

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# Instructional Support

## Instructor

**Joshua Lange**

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

**Office Hours via Microsoft Teams:** Students may opt to drop in to office hours on Sunday from 10AM to 11AM ET beginning on the second Sunday of the semester. Please note that further details will be posted in the **Announcements**. See also **Communicating with Your Instructor**.

## Teaching Assistant(s)

**Name:** Jordan Cartlidge

**Name:** Rashi Mathur

**Name:** Anna Rehman

**Name:** Malcolm Wright

Note: Please contact the Teaching Assistants via the course email

**Course Email:** [cis1200@socs.uoguelph.ca](mailto:cis1200@socs.uoguelph.ca)

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# Learning Resources

## Required Textbook

**Title:** Technology in Action - MyLab IT with Pearson (eText)

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

**Edition / Year:** 17th Edition / 2022

**Publisher:** Pearson Education

**ISBN:** 9780136903277

**Important note:** No standalone printed textbook will be available for this course. Instead, you are required to purchase **MyLab IT for Evans: Technology in Action** to complete the course activities and/or assessments.

You may purchase the e-textbook with MyLabIT access at the [Guelph Campus Co-op Bookstore](http://www.bookstore.coop/) or the [University of Guelph Bookstore](http://www.bookstore.uoguelph.ca/). Please note that DE textbooks are located in the Distance Education section of the University of Guelph Bookstore.

<http://www.bookstore.coop/>

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

## Course Materials

This course requires the use or purchase of **MyLab IT I for Evans: Technology in Action** to complete the course activities and/or assessments. It is your responsibility to ensure that you have all of the required materials for the course.

## Supplementary Materials

### Software

This course requires that you use certain software to complete activities and assessments. Students must have access to the latest versions of Internet Explorer or Firefox and access to the latest desktop versions of Microsoft Word, Excel, and PowerPoint, which can be accessed via the student's University of Guelph account. The web versions of Word, Excel, and PowerPoint do not have the necessary functionality to complete 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/shared/login/login.html>

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## Learning Outcomes

### Course Learning Outcomes

This course covers an introduction to computer hardware and software, data organization, problem-solving and programming. The course includes exposure to application packages for personal and business use. For students who wish a balance between programming and the use of software packages.

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

1. Articulate the importance of computer fluency in contemporary society;
2. Identify and describe the functions of computer hardware and peripheral devices;
3. Describe when and how the Internet evolved;
4. Examine the use of mobile devices in both business and private settings;
5. Discuss and apply basic computer networking solutions;
6. Effectively use word processing, spreadsheet, presentation software; and
7. Identify and compare the uses of various databases.

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# Teaching and Learning Activities

## Method of Learning

The course is designed to bring you through the information in a logical manner. First you will start with the very basics of the computer and smoothly move through more difficult features. In the late units, we will revisit some of the earlier topics but delve into more advanced information about those earlier topics. Each unit has readings from the eText, short videos, in-chapter assignments, end-of-module and end-of-chapter quizzes.

MyLabIT is an important and integral part of this course and is available with the eText. The reading material, review, quizzes, and assignments for each chapter are accessible through MyLabIT. Note that in addition to this, there are two individual assignments that you are required to complete which are on Microsoft Office tools and are not a part of MyLabIT. They are explained later in the outline.

## Course Structure

This course is organized into twelve units:

- Unit 01: Using technology to change the world
- Unit 02: Understanding the parts
- Unit 03: Using the Internet
- Unit 04: Application software
- Unit 05: System software
- Unit 06: Understanding and assessing hardware
- Unit 07: Networking
- Unit 08: Digital and mobile devices
- Unit 09: Computer security
- Unit 10: Software programming
- Unit 11: Databases
- Unit 12: How the Internet Works

## What to Expect for Each Unit

In each unit, you will be expected to read the notes from each chapter of this unit, complete all end-of-module and end-of-chapter quizzes and in-chapter assignments (note that the end-of-chapter quizzes and in-chapter assignments are graded).

Besides these, there are two individual assignments that you are expected to complete that are on Microsoft Office tools and are not a part of My Lab IT. These will require self-learning and research to complete.

There will be an online final proctored exam the date and time of which will be posted on the University of Guelph website.

## 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: Using Technology to Change the World

#### Week 1 – Thursday, September 8 to Sunday, September 18

##### Readings

- Unit 01 Content
- Textbook: Chapter 1

##### Activities

- Familiarize yourself with the course website by reviewing the **Start Here** section of the course.
- Review **Outline** and **Assessments** sections on the course website to learn more about course expectations, assessments, due dates, and Respondus LockDown Browser and Monitor (webcam).
- Take the **Student Contract** quiz (ungraded)

##### Assessments

**MyLabIT:** Due: Sunday, September 18 at 11:55 pm ET

- In-chapter assignments (IT Simulation / Helpdesk / Soundbyte)
- End-of-chapter Quiz Chapter 1

### Unit 02: Understanding the Parts

#### Week 2 – Monday, September 19 to Sunday, September 25

##### Readings

- Unit 02 Content
- Textbook: Chapter 2

##### Activities

- Introduce yourself in **Introductions Discussion**.  
Closes: Sunday, September 25 at 11:59 pm ET

## **Assessments**

**MyLabIT:** Due: Sunday, September 25 at 11:55 pm ET

- In-chapter assignments (IT Simulation / Helpdesk / Soundbyte)
- End-of-chapter Quiz Chapter 2

## **Unit 03: Using the Internet**

**Week 3 – Monday, September 26 to Sunday, October 2**

### **Readings**

- Unit 03 Content
- Textbook: Chapter 3

### **Assessments**

**MyLabIT:** Due: Sunday October 2 at 11:55 pm ET

- In-chapter assignments (IT Simulation / Helpdesk / Soundbyte)
- End-of-chapter Quiz Chapter 3

### **Start working on Individual Assignment 1**

- Due: Friday, October 28 at 11:59 pm ET

### **Participate in Group Discussion 1**

- Publish your first post
- Due by Friday, September 30 at 11:59 ET

## **Unit 04: Application Software**

**Week 4 – Monday, October 3 to Sunday, October 9**

### **Readings**

- Unit 04 Content
- Textbook: Chapter 4

### **Assessments**

**MyLabIT:** Due: Sunday, October 16 at 11:55 pm ET

- In-chapter assignments (IT Simulation / Helpdesk / Soundbyte)
- End-of-chapter Quiz Chapter 4

### **Continue working on Individual Assignment 1**

### **Participate in Group Discussion 1**

- Reply to another student's post
- Closes: Friday, October 7 at 11:59 ET

## **Unit 05: System Software**

### **Week 5 – Monday, October 10 to Sunday, October 16**

#### **Readings**

- Unit 05 Content
- Textbook: Chapter 5

#### **Assessments**

**MyLabIT:** Due: Sunday, October 16 at 11:55 pm ET

- In-chapter assignments (IT Simulation / Helpdesk / Soundbyte)
- End-of-chapter Quiz Chapter 5

**Continue working on Individual Assignment 1**

## **Unit 06: Understanding and Assessing Hardware**

### **Week 6 – Monday, October 17 to Sunday, October 23**

#### **Readings**

- Unit 06 Content
- Textbook: Chapter 6

#### **Assessments**

**MyLabIT:** Due: Sunday, October 23 at 11:55 pm ET

- In-chapter assignments (IT Simulation / Helpdesk / Soundbyte)
- End-of-chapter Quiz Chapter 6

**Continue working on Individual Assignment 1**

### **Participate in Group Discussion 2**

- Publish your first post
- Due by Friday, October 21 at 11:59 ET

## **Unit 07: Networking**

### **Week 7 – Monday, October 24 to Sunday, October 30**

#### **Readings**

- Unit 07 Content
- Textbook: Chapter 7

## **Assessments**

**MyLabIT:** Due: Sunday, October 30 at 11:55 pm ET

- In-chapter assignments (IT Simulation / Helpdesk / Soundbyte)
- End-of-chapter Quiz Chapter 7

### **Submit Individual Assignment 1**

- Due: Friday, October 28 at 11:59 pm ET

### **Participate in Group Discussion 2**

- Reply to another student's post
- Closes: Friday, October 28 at 11:59 ET

## **Unit 08: Digital and Mobile Devices**

### **Week 8 – Monday, October 31 to Sunday, November 6**

#### **Readings**

- Unit 08 Content
- Textbook: Chapter 8

#### **Assessments**

**MyLabIT:** Due: Sunday, November 6 at 11:55 pm ET

- In-chapter assignments (IT Simulation / Helpdesk / Soundbyte)
- End-of-chapter Quiz Chapter 8

### **Start working on Individual Assignment 2**

- Due: Friday, December 2 at 11:59 pm ET

## **Unit 09: Computer Security**

### **Week 9 – Monday, November 7 to Sunday, November 13**

#### **Readings**

- Unit 09 Content
- Textbook: Chapter 9

#### **Assessments**

**MyLabIT:** Due: Sunday, November 13 at 11:55 pm ET

- In-chapter assignments (IT Simulation / Helpdesk / Soundbyte)
- End-of-chapter Quiz Chapter 9

### **Continue working on Individual Assignment 2**



## **Unit 10: Software Programming**

**Week 10 – Monday, November 14 to Sunday, November 20**

### **Readings**

- Unit 10 Content
- Textbook: Chapter 10

### **Assessments**

**MyLabIT:** Due: Sunday, November 20 at 11:55 pm ET

- In-chapter assignments (IT Simulation / Helpdesk / Soundbyte)
- End-of-chapter Quiz Chapter 10

**Continue working on Individual Assignment 2**

**Participate in Group Discussion 3**

- Publish your first post
- Due by Friday, November 18 at 11:59 ET

## **Unit 11: Databases**

**Week 11 – Monday, November 21 to Sunday, November 27**

### **Readings**

- Unit 11 Content
- Textbook: Chapter 11

### **Assessments**

**MyLabIT:** Due: Sunday, November 27 at 11:55 pm ET

- In-chapter assignments (IT Simulation / Helpdesk / Soundbyte)
- End-of-chapter Quiz Chapter 11

**Continue working on Individual Assignment 2**

**Participate in Group Discussion 3**

- Reply to another student's post
- Closes: Friday, November 25 at 11:59 ET

## **Unit 12: How the Internet Works**

**Week 12 – Monday, November 28 to Friday, December 2**

### **Readings**

- Unit 12 Content
- Textbook: Chapter 13

## Assessments

**MyLabIT:** Due: Friday, December 2 at 11:55 pm ET

- In-chapter assignments (IT Simulation / Helpdesk / Soundbyte)
- End-of-chapter Quiz Chapter 13

### Submit Individual Assignment 2

- Due: Friday, December 2 at 11:59 pm ET

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## Assessment

The grade determination for this course is indicated in the following table. A brief description of each assessment is provided below. For full assessment details, 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**

Assessment Item	Weight
MyLabIT In-chapter Assignments	10%
MyLabIT End-of-chapter Quizzes	20%
Individual Assignments (2 x 10%)	20%
Group Discussion (3 x 5%)	15%
Final Exam (online)	35%
<b>Total</b>	<b>100%</b>

## Assessment Descriptions

### In-chapter Assignments on MyLabIT

Each chapter on MyLabIT has a few interactive assignments such as Helpdesk, Soundbytes or IT Simulation. Each such assignment is automatically graded by MyLabIT and counts to 1% (for each week) of the total course mark. There are 12 chapters (one for each week) – at the end of the term, the lowest two weeks of MyLabIT grades (in-chapter assignments + end-of-chapter quizzes) will be dropped.

## End-of-chapter quizzes on MyLabIT

Each chapter on MyLabIT has end-of-module and end-of-chapter quizzes. These quizzes are automatically graded by MyLabIT and count to 2% (for each week) of the total course mark. There are 12 chapters (one for each week) – at the end of the term, the lowest two weeks of MyLabIT grades (in-chapter assignments + end-of-chapter quizzes) will be dropped.

## Individual Assignments

There are two required individual assignments in the course. These are on basic Excel, Excel Macros and VBA and PowerPoint. Please note that you are required to use the latest version of Microsoft Office available. Different versions have different features and may result in a lower grade. A copy of Microsoft Office can be acquired from CCS for use by all registered students.

## Group Discussion

You will be involved in three group discussions in this course. Each of these is set up as debates. You will be placed in a group of 10. Your group will choose one of given inquiry statements which you will first research (either individually or as a group) to come up with reasons to support or negate the statement. Your group must research both sides to the inquiry statement.

## Online Final Exam

This examination will demonstrate your grasp of the major computing concepts presented to you throughout the semester and will be comprised of approximately 100 questions that will be a mix of multiple choice, true/false, matching, and short answer questions. Examination questions will come from course material, including textbook readings, quizzes, and assignments introduced and covered throughout the course.

The final exam will be delivered online via the **Quizzes** tool. The exam is 2 hours in length and will be held on **Tuesday, December 13, 2022**.

To accommodate students who may be located in various time zones, the exam will be available beginning at **8:30 am** until **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..

University of Guelph degree and associate diploma students must check [Web Advisor](#) for their examination schedule. Open Learning program students must check the [Open Learning Program Final Examination Schedule](#) for their examination schedule.

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

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

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

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# 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).

<https://opened.uoguelph.ca/student-resources/system-and-software-requirements>

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

## MyLab IT

This course will use **MyLab**, a web-based tool created by Pearson Education. Visit their website to complete a check that ensures your computer meets the [MyLab system requirements](#).

<https://www.pearsonmylabandmastering.com/northamerica/students/support/select-your-product/index.html>

## Microsoft Teams Requirements

This course may use **Microsoft Teams** as a video communication tool for virtual office hours. A Webcam, a microphone, and headphones/speakers may be needed. Review [System requirements for Teams for personal use \(microsoft.com\)](#) to ensure that your computer meets the technical requirements.

<https://support.microsoft.com/en-us/office/system-requirements-for-teams-for-personal-use-dae0234b-839c-4f85-ae75-d14ad2baa978>

## 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](#), 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.
- **Online meeting:** If you have a complex question you would like to discuss with your instructor, you may book an online meeting via Microsoft Teams. These online 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;
- Sharing your username and password; and
- Recording lectures without the permission of the instructor.

## Submission of Assignments to Dropbox

The individual assignments must be submitted electronically via the online **Dropbox** tool. When submitting your assignment 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 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 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](https://support.opened.uoguelph.ca/contact).

<https://support.opened.uoguelph.ca/contact>

## Late Policy

The individual assignments (Excel and PowerPoint) may be submitted late, up to two days without penalty. This serves as a built-in extension for all students to take advantage of; however, the due date of the assignment remains the same and no additional help will be offered after the official deadline. After 11:59PM on the second day, a mark of zero will be recorded for the assignment in question.

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. Extensions will be in the form of the weight of the assignment being moved to the final exam. 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.

## **Regrade Policy**

### **For Individual Assignments**

1. To request a regrade students **must** have submitted their assignment on time. Students who submit their assignment late are not eligible for a regrade.
2. You must request the regrade by midnight of the 4th day after the grades are returned.
3. Indicate to the TA's the specific components that you believe were marked incorrectly. If you do not give specifics your assignment will not be regraded.
4. Regrades for assignments may be requested from a TA by email. In either case the above steps must be followed. Regrades requested from the instructor will normally be completed after the late period has been completed. If you believe that your submission has not been properly regraded or the TA has unfairly graded and regraded your assignment, students may forward the email conversation with the TA to the instructor, who will act as a mediator for these cases.
5. Submissions made after the due date will not be eligible to be regraded.

### **For Assignments and Quizzes on MyLabIT**

1. You must request the regrade by midnight of the 4th day after the quiz closes. (i.e., the quiz closes on Friday, and so a request must be made by the following Tuesday at midnight). Do not make any regrade requests prior to the quiz period ending.
2. You must have gone over your quiz and given me specific questions that you believe were marked incorrectly. If you do not give specifics your quiz will not be regraded.
3. You must request the regrade by sending me an email. Requests posted in the conference do not count.
4. Regrades for quizzes will be completed by the Instructor only. TA's will not regrade quizzes.

### **For Discussions**

1. You must request the regrade by midnight of the 4th day after the grades are posted. (i.e., grades posted on Friday, request must be made by the following Tuesday at midnight).
2. You must have gone over your discussion grade and the rubric and given specific areas that you believe were marked incorrectly. If you do not give specifics your discussion will not be regraded.
3. Regrades for discussions may be requested from a TA by email. In either case the above steps must be followed. Regrades requested from the instructor will normally be completed after the late period has been completed. If you believe



that your submission has not been properly regraded or the TA has unfairly graded and regraded your assignment, students may forward the email conversation with the TA to the instructor, who will act as a mediator for these cases.

## 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://www.uoguelph.ca/webadvisor>

<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>

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## 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**

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.

## **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**

The last date to drop one-semester courses, without academic penalty, is indicated on the Schedule section of this course outline. [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

### University of Guelph Degree Students

The University promotes the full participation of students who experience disabilities in their academic programs. To that end, the provision of academic accommodation is a shared responsibility between the University and the student.

When accommodations are needed, the student is required to first register with Student Accessibility Services (SAS). Documentation to substantiate the existence of a disability is required; however, interim accommodations may be possible while that process is underway.

Accommodations are available for both permanent and temporary disabilities. It should be noted that common illnesses such as a cold or the flu do not constitute a disability.

Use of the SAS Exam Centre requires students to make a booking at least 14 days in advance, and no later than November 1 (fall), March 1 (winter) or July 1 (summer). Similarly, new or changed accommodations for online quizzes, tests and exams must be approved at least a week ahead of time.

For more information, contact Accessibility Services at 519-824-4120 ext. 56208, [email Accessibility Services](mailto:accessibility@uoguelph.ca) or visit the [Accessibility Services website](https://wellness.uoguelph.ca/accessibility/).

[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](mailto: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.

## **Disclaimer**

Please note that the ongoing COVID-19 pandemic may necessitate a revision of the format of course offerings, changes in classroom protocols, and academic schedules. Any such changes will be announced via CourseLink and/or class email.

This includes on-campus scheduling during the semester, mid-terms and final examination schedules. All University-wide decisions will be posted on the [COVID-19 website](#) and circulated by email.

<https://news.uoguelph.ca/2019-novel-coronavirus-information/>

## **Illness**

Medical notes will not normally be required for singular instances of academic consideration, although students may be required to provide supporting documentation for multiple missed assessments or when involving a large part of a course (e.g., final exam or major assignment).

## **Covid-19 Safety Protocols**

For information on current safety protocols, follow these links:

[How U of G Is Preparing for Your Safe Return](#)

[Guidelines to Safely Navigate U of G Spaces](#)

Please note, these guidelines may be updated as required in response to evolving University, Public Health or government directives.

<https://news.uoguelph.ca/return-to-campus/how-u-of-g-is-preparing-for-your-safe-return/>

<https://news.uoguelph.ca/return-to-campus/spaces/#ClassroomSpaces>