UNIVERSITY of GUELPH

CIS*1200 Introduction to Computing

Winter 2019

Section: DE01

School of Computer Science
Credit Weight: 0.50

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

Final Exam

Date: Tuesday April 9, 2019

Time: 08:30 am - 10:30 am 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

John Saville

Email: jsaville@uoguelph.ca

Teaching Assistant(s)

Name: TBA
Email: TBA

Learning Resources

Required Textbook

Title: Technology in Action (Printed textbook alone)
Author(s): Alan Evans, Kendall Martin, and Mary Anne Poatsy
Edition / Year: 15th Edition, 2018
Publisher: Pearson Education
ISBN: 9780134837871

Title: Technology in Action (Printed textbook with MyTLab and ebook)
Author(s): Alan Evans, Kendall Martin, and Mary Anne Poatsy
Edition / Year: 15th Edition, 2018
Publisher: Pearson Education
ISBN: 9780134832500

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/

Supplementary Materials

This course includes supplementary materials. These materials are meant to supplement the required readings and course content. You can explore the materials at your own pace. To access these materials, select **Content** on the navbar to locate **Supplementary Materials** in the table of contents panel.

MyITLab (Required)

Pearson's MyITLab offers many benefits, including access to your e-text and access to training for your assignments. MyITLab is easy to use, however, it is important that you remember that you **must** register by clicking on the Pearson MyLab link on the Course Home page. Please view the MyITLab Signup document to guide you through the MyITLab registration process. You will need to do this only once at the beginning of the course.

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 versions of Microsoft Word, Excel, Access, and PowerPoint. For PC users, this means using the 2016 Microsoft Office suite, which includes Word, Excel, PowerPoint, and Access. For MAC users, this means using the 2016 version of Office for MAC, which includes Word, Excel, and PowerPoint.

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

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 ext. 53621
Email: libres2@uoguelph.ca
Location: McLaughlin Library, First Floor, University of Guelph

http://www.lib.uoguelph.ca/find/find-type-resource/course-reserves-ares/how-get-course-reserve-material

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 devises;
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.

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 a short video introduction to the unit, instructor's notes, and readings from the text.

MyITLab is an integral part of the course. All of your assignments except the JavaScript assignment are located in MyITLab. MyITLab also houses your electronic textbook and training activities to help you be successful in the course. Using MyITLab also allows us to offer two attempts at most assignments. The error report from your first attempt can be used to improve and learn more about the software you are working with.

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 view unit introduction video, read your course notes, and work on the current assignment. Twice during the course you will work with a group of your peers to debate current issues in the world of technology.

You will have an assignment to complete in MyITLab every 3 weeks. Each is based on a specific piece of application software. As well you will be completing two quizzes that will test you on what you have learned to date from your readings, course notes and video unit introductions.

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

Schedule

Unit 01: Using Technology to Change the World

Week 1 – Monday, January 7 to Sunday, January 13

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).

- Introduce yourself in **Introductions Discussion**.
Closes: Sunday, January 20 at 11:59 pm ET

- Take the **Student Contract** quiz (ungraded)

- Complete the **Practice Test** using Respondus (multiple attempts).
  Note: This activity is mandatory and is open throughout the course.

Assessments

- Start working on **Assignment 1 (Word)**
  Due: Friday, January 25 at 11:59 pm ET

Unit 02: Understanding the Parts

Week 2 – Monday, January 14 to Sunday, January 20

Readings

- Unit 02 Content

- Textbook: Chapter 2

Activities

- Introduce yourself in **Introductions Discussion**.
  Closes: Sunday, January 20 at 11:59 pm ET

Assessments

- Continue working on **Assignment 1 (Word)**
  Due: Friday, January 25 at 11:59 pm ET

Unit 03: Using the Internet

Week 3 – Monday, January 21 to Sunday, January 27

Readings

- Unit 03 Content

- Textbook: Chapter 3

Assessments

- Submit **Assignment 1 (Word)**
  Due: Friday, January 25 at 11:59 pm ET

Unit 04: Application Software

Week 4 – Monday, January 28 to Sunday, February 3

Readings

- Unit 04 Content

- Textbook: Chapter 4 and Tech in Focus 1

Assessments

- Participate in **Group Discussion 1** (Decide which statement your group wishes to discuss and publish your first original post that supports the statement)
Due: Friday, February 1 at 11:59 pm ET

- Start working on **Assignment 2 (Excel)**
Due: Friday, February 15 at 11:59 pm ET

Unit 05: System Software

Week 5 – Monday, February 4 to Sunday, February 10

Readings

- Unit 05 Content

- Textbook: Chapter 5

Assessments

- Participate in **Group Discussion 1** (Reply to another student's post that supports the statement and publish your second original post that negates the statement)
Due: Friday, February 8 at 11:59 pm ET

- Take **Quiz 1**
Opens: Friday, February 8 at 12:01 am ET
Closes: Sunday, February 10 at 11:59 pm ET

- Continue working on **Assignment 2 (Excel)**
Due: Friday, February 15 at 11:59 pm ET

Unit 06: Understanding and Assessing Hardware

Week 6 – Monday, February 11 to Sunday, February 17

Readings

- Unit 06 Content

- Textbook: Chapter 6

Assessments

- Participate in **Group Discussion 1** (Reply to another student's post that negates the statement)
Due: Wednesday, February 13 at 11:59 pm

- Complete **Group Discussion 1 Report**
Due: Friday, February 15 at 11:59 pm ET

- Submit **Assignment 2 (Excel)**

Due: Friday, February 15 at 11:59 pm ET

Winter Break: Monday, February 18 to Sunday, February 24

Unit 07: Networking

Week 7 – Monday, February 25 to Sunday, March 3

Readings

- Unit 07 Content

- Textbook: Chapter 7

Assessments

- Start working on **Assignment 3 (PowerPoint)**
  Due: Friday, March 15 at 11:59 pm ET

Unit 08: Digital and Mobile Devices

Week 8 – Monday, March 4 to Sunday, March 10 (40th Class Day: Friday, March 8)

Readings

- Unit 08 Content

- Textbook: Chapter 8 and Tech in Focus 2

Assessments

- Continue working on **Assignment 3 (PowerPoint)**
  Due: Friday, March 15 at 11:59 pm ET

Unit 09: Computer Security

Week 9 – Monday, March 11 to Sunday, March 17

Readings

- Unit 09 Content

- Textbook: Chapter 9 and Tech in Focus 3

Assessments

- Participate in **Group Discussion 2** (Decide which statement your group wishes to discuss and Publish your first original post that supports the statement)
  Due: Friday, March 15 at 11:59 pm ET

- Submit **Assignment 3 (PowerPoint)**
  Due: Friday, March 15 at 11:59 pm ET

Unit 10: Software Programming

Week 10 – Monday, March 18 to Sunday, March 24

Readings

- Unit 10 Content

- Textbook: Chapter 10

Assessments

- Participate in **Group Discussion 2** (Reply to another student's post that supports the statement and Publish your second original post that negates the statement)
  Due: Friday, March 22 at 11:59 pm ET

- Take **Quiz 2**
  Opens: Friday, March 22 at 12:01 am ET
  Closes: Sunday, March 24 at 11:59 pm ET

- Start working on **Assignment 4 (Access/JavaScript)**
  Due: Friday, April 5 at 11:59 pm ET

Unit 11: Databases

Week 11 – Monday, March 25 to Sunday, March 31

Readings

- Unit 11 Content

- Textbook: Chapters 11 and 12

Assessments

- Participate in **Group Discussion 2** (Reply to another student's post that negates the statement)
  Due: Wednesday, March 27 at 11:59 pm ET

- Complete **Group Discussion 2 Report**
  Due: Friday, March 29 at 11:59 pm ET

- Continue working on **Assignment 4 (Access/JavaScript)**
  Due: Friday, April 5 at 11:59 pm ET

Unit 12: How the Internet Works

Week 12 – Monday, April 1 to Friday, April 5

Readings

- Unit 12 Content

- Textbook: Chapter 13 and Tech in Focus 4

Assessments

- Submit **Assignment 4 (Access/JavaScript)**
  Due: Friday, April 5 at 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

Assessment Item	Weight
Individual Assignments (4 x 5%)	20%
Quizzes (2 x 10%)	20%
Group Discussion (2 x 15%)	30%
Final Exam (online)	30%
Total	**100%**

Assessment Descriptions

Individual Assignments

There are four required individual assignments in the course. The first three assignments are preset as to which assignment you are to complete. These are Word, Excel and PowerPoint. For the final assignment, you may choose to complete either the Access or JavaScript assignment. Please note that you are required to use the Microsoft Office 2016 suite or Mac for Office 2016 for these assignments. Different versions have different features and may result in a lower grade.

Quizzes

There will be two (2) quizzes throughout the course. Each quiz consists of 60 multiple-choice questions that are focused on the content of the textbook. Quiz #1 covers Chapters 1 - 5. Quiz #2 covers Chapters 6 - 10. You will only have one attempt for each quiz and this one attempt will be automatically timed by the CourseLink system. You will have 60 minutes to complete the quiz.

Group Discussion

You will be involved in two 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 two inquiry statements which you will first research 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 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.

This examination will demonstrate your grasp of the major computing concepts presented to you throughout the semester and will be comprises of approximately 180 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 April 9, 2019 from 8:30 am to 10:30 am ET. To accommodate students who may be located in various time zones, the exam will be available beginning at 7:30 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 7:30 am, you will have until 9:30 am to complete it. After 8:30 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 Instructions and Guidelines for Using Respondus Lockdown Browser and Monitor by selecting Content on the navbar to located **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](https://webadvisor.uoguelph.ca/) for their examination schedule. Open Learning program students must check the [Open Learning Program Final Examination Schedule](http://opened.uoguelph.ca/student-resources/Open-Learning-Program-Final-Exam-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](http://spaces.uoguelph.ca/ed/system-requirements/). Use the [browser check](https://courselink.uoguelph.ca/d2l/systemCheck) 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 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, Internet Explorer); 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/

MyITLab

This course will use the MyITLab tool for individual assignments. MyITLab is an online homework, tutorial, and assessment product created by Pearson Education. Visit their website to read the [Privacy Policy](#) and [Accessibility Statement](#).

https://register.pearsoncmg.com/w3c/privacy.htm

http://www.pearsonmylabandmastering.com/northamerica/myitlab/accessibility/index.html

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](#), 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 JavaScript assignment 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 poof of submission. Please note that the Access assignment is submitted to MyITLab.

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](http://spaces.uoguelph.ca/ed/contact-us/).

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

Late Policy

Three individual assignments (Word, Excel, and PowerPoint) may be submitted late. There is a 1% per hour penalty for late assignments. Assignment 4 (Access/JavaScript) has no extensions or late submissions.

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 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 due date. (i.e. assignment closes on Friday, request must be made by the following Tuesday at midnight).

3. You must have reviewed your grade summary on MyITLab. You need to give myself or the TA's specific questions 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 during office hours or from the instructor 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. TA's will complete regrades before the due date **only** if the student making the request has completed both of their attempts. Requests posted in the conference do not count.

5. Submissions made after the due date will not be eligible to be regraded.

For Quizzes

1. You must request the regrade by midnight of the 4th day after the quiz closes. (i.e. quiz closes on Friday, 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 me specific areas that you believe were marked incorrectly. If you do not give specifics your discussion will not be regraded.

3. You must request the regrade by sending me an email or seeing the TA's during their office hours

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

Respondus Policy Violation Consequences

If your video is flagged for suspected academic misconduct, you will be contacted directly by the course instructor and subject to the penalties as outlined in the Academic Misconduct policy from the Undergraduate calendar.

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

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 flagged and reviewed by the course instructor (or his/her designate) to ensure academic integrity. 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

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

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 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 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 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.