



# CIS\*1200 Introduction to Computing

Winter 2021

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

### Final Exam

**Date:** Saturday, April 24

**Time:** 11:30 am ET to 1:30 pm ET

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 using Respondus Lockdown Browser and Monitor

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# Instructional Support

## Instructor

**Joshua Lange**

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## Teaching Assistant(s)

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## Learning Resources

### Required Textbook

**Title:** Technology in Action (eTextbook with Revel Access Card)

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

**Edition / Year:** 15th Edition, 2018

**Publisher:** Pearson Education

**ISBN:** 9780134868073

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

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

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

**Revel for Evans: Technology in Action** is an interactive digital textbook, enhanced with built-in quizzes and other study tools. Your required course material:

**No standalone printed textbook will be available for this course.** This digital first model gives you the opportunity to get better learning outcomes (research shows it!), finish classwork on-the-go, and get textbooks at an affordable price. A loose leaf print text is available for purchase after you've signed up for Revel, should you require one.

### How to Register

1. Click on the Revel link in Courselink.
2. Sign in if you have used a Pearson product before OR Create a new account

3. Select your access option
  - a) “Redeem access code” you purchased from the bookstore
  - b) “Purchase materials” with a credit card or PayPal account
  - c) Choose 14 day Temporary Access if you are waiting for financial aid
4. From now on, you can log in from <http://console.pearson.com>

## Features

1. Our free REVEL app lets you read and study at your convenience. You can do your readings *offline*, *listen* to them on-the-go, and study *anytime, anywhere*. Available on the [App Store](#) and [Google Play](#).
2. It's not like your traditional dense, eye-straining etext. Based on reading science research, Revel is designed to make things easier on your brain with a clean, easy-to-read and user-friendly interface.
3. Videos, visuals and interactive exercises embedded in the text make reading more enjoyable. By helping you understand not memorize, you remember content better.
4. Ready-made glossaries, flashcards, practice tests will streamline your studying to save you time and improve your grades.

## Need help?

- Visit <https://support.pearson.com/getsupport/s/contactsupport>
- For more information about Revel, check out <https://www.pearsonhighered.com/revel/>

## 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, and PowerPoint. For PC and MAC users, this means using the 2016 Microsoft Office suite, which includes Word, Excel, PowerPoint. For MAC users.

## 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](mailto:libres2@uoguelph.ca)

Location: McLaughlin Library, First Floor, University of Guelph

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

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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 eTextbook, short videos, in-chapter assignments, end-of-module and end-of-chapter quizzes.

Revel is an important and integral part of this course and is available with the eTextbook. The reading material, review, quizzes and assignments for each chapter is

accessible through Revel. 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 Revel. 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 Revel.

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 11 to Sunday, January 17**

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

### **Assessments**

**Revel:** Due: Sunday January 17 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, January 18 to Sunday, January 24**

### **Readings**

- Unit 02 Content
- Textbook: Chapter 2

### **Activities**

- Introduce yourself in **Introductions Discussion**.  
Closes: Sunday, January 24 at 11:59 pm ET

### **Assessments**

**Revel:** Due: Sunday January 24 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, January 25 to Sunday, January 31**

### **Readings**

- Unit 03 Content
- Textbook: Chapter 3

### **Assessments**

**Revel:** Due: Sunday January 31 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, March 5 at 11:59 pm ET

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

- Publish your first post
- Due by Friday, January 29 at 11:59 ET

## **Unit 04: Application Software**

### **Week 4 – Monday, February 1 to Sunday, February 7**

#### **Readings**

- Unit 04 Content
- Textbook: Chapter 4

#### **Assessments**

**Revel:** Due: Sunday, February 7 at 11:55 pm ET

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

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

- Due: Friday, March 5 at 11:59 pm ET

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

- Reply to another student's post
- Closes: Friday, February 5 at 11:59 ET

## **Unit 05: System Software**

### **Week 5 – Monday, February 8 to Sunday, February 14**

#### **Readings**

- Unit 05 Content
- Textbook: Chapter 5

#### **Assessments**

**Revel:** Due: Sunday, February 22 at 11:55 pm ET

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

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

- Due: Friday, March 5 at 11:59 pm ET

*Winter Break: Monday, February 15 to Sunday, February 21*



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

### **Week 6 – Monday, February 22 to Sunday, February 28**

#### **Readings**

- Unit 06 Content
- Textbook: Chapter 6

#### **Assessments**

**Revel:** Due: Sunday, February 28 at 11:55 pm ET

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

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

- Due: Friday, March 5 at 11:59 pm ET

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

- Publish your first post
- Due by Friday, February 26 at 11:59 ET

## **Unit 07: Networking**

### **Week 7 – Monday, March 1 to Sunday, March 7**

#### **Readings**

- Unit 07 Content
- Textbook: Chapter 7

#### **Assessments**

**Revel:** Due: Sunday, March 7 at 11:55 pm ET

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

#### **Submit Individual Assignment 1**

- Due: Friday, March 5 at 11:59 pm ET

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

- Reply to another student's post
- Closes: Friday, March 5 at 11:59 ET

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

### **Week 8 – Monday, March 8 to Sunday, March 14**

#### **Readings**

- Unit 08 Content
- Textbook: Chapter 8

#### **Assessments**

**Revel:** Due: Sunday, March 14 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, April 9 at 11:59 pm ET

## **Unit 09: Computer Security**

### **Week 9 – Monday, March 15 to Sunday, March 21**

#### **Readings**

- Unit 09 Content
- Textbook: Chapter 9

#### **Assessments**

**Revel:** Due: Sunday, March 21 at 11:55 pm ET

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

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

- Due: Friday, April 9 at 11:59 pm ET

## **Unit 10: Software Programming**

### **Week 10 – Monday, March 22 to Sunday, March 28**

#### **Readings**

- Unit 10 Content
- Textbook: Chapter 10

#### **Assessments**

**Revel:** Due: Sunday, March 28 at 11:55 pm ET

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

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

- Due: Friday, April 9 at 11:59 pm ET

### **Participate in Group Discussion 3**

- Publish your first post
- Due by Friday, March 26 at 11:59 ET

## **Unit 11: Databases**

### **Week 11 – Monday, March 29 to Sunday, April 4**

#### **Readings**

- Unit 11 Content
- Textbook: Chapter 11

#### **Assessments**

**Revel:** Due: Sunday, April 4 at 11:55 pm ET

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

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

- Due: Friday, April 9 at 11:59 pm ET

### **Participate in Group Discussion 3**

- Reply to another student's post
- Closes: Friday, April 2 at 11:59 ET

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

### **Week 12 – Monday, April 5 to Monday, April 12**

#### **Readings**

- Unit 12 Content
- Textbook: Chapter 13

#### **Assessments**

**Revel:** Due: Friday, April 9 at 11:55 pm ET

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

### **Submit Individual Assignment 2**

- Due: Friday, April 9 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. 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
Revel In-chapter Assignments	10%
Revel 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 Revel

Each chapter on Revel has a few interactive assignments such as Helpdesk, Soundbytes or IT Simulation. Each such assignment is automatically graded by Revel 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 grades will be dropped.

### End-of-chapter quizzes on Revel

Each chapter on Revel has end-of-module and end-of-chapter quizzes. These quizzes are automatically graded by Revel 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 grades 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 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 UoG 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 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 **Saturday, April 24** from 11:30 am to 1:30 pm Eastern Time (ET). To accommodate students who may be located in various time zones, the exam will be available for entry beginning at 11:30 am until 12:30 pm 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 11:30 am, you will have until 1:30 pm to complete it. After 12:30 pm 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](mailto:courselink@uoguelph.ca) or 519-824-4120 ext. 56939.

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

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

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

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

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

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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>

### 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

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## Course Specific Standard Statements

### Acceptable Use

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

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

### Communicating with Your Instructor

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

- **Announcements:** The instructor will use **Announcements** on the Course Home page to provide you with course reminders and updates. Please check this section frequently for course updates from your instructor.
- **Ask Your Instructor Discussion:** Use this discussion forum to ask questions of your instructor about content or course-related issues with which you are unfamiliar. If you encounter difficulties, the instructor is here to help you. Please post general course-related questions to the discussion forum so that all students have an opportunity to review the response. To access this discussion forum, select **Discussions** from the **Tools** dropdown menu.
- **Email:** If you have a conflict that prevents you from completing course requirements, or have a question concerning a personal matter, you can send

your instructor a private message by email. The instructor will respond to your email within 48 to 72 hours.

- **Microsoft Teams:** 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 recommends 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. There is a 5% per day penalty for late assignments.

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 due date. (i.e. assignment closes on Friday, request must be made by the following Tuesday at midnight).
3. 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 Assignments and Quizzes on Revel**

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>

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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](https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml) 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](http://opened.uoguelph.ca/student-resources/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](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 and academic schedules. Any such changes will be announced via CourseLink and/or class email. 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**

The University will not normally require verification of illness (doctor's notes) for Fall 2020 or Winter 2021 semester courses. However, requests for Academic Consideration may still require medical documentation as appropriate.