
CIS*1050 - Web Design and Development

Winter 2024 Course Outline

Section: DE

Credits: 0.50

Land Acknowledgement: Guelph

The University of Guelph campuses reside within the lands of the Dish with One Spoon Wampum. We recognize that the Anishinaabe, Hodinohso:ni, Lūnaapéewak and Huron-Wendat peoples have inhabited these lands for centuries and we respect their enduring relationships with these lands. We are committed to working towards decolonization and reconciliation with Indigenous peoples and enhancing the engagement of and supports for First Nations, Métis and Inuit students.

Calendar Description

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

Department(s): School of Computer Science

Instructor Information

Yan Yan

Email: yyan15@uoguelph.ca

Additional Support

Office Hours via Microsoft Teams or Zoom: Further details will be posted in the Announcements. See also Communicating with Your Instructor.

Teaching Assistant(s)

Name: TBD Email: TBD

Method of Delivery

This course is a fully interactive online course and requires disciplined time management. To successfully complete this course, it is essential that you begin work as of the first week of the course and participate regularly throughout the semester. You will be required to access the course website frequently (at least three times per week). Your ability to participate online regularly is critical to your success in this course.

Course Learning Outcomes

1. Apply critical thinking and problem-solving skills required to successfully design and implement a website
2. Define protocols and systems used on the Web (e.g., HTML, HTTP, URLs, CSS)
3. Identify and define the technology required to build and implement a website
4. Describe artistic and design components that are used in the creation of a website
5. Use web coding technologies, such as HTML and CSS
6. Design and implement a simple, functioning website using HTML and CSS
7. Manage image and text resources and aesthetic aspects of websites

Open Ed - Teaching and Learning Activities

Method of Learning

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

Course Structure

This course is organized into twelve units:

- Unit 01: Introduction to the Web
- Unit 02: Design & User Experience
- Unit 03: Basics of HTML
- Unit 04: Aspects of Design
- Unit 05: Working with Images
- Unit 06: Basics of CSS
- Unit 07: Creating a Basic Website
- Unit 08: Website Design Elements
- Unit 09: Intermediate HTML
- Unit 10: Web Publishing and E-Commerce Design Basics
- Unit 11: Intermediate CSS
- Unit 12: The Mobile Web

What to Expect for Each Unit

The main learning components of unit work are:

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

Follow the **Schedule** in this course outline: it is a vital resource for you, and you should refer to it regularly. There is flexibility regarding the days and times that you work on each unit, but to succeed in the course you do need to keep up-to-date with each week's material.

Review the schedule in full in the first week of the semester. Make note of all assessment due dates and enter these dates into a calendar of some sort. Stay organized and keep track of upcoming due dates. The schedule (below) is your friend.

Each week, you are expected to read a set of unit notes. It is also strongly recommended that you review the unit activities early each week so that you have ample time to choose, properly consider, and complete/post a unit activity.

This is a distance education (DE) course which means there are no formal lectures. It also means you can read and engage on your own terms and on your own time. You should plan to work on this course for about 4 hours per week (unit notes, completion of unit activities). This does not include the time you put toward other formal assessments.

Content from the unit notes will be reflected in the final examination. Most of the unit notes have information that is pertinent to the effective completion of the assignments. Each unit also contains activities that will help you understand the concepts covered in the units.

Both your instructor and TA are available throughout the semester if you have any questions at all about the course content, assessments, etc.

Be sure to check the **Announcements** area on the front page of our course website (on CourseLink) and the emails sent by your instructor each week for important updates/course news.

Open Ed - Course 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. Additional content is outlined within CourseLink for each unit.

Unit 01: Introduction to the Web

Monday, January 8 to Sunday, January 14

Readings

- Website: Unit 01 Content

Activities

- Familiarize yourself with the course website by selecting **Start Here** on the navbar.
 - Review **Outline** and **Assessments** on the course website to learn about course expectations, assessments, and due dates.
- Complete Unit 01 exercises and activities

Unit 02: Design and User Experience

Monday, January 15 to Sunday, January 21

Readings

- Website: Unit 02 Content

Activities

- Complete Unit 02 exercises and activities.

Unit 03: Basics of HTML

Monday, January 22 to Sunday, January 28

Readings

- Website: Unit 03 Content

Activities

- Complete Unit 03 exercises and activities.

Unit 04: Aspects of Design

Monday, January 29 to Sunday, February 4

Readings

- Website: Unit 04 Content

Activities

- Complete Unit 04 exercises and activities.

Assessments

- Complete and submit **Website Usability**.
- **Due: Sunday, February 4 by 11:59 pm ET**

Unit 05: Working with Images

Monday, February 5 to Sunday, February 11

Readings

- Website: Unit 05 Content

Activities

- Complete Unit 05 exercises and activities.

Assessments

- Start working on **Part One of Website Design & HTML**

Unit 06: Basics of CSS

Monday, February 12 to Friday, February 16

Note: This is a shortened learning week due to Winter Break. Please carefully note the due dates.

Readings

- Website: Unit 06 Content

Activities

- Complete Unit 06 exercises and activities.

Assessments

- **Submit Your Website Design to PEAR for Peer Review** (Part One of Website Design & HTML) Note: PEAR opens on Monday, February 12 at 12:01 am (You can submit at any time until the due date)
- Website design submission due by **Friday, February 16 at 11:59 pm**

Winter Break – Monday, February 19 to Sunday, February 25

Unit 07: Creating a Basic Website

Monday, February, 26 to Sunday, March, 3

Readings

- Website: Unit 07 Content

Activities

- Complete Unit 07 exercises and activities.

Assessments

- **Review THREE Other Students' Website Designs in PEAR** (Part Two of Website Design & HTML)

Note:

- Submissions (i.e., students' website designs) will be released for review on Tuesday, March 1 at 9:00 am
- Peer Reviews are due by **Sunday, March 3 by 11:59 pm ET**
- Peer Reviews will be released to you on Tuesday, March 5 at 9:00 am

Unit 08: Website Design Elements

Monday, March 4 to Sunday, March 10

Readings

- Website: Unit 08 Content

Activities

- Complete Unit 08 exercises and activities.

Assessments

- **Revise your website design and submit it for marking to Dropbox** (Part Three of Website Design & HTML)
- **Due: Sunday, March 10 by 11:59 pm ET**

Unit 09: Intermediate HTML

Monday, March 11 to Sunday, March 19

Readings

- Website: Unit 09 Content

Activities

- Complete Unit 09 exercises and activities.

Assessments

- Begin working on **Build a Website: HTML & CSS**.
- **Due: Friday, April 5 by 11:59 pm ET**

Unit 10: Web Publishing & E-Commerce Design Basics

Monday, March 18 to Sunday, March 24

Readings

- Website: Unit 10 Content

Activities

- Complete Unit 10 exercises and activities.

Unit 11: Intermediate CSS

Monday, March 25 to Sunday, March 31

Readings

- Website: Unit 11 Content

Activities

- Complete Unit 11 exercises and activities.

Unit 12: The Mobile Web

Monday, April 1 to Monday April, 8

Readings

- Website: Unit 12 Content

Activities

- Complete Unit 12 exercises and activities.

Assessments

- Complete and submit **Build a Website: HTML & CSS**
- **Due: Friday, April 5 by 11:59 pm ET**

Assessment Breakdown

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.

Description	Weighting (%)	Learning Outcomes
Website Usability	20%	1,4
Website Design & HTML (with peer review)	20%	1,2,3,4
Build a Website: HTML & CSS	40%	5,6,7
Online Final Exam	20%	1,2,3,4,5,6,7
Total	100%	

Assessment Details**Assignment****Website Usability****20%**

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

Note: Assignment Built-in Extensions - The first two assignments in this course (Website Usability, and Website Design & HTML) include a built-in 72-hour extension to their final deliverable (i.e., what you submit to Drop Box). The due dates are still to be considered the official deadlines for the assignments; as such, no additional teaching support will be provided after the official deadline for each assignment. If you choose to take advantage of the extension, it is on your own time, and you will be responsible for catching up to the rest of the class moving forward. This extension does not apply to Parts One or Two of the Website Design & HTML assignment.

Course Learning Outcomes Assessed: 1, 4

Website Design & HTML (with peer review)

20%

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

The assessment is made up of three succeeding parts:

1. **Part One (Week 6):** Design and implement a website and submit it for peer review.
2. **Part Two (Week 7):** Review THREE student designs. There are two goals of a peer review exercise, which are to improve the way we design the websites and to improve how we communicate constructive feedback for improvement. In Part Two of this assessment, you and your classmates will evaluate each other's website designs and provide constructive feedback on each other's work. The experience you gain applying a "critical eye" to the work of others will help you apply that "critical eye" to your own work.
3. **Part Three (Week 8):** Reflect and expand on your original design from week 6. The objective of this part is to reflect on your interpretation of the design during your first submission and re-assess how differently you may, or may not, design your website..

Note: Assignment Built-in Extensions - The first two assignments in this course (Website Usability, and Website Design & HTML) include a built-in 72-hour extension to their final deliverable (i.e., what you submit to DropBox). The due dates are still to be considered the official deadlines for the assignments; as such, no additional teaching support will be provided after the official deadline for each assignment. If you choose to take advantage of the extension, it is on your own time, and you will be responsible for catching up to the rest of the class moving forward. This extension does not apply to Parts One or Two of the Website Design & HTML assignment (only Part Three).

Course Learning Outcomes Assessed: 1, 2, 3, 4

Build a Website: HTML & CSS

40%

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

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

Course Learning Outcomes Assessed: 5, 6, 7

Exam

Online Final Exam

20%

This course requires you to write an online final exam using the **Quizzes** tool in CourseLink. Select **Content** on the navbar to locate **Assessments** in the table of contents panel to review further details of the final exam.

The final exam is a cumulative assessment that promotes your understanding, reflection on, and recollection of the main concepts learned in Units 01 through 12. Technical definitions described throughout the course need to be remembered and you will have to demonstrate your understanding of the concepts and content of this course. The final exam will consist of 100 multiple-choice and true and false questions randomly selected from a pool of questions; each question is worth 1 point.

The final exam will be delivered via the **Quizzes** tool. The exam is 2 hours in length and will be held on **April 16**.

To accommodate students who may be located in various time zones, the exam will be available **beginning at 2:30 pm** until **3:30 pm** 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 **3:00 pm**, you will have until **5:00 pm** to complete it. After **3:30 pm** ET you will **no longer** be able to enter the exam environment.

University of Guelph degree and associate diploma students as well as Open Learning program students must check WebAdvisor (<https://www.uoguelph.ca/webadvisor/>) for their examination schedule.

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

Course Learning Outcomes Assessed: 1, 2, 3, 4, 5, 6, 7

Final Exam

Date: Apr 16

Time: Tu 2:30pm-4:30pm

Location: SEE*ONLINE *Please see Web Advisor closer to the date of scheduled final for location.*

To understand rules and regulations regarding Examinations students are encouraged to read Student's Responsibilities (<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/examinations/>)

If the student is unable to meet the final exam requirements due to medical, psychological or compassionate circumstances they are encouraged to review Student's Responsibilities in the Academic Consideration, Appeals and Petitions (<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/academic-consideration-appeals-petitions/>) section of the Academic Calendar.

Last Day to Drop Course

The final day to drop Winter 2024 courses without academic penalty is the last day of classes: April 08

After this date, a mark will be recorded, whether course work is completed or not (a zero is assigned for missed tests/assignments). This mark will show on the student's transcript and will be calculated into their average.

Technology Requirements and Technical Support

Courselink System Requirements

You are responsible for ensuring that your computer system meets the necessary system requirements. (<https://opened.uoguelph.ca/student-resources/system-and-software-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)

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, your computer system must meet the following system and software requirements (<https://opened.uoguelph.ca/student-resources/system-and-software-requirements/#Respondus-LockDown-Browser-and-Monitor>).

If you have any concerns about meeting system requirements, contact CourseLink Support (<https://support.opened.uoguelph.ca/contact/>).

Respondus LockDown Browser Requirements

Respondus LockDown Browser is a locked browser for taking exams 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).

If you have any concerns about meeting system requirements, contact CourseLink Support (<https://support.opened.uoguelph.ca/contact/>).

Video Assignments is a tool that facilitates the creation and use of student-created videos in course activities and assessments. You are responsible for ensuring that your computer system meets the necessary system requirements. You will need to have a microphone and a webcam to record audio and video.

Virtual Classroom is a video conferencing tool used to facilitate synchronous virtual meetings. You are responsible for ensuring that your computer system meets the necessary system requirements. You will need to have a microphone, headset or speakers, and a webcam to participate fully in Virtual Classroom sessions.

This course uses **Zoom** as a video communication tool.

System Requirements:

1. An internet connection – broadband wired or wireless (3G or 4G/LTE)
2. Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
3. A webcam or HD webcam - built-in or USB plug-in

Peer Evaluation, Assessment and Review (PEAR)

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

Microsoft Teams System Requirements

This course may use **Microsoft Teams** as a video communication tool. A Webcam, a microphone to record video, and headphones/speakers to play back the recording are also needed. In order to use Microsoft Teams, you must meet the following technical requirements:

1. An internet connection – broadband wired or wireless (3G or 4G/LTE);
2. Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth;
3. A webcam or HD webcam - built-in or USB plug-in;

Supported mobile platforms: Android 4.4 or later and iOS 10.0 or later.

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, 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 instructors for this are given in your course);
- Access, navigate, and search the internet using a web browser (e.g., Chrome, Firefox, Microsoft Edge, Safari, etc.);
- 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 (https://calendar.uoguelph.ca/syllabi/2024-winter/cis-1050-de01-cis_1050_de01/email to: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-8:30pm

Phone/Email Hours (Eastern Time):

Monday thru Friday: 8:30am-8:30pm

Saturday: 10:00am - 4:00pm

Sunday: 12:00pm - 6:00pm

Standard Statements for Online Courses

Acceptable Use

The University of Guelph has an Acceptable Use Policy (<https://ithelp.uoguelph.ca/policy/acceptable-use-policy/>), which you are expected to adhere to.

Communicating with Your Instructor

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

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

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

All assignments for this course should be submitted electronically via the online Dropbox tool. When submitting your assignments using the **Dropbox** tool, do not leave the page until your assignment has been successfully uploaded. To verify that your submission was complete, you can view the submission history immediately after the upload to see which files were 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 them to your email account, so that should something happen to your computer, the assignment could still be submitted on time or resubmitted.

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/>).

Extension Considerations

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

Extensions will be considered for medical reasons or other extenuating circumstances. If you require an extension, discuss this with the instructor as soon as possible and well before the due date. Barring exceptional circumstances, extensions will not be granted once the due date has passed.

These rules are not designed to be arbitrary, nor are they inflexible. They are designed to keep you organized, to ensure that all students have the same amount of time to work on assignments, and to help to return marked materials to you in the shortest possible time.

Obtaining Grades and Feedback

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

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

University of Guelph degree students can access their final grade by logging into WebAdvisor (<https://webadvisor.uoguelph.ca>) (using your U of G central ID). Open Learning program students should log in to the OpenEd Student Portal (<https://courses.opened.uoguelph.ca/portal/logon.do?method=load>) to view their final grade (using the same username and password you have been using for your courses).

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, your instructor will review it. If this review indicates a suspected case of academic misconduct, your instructor will initiate the procedures for such cases and you may be subject to the penalties as outlined in the University's Academic Misconduct Policy (<https://www.uoguelph.ca/registrar/calendars/guelphhumber/current/c07/c07-amisconduct.shtml/>).

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.

Standard Statements for Open Learning Program Students

Open Learning program (OLp) students are required to follow the same Senate-approved academic regulations as University of Guelph undergraduate students and should consult the Open Learning Program Calendar or the Open Learning Program Counsellor for information and guidance on academic and administrative policies, procedures, and services, including academic accommodations and accessibility.

Standard Statements for Undergraduate Courses

Academic Integrity

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 (<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/academic-misconduct/>) is outlined in the Undergraduate Calendar.

Accessibility

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 10 days in advance, and no later than the first business day in November, March or July as appropriate for the semester. Similarly, new or changed accommodations for online quizzes, tests and exams must be approved at least a week ahead of time. For students at the Guelph campus, information can be found on the SAS website. (<https://www.uoguelph.ca/sas/>)

Accommodation of Religious Obligations

If you are unable to meet an in-course requirement due to religious obligations, please email the course instructor within two weeks of the start of the semester to make alternate arrangements.

See the Academic calendar for information on regulations and procedures for Academic Accommodations of Religious Obligations (<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/academic-accommodation-religious-obligations/>).

Copies of Out-of-class Assignments

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

Drop Date

Students will have until the last day of classes to drop courses without academic penalty. The deadline to drop two-semester courses will be the last day of classes in the second semester. This applies to all undergraduate students except for Doctor of Veterinary Medicine and Associate Diploma in Veterinary Technology (conventional and alternative delivery) students. The regulations and procedures for course registration are available in the Undergraduate Calendar - Dropping Courses (<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/dropping-courses/>).

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.

Health and Wellbeing

The University of Guelph provides a wide range of health and wellbeing services at the Vaccarino Centre for Student Wellness (<https://wellness.uoguelph.ca/>). If you are concerned about your mental health and not sure where to start, connect with a Student Wellness Navigator (<https://wellness.uoguelph.ca/navigators/>) who can help develop a plan to manage and support your mental health or check out our mental wellbeing resources (<https://wellness.uoguelph.ca/shine-this-year/>). The Student Wellness team are here to help and welcome the opportunity to connect with you.

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).

Recording of Materials

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

Resources

The Academic Calendars (<http://www.uoguelph.ca/registrar/calendars/?index>) are the source of information about the University of Guelph's procedures, policies and regulations which apply to undergraduate, graduate and diploma programs.

When You Cannot Meet a Course Requirement

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