![University of Guelph logo]

CIS*1050 Web Design and Development

Winter 2023

Section: DE01

School of Computer Science

Credit Weight: 0.50

Course **Details**

Calendar Description

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

Pre-Requisite(s): None

Co-Requisite(s): None

Restriction(s): None

Method of Delivery: Online

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

Final Exam

Date: Monday, April 17, 2023

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

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

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

Instructional Support

Instructor

Michael Wirth

Email: mwirth@uoguelph.ca

Dr. Wirth is an instructor with the School of Computer Science. His interests lie in programming languages, digital and analog photography, image processing and the history of food.

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

Teaching Assistant(s)

Name: TBD
Email: TBD

Learning Resources

Required Textbook

There is no required textbook for this course.

Course Website

CourseLink (powered by D2L's Brightspace) is the course website and will act as your classroom. It is recommended that you log in to your course website every day to check for announcements, access course materials, and review the weekly schedule and assignment requirements.

https://courselink.uoguelph.ca

Learning Outcomes

Course Learning Outcomes

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

1. Apply critical thinking and problem-solving skills required to successfully design and implement a website;

2. Define protocols and systems used on the Web (e.g., HTML, HTTP, URLs, CSS);

3. Identify and define the technology required to build and implement a website;

4. Describe artistic and design components that are used in the creation of a website;

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

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

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

Teaching and Learning Activities

Method of Learning

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

Course Structure

This course is organized into twelve units:

- Unit 01: Introduction to the Web

- Unit 02: Design & User Experience

- Unit 03: Basics of HTML

- Unit 04: Aspects of Design

- Unit 05: Working with Images

- Unit 06: Basics of CSS

- Unit 07: Creating a Basic Website

- Unit 08: Website Design Elements

- Unit 09: Intermediate HTML

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

- Unit 11: Intermediate CSS

- Unit 12: The Mobile Web

What to Expect for Each Unit

The main learning components of unit work are:

- Reading learning materials on the course website;

- Applying concepts learned by doing self-guided activities;

- Completing assignments.

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

Schedule

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

Unit 01: Introduction to the Web

Week 1 – Monday, January 9 to Sunday, January 15

Readings

- Website: Unit 01

Activities

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

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

- Complete Unit 01 exercises and activities.

Unit 02: Design and User Experience

Week 2 – Monday, January 16 to Sunday, January 22

Readings

- Website: Unit 02

Activities

- Complete Unit 02 exercises and activities.

Unit 03: Basics of HTML

Week 3 – Monday, January 23 to Sunday, January 29

Readings

- Website: Unit 03

Activities

- Complete Unit 03 exercises and activities.

Unit 04: Aspects of Design

Week 4 – Monday, January 30 to Sunday, February 5

Readings

- Website: Unit 04

Activities

- Complete Unit 04 exercises and activities.

Assessments

- Complete and submit **Website Usability**
  Due: Sunday, February 5 by 11:59 pm ET

Unit 05: Working with Images

Week 5 – Monday, February 6 to Sunday, February 12

Readings

- Website: Unit 05

Activities

- Complete Unit 05 exercises and activities.

Assessments

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

Unit 06: Basics of CSS

Week 6 – Monday, February 13 to Friday, February 17
Note: This is a shortened learning week due to Winter Break. Please carefully note the due dates.

Readings

- Website: Unit 06

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 13 at 12:01 am
  (You can submit at any time until the due date)
  Website design submission due by **Friday, February 17 at 11:59 pm**

Winter Break – Monday, February 20 to Sunday, February 26

Unit 07: Creating a Basic Website

Week 7 – Monday, February 27 to Sunday, March 5

Readings

- Website: Unit 07

Activities

- Complete Unit 07 exercises and activities.

Assessments

- **Review THREE Other Students' Website Designs in PEAR** (Part Two of Website Design & HTML)
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 5 by 11:59 pm ET**
Peer Reviews will be released to you on Tuesday, March 7 at 9:00 am

Unit 08: Website Design Elements

Week 8 – Monday, March 76 to Sunday, March 12

Readings

- Website: Unit 08

Activities

- Complete Unit 08 exercises and activities.

Assessments

- **Revise your website design and submit for marking to Dropbox** (Part Three of Website Design & HTML)
Due: Sunday, March 12 by 11:59 pm ET

Unit 09: Intermediate HTML

Week 9 – Monday, March 13 to Sunday, March 19

Readings

- Website: Unit 09

Activities

- Complete Unit 09 exercises and activities.

Assessments

- Begin working on **Build a Website: HTML & CSS**
Due: Friday, April 7 by 11:59 pm ET

Unit 10: Web Publishing & E-Commerce Design Basics

Week 10 – Monday, March 20 to Sunday, March 26

Readings

- Website: Unit 10

Activities

- Complete Unit 10 exercises and activities.

Unit 11: Intermediate CSS

Week 11 – Monday, March 27 to Sunday, April 2

Readings

- Website: Unit 11

Activities

- Complete Unit 11 exercises and activities.

Unit 12: The Mobile Web

Week 12 – Monday, April 3 to Monday, April 10

Readings

- Website: Unit 12

Activities

- Complete Unit 12 exercises and activities.

Assessments

- Complete and submit **Build a Website: HTML & CSS**
  Due: Friday, April 7 by 11:59 pm ET

Assessments

The grade determination for this course is indicated in the following table. A brief description of each assessment is provided below. Select **Content** on the navbar to locate **Assessments** in the table of contents panel to review further details of each assessment. Due dates can be found under the Schedule heading of this outline.

Table 1: Course Assessments

Assessment Item	Weight	Learning Outcomes
Website Usability	20%	1, 4
Website Design & HTML (with peer review)	20%	1, 2, 3, 4
Build a Website: HTML & CSS	40%	5, 6, 7

Assessment Item	Weight	Learning Outcomes
Online Final Exam	20%	1, 2, 3, 4, 5, 6, 7
Total	**100%**	

Assessment Descriptions

Website Usability

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

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.

Website Design & HTML (with peer review)

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

The assessment is made up of three succeeding parts:

1. **Part One (Week 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 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 (only Part Three).

Build a Website: HTML & CSS

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

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

Online Final Exam

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 online via the **Quizzes** tool. The exam is 2 hours in length and will be held on Monday, April 17, 2023.

To accommodate students who may be located in various time zones, the exam will be available beginning at **11:30 am** until **12:30 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 **12:00 pm** you will have until **2:00 pm** to complete it. After **12:30 pm** ET you will no longer be able to enter the exam environment.

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.

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 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).

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

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

Peer Evaluation, Assessment and Review (PEAR)

This course will use the Peer Evaluation, Assessment and Review (PEAR) tool. PEAR is an online peer review application that can be used by instructors and students. If you need technical assistance with using PEAR, please contact [CourseLink Support.](https://support.opened.uoguelph.ca/contact)

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

Microsoft Teams Requirements

This course may use **Microsoft Teams** as a video communication tool. A Webcam, a microphone, and headphones/speakers may be needed. Review [System requirements for Teams for personal use (microsoft.com)](https://support.microsoft.com/en-us/office/system-requirements-for-teams-for-personal-use-dae0234b-839c-4f85-ae75-d14ad2baa978) to ensure that your computer meets the technical requirements.

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

Technical Skills

As part of your online experience, you are expected to use a variety of technologies as part of your learning:

- Manage files and folders on your computer (e.g., save, name, copy, backup, rename, delete, and check properties);
- Install the software, security, and virus protection;

- Use office applications (e.g., Word, PowerPoint, Excel, or similar) to create documents;

- Be comfortable uploading and downloading saved files;

- Communicate using email (e.g., create, receive, reply, print, send, download, and open attachments);

- Navigate the CourseLink learning environment and use the essential tools, such as **Dropbox**, **Quizzes**, **Discussions**, and **Grades** (the instructions for this are given in your course);

- Access, navigate, and search the Internet using a web browser (e.g., Firefox, Chrome); and

- Perform online research using various search engines (e.g., Google) and library databases.

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, to which you are expected to adhere.

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

Communicating with Your Instructor

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

- **Announcements:** The instructor will use **Announcements** on the Course Home page to provide you with course reminders and updates. Please check this section frequently for course updates from your instructor.

- **Ask Your Instructor Discussion:** Use this discussion forum to ask questions of your instructor about the content or course-related issues with which you are unfamiliar. If you encounter difficulties, the instructor is here to help you. Please post general course-related questions to the discussion forum so that all students have an opportunity to review the response. To access this discussion forum, select **Discussions** from the **Tools** dropdown menu.

- **Email:** If you have a conflict that prevents you from completing course requirements, or have a question concerning a personal matter, you can send your instructor a private message by email. The instructor will respond to your email within 2-6 hours during business hours on weekdays or next day if email is sent after 6 p.m. ET.

- **Online meeting:** If you have a complex question you would like to discuss with your instructor, you may book an online meeting. 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

All assignments for this course, except for one that is submitted through the PEAR tool, should be submitted electronically via the online **Dropbox** tool. When submitting your assignments using the **Dropbox** tool, do not leave the page until your assignment has successfully uploaded. To verify that your submission was complete, you can view the submission history immediately after the upload to see which files uploaded successfully. The system will also email you a receipt. Save this email receipt as proof of submission.

Be sure to keep a back-up copy of all your assignments in the event that they are lost in transition. To avoid any last-minute computer problems, your instructor strongly recommends you save your assignments to cloud-based file storage (e.g., Google Docs), or send to your email account, so that should something happen to your computer, the assignment could still be submitted on time or re-submitted.

It is your responsibility to submit your assignments on time as specified on the Schedule. Be sure to check the technical requirements and make sure you have the proper computer, that you have a supported browser, and that you have reliable Internet access. Remember that **technical difficulty is not an excuse not to turn in your assignment on time.** Don't wait until the last minute as you may get behind in your work.

If, for some reason, you have a technical difficulty when submitting your assignment electronically, please contact your instructor or [CourseLink Support](https://support.opened.uoguelph.ca/contact).

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

Late Policy

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 (using your U of G central ID). Open Learning program students should log in to the OpenEd Student Portal to view their final grade (using the same username and password you have been using for your courses).

https://www.uoguelph.ca/webadvisor

https://courses.opened.uoguelph.ca/portal/logon.do?method=load

Rights and Responsibilities When Learning Online

For distance education (DE) courses, the course website is considered the classroom and the same protections, expectations, guidelines, and regulations used in face-to-face settings apply, plus other policies and considerations that come into play specifically because these courses are online.

For more information on your rights and responsibilities when learning in the online environment, visit Rights and Responsibilities.

http://opened.uoguelph.ca/student-resources/rights-and-responsibilities

University Standard Statements

University of Guelph: Undergraduate Policies

As a student of the University of Guelph, it is important for you to understand your rights and responsibilities and the academic rules and regulations that you must abide by.

If you are a registered **University of Guelph Degree Student**, consult the Undergraduate Calendar for the rules, regulations, curricula, programs and fees for current and previous academic years.

If you are an **Open Learning Program Student**, consult the Open Learning Program Calendar for information about University of Guelph administrative policies, procedures and services.

https://www.uoguelph.ca/registrar/calendars/undergraduate/current/

http://opened.uoguelph.ca/student-resources/open-learning-program-calendar

Email Communication

As per university regulations, all students are required to check their uoguelph.ca e-mail account regularly: e-mail is the official route of communication between the University and its students.

When You Cannot Meet Course Requirements

When you find yourself unable to meet an in-course requirement due to illness or compassionate reasons, please advise your course instructor **in writing**, with your name, ID number and email contact.

University of Guelph Degree Students

Consult the [Undergraduate Calendar](#) for information on regulations and procedures for Academic Consideration.

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

Open Learning Program Students

Please refer to the [Open Learning Program Calendar](#) for information on regulations and procedures for requesting Academic Consideration.

http://opened.uoguelph.ca/student-resources/open-learning-program-calendar

Drop Date

University of Guelph Degree Students

Students will have until the last day of classes to drop courses without academic penalty. [Review the Undergraduate Calendar for regulations and procedures for Dropping Courses](#).

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

Open Learning Program Students

Please refer to the [Open Learning Program Calendar](#).

http://opened.uoguelph.ca/student-resources/open-learning-program-calendar

Copies of Assignments

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

Accessibility

University of Guelph Degree Students

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

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

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

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

For more information, contact Accessibility Services at 519-824-4120 ext. 56208, email Accessibility Services or visit the Accessibility Services website.

accessibility@uoguelph.ca

https://wellness.uoguelph.ca/accessibility/

Open Learning Program Students

If you are an Open Learning program student who requires academic accommodation, please contact the Academic Assistant to the Executive Director. Please ensure that you contact us before the end of the first week of your course (every semester) in order to avoid any delays in support. Documentation from a health professional is required for all academic accommodations. Please note that all information provided will be held in confidence.

If you require textbooks produced in an alternate format (e.g., DAISY, Braille, large print or eText), please contact the Academic Assistant to the Executive Director at least two months prior to the course start date. If contact is not made within the suggested time frame, support may be delayed. It is recommended that you refer to the course outline before beginning your course in order to determine the required readings.

The provision of academic accommodation is a shared responsibility between OpenEd and the student requesting accommodation. It is recognized that academic accommodations are intended to "level the playing field" for students with disabilities.

jessica.martin@uoguelph.ca

Academic Misconduct

The University of Guelph is committed to upholding the highest standards of academic integrity and it is the responsibility of all members of the University community – faculty, staff, and students – to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting an environment that discourages misconduct. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection.

Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

The [Academic Misconduct Policy](#) is detailed in the Undergraduate Calendar.

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

Copyright Notice

Content within this course is copyright protected. Third party copyrighted materials (such as book chapters and articles) have either been licensed for use in this course or have been copied under an exception or limitation in Canadian Copyright law.

The fair dealing exemption in Canada's Copyright Act permits students to reproduce short excerpts from copyright-protected materials for purposes such as research, education, private study, criticism and review, with proper attribution. Any other copying, communicating, or distribution of any content provided in this course, except as permitted by law, may be an infringement of copyright if done without proper license or the consent of the copyright owner. Examples of infringing uses of copyrighted works would include uploading materials to a commercial third-party web site, or making paper or electronic reproductions of all, or a substantial part, of works such as textbooks for commercial purposes.

Students who upload to CourseLink copyrighted materials such as book chapters, journal articles, or materials taken from the Internet, must ensure that they comply with Canadian Copyright law or with the terms of the University's electronic resource licenses.

For more information about students' rights and obligations with respect to copyrighted works, review [Fair Dealing Guidance for Students](#).

http://www.lib.uoguelph.ca/sites/default/files/fair_dealing_policy_0.pdf

Plagiarism Detection Software

Students should be aware that faculty have the right to use software to aid in the detection of plagiarism or copying and to examine students orally on submitted work. For students found guilty of academic misconduct, serious penalties, up to and including suspension or expulsion from the University can be imposed.

Recording of Materials

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

Disclaimer

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

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

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

Illness

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

Covid-19 Safety Protocols

For information on current safety protocols, follow these links:

How U of G Is Preparing for Your Safe Return

Guidelines to Safely Navigate U of G Spaces

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

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

https://news.uoguelph.ca/return-to-campuses/spaces/#ClassroomSpaces