



FRHD*1100 Life: Health and Well-Being

Winter 2021

Section: DE01

Department of Family Relations and Applied Nutrition

Credit Weight: 0.50

Course Details

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 <https://news.uoguelph.ca/2019-novel-coronavirus-information/> and circulated by email.

Calendar Description

This course integrates the theory, application and research of various aspects of health-related topics across the lifespan, emphasizing relevance to the lives of young adults.

Pre-Requisite(s): None

Co-Requisite(s): None

Restriction(s): This is a Priority Access Course. Some restrictions may apply during some time periods.

Method of Delivery: Online

Final Exam

Date: Friday, April 16, 2021

Time: 7:00 pm ET to 9:00 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 using Respondus LockDown Browser and Monitor

Instructional Support

Instructor

David S. Green

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Teaching Assistant(s)

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Learning Resources

Required Textbook

Title: An Invitation to Health

Author(s): Hales, D. and Lauzon, L.

Edition / Year: 6th Edition / 2021

Publisher: Cengage

ISBN: 0-17-688493-9 or 978-0-17-688493-2

NOTE: The exams, quizzes, and unit content are developed with the content from the 6th edition. To have the most up-to-date information that will be used in your assessments, you should have the 6th edition of the textbook. The brief edition of the textbook is not an appropriate replacement for the required text as it does not have all the required content. There are several options to purchase the textbook.

Paperback on its own

- Option 1 (Paperback – Check with store for pricing) – All in-person textbooks must be purchased online and then picked up at the store

<https://bookstore.uoguelph.ca/booklist.aspx>

- Option 2 (Paperback, Suggested List Price \$129.95) You may purchase the textbook book directly from the publisher. If you purchase the paper copy from the publisher, you will receive an electronic copy of the text until your book is shipped to

you <https://www.cengage.ca/shop/isbn/9780176884932>

eBook on its own

- Option 3 (eBook, Suggested List Price \$74.95) – You may purchase the eBook on its own directly from the publisher

here <https://www.cengage.ca/shop/isbn/9780176884932>

MindTap (MindTap is an OPTIONAL purchase that includes the eBook, videos, practice quizzes, Diet and Wellness Plus app, and more)

- Option 4 (MindTap, Suggested List Price \$104.95 – 2 Week Free Trial access) – You may purchase MindTap from the bookstore

here <https://bookstore.uoguelph.ca/topic.aspx?name=digitalsearch>

- Option 5 (MindTap, Suggested List Price \$104.95 – 2 Week Free Trial access) - You may purchase MindTap from the publisher

here <https://www.cengage.ca/shop/isbn/9780176887490>

<https://login.nelsonbrain.com/course/MTPN-D0CQ-5KJ6>

(Your Class Key is Class key = MTPND0CQ5KJ6)

-Option 6 (Paperback bundled with MindTap access code, Suggested List Price \$159.95) You may purchase the value bundle from the publisher

here <https://www.cengage.ca/shop/isbn/9780176917036>

(Your Class Key is Class key = MTPND0CQ5KJ6)

Course Website

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

<https://courselink.uoguelph.ca/shared/login/login.html>

Ares

For this course, you will be required to access course reserve materials through the University of Guelph McLaughlin Library. To access these items, select **Ares** on the

navbar in CourseLink. Note that you will need your Central Login ID and password in order to access items on reserve.

For further instructions on accessing reserve resources, visit [How to Get Course Reserve Materials](#).

If at any point during the course you have difficulty accessing reserve materials, please contact the e-Learning Operations and Reserve Services staff at:

Tel: 519-824-4120 ext. 53621

Email: libres2@uoguelph.ca

Location: McLaughlin Library, First Floor, University of Guelph

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

Learning Outcomes

Course Learning Outcomes

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

1. Describe traditional and contemporary views of, and research on, health and wellness concepts, including mental, emotional, nutritional, physical, social, environmental, and spiritual dimensions;
 2. Identify and evaluate values, attitudes, behaviours, and lifestyle changes that impact health and wellbeing;
 3. Provide examples of how the dimensions of wellness are interconnected, as well as how they are connected to overall personal health and wellbeing;
 4. Identify and access health and wellness services and resources, on and off campus;
 5. Develop strategies to support your current and ongoing personal health and wellness and academic success.
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Teaching and Learning Activities

Method of Learning

This course will use a modular approach, where you will be exposed to, and learn, health and wellness content on a weekly basis by progressing through the course units. The units include activities, videos, and thought-provoking questions to stimulate your learning related to the unit content. Go through each unit, stay on schedule, and engage with the material to maximize your learning and your success in the course.

Course Structure

This course is divided into 12 distinct units covering a range of topics pertaining to health and well-being. These units map onto the dimensions of wellness. They include:

- Unit 01 Introduction to Health and Wellness
- Unit 02 Transition to University
- Unit 03 Psychosocial Health (Mental Health)
- Unit 04 Personal Stress Management
- Unit 05 Alcohol and Tobacco Use
- Unit 06 Drug Use and Misuse
- Unit 07 Personal Nutrition
- Unit 08 Physical Activity for Fitness and Health
- Unit 09 Social Support and Relationships
- Unit 10 Gender, Sexuality and Sexual Health
- Unit 11 Environmental Health
- Unit 12 Spiritual Health

What to Expect for Each Unit

The online material for each unit has been designed to complement the textbook reading. Be aware, however, that not all of the assigned chapter reading will reappear in the online material. Likewise, there will be some vital information in the unit online material that will not be covered in the textbook. **You really need to do the readings of the assigned chapters before you engage with the online material provided in the unit.**

Each unit is made up of two to three major topic sections and will use several tools to communicate the subject matter of this course, including instructional text, learning activities, diagrams/charts, pictures/visuals, and academic readings. The typical structure of each unit will be comprised of several sections, including:

- **Unit Introduction and Learning Outcomes:** You should begin every unit by reading this section. The introduction sets the stage for the unit and the outcomes will help guide your efforts as you work your way through the unit. In addition, this section contains an interactive activity, **Test Your Knowledge**, that aims to get you thinking about some of the concepts you will learn through the unit. The activity is replete with references that you are encouraged to visit and learn more about the concepts. The references are located just below the activity. Click the “Review Primary Sources” interactive “accordion” button below to access the specific resources cited in the activity.

- **Unit Content:** Complete the chapter readings from the required textbook and then review the instructor’s notes on the key issues in the unit to guide you through the learning process. These notes are organized in a thematic fashion and broken down into 2-3 major topics. Typically, the last section refers specifically to health information targeted to university students. The full list of chapter readings is provided under the Schedule section further in the **Outline**.
- **Unit Flashcards:** The collection of flashcards is centred around the key concepts introduced in the unit (Note: There are no flashcards for Unit 02, and there is no corresponding chapter to read in Unit 02). Flip through stacks of the flashcards: a concept on one side and an answer on the other side. Read the concept first, then try to describe the concept or recall the definition before flipping the card over to check your answer. While this activity is optional, you are encouraged to review flashcards to test your understanding of the key concepts in preparation for the quizzes and the final exam.
- **Unit Conclusion:** This section reviews the main ideas and key take-away points of the unit. At the end of this section, you will find a list of the sources cited in the unit. You are encouraged to review the sources for further reading.

There will be reoccurring activities in each unit. One such activity will be **Reflection Break Activity**. Pay attention to this “green” callout box, as the questions/resources provided will help you think about the readings and materials you’ve just reviewed and apply them to your context. These activities take the form of reflections and are designed to help you gauge understanding of the materials covered in the unit. For each unit in which there is a “reflection break” activity, you are encouraged to complete it, using the questions provided as a guide. While these activities are not graded, your engagement in these exercises may help you verify knowledge and reflect on your learning experience towards meeting the learning outcomes. Details on these activities will be provided within each of the units on the course website.

You will also find a number of embedded videos throughout the course. They aim to offer visual case scenarios and/or other relevant information that are directly or indirectly related in support of unit content.

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 Health and Wellness

Week 1 – Monday, January 11 to Sunday, January 17

Readings

- Textbook: Chapter 1
- 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
- Take **Course Scavenger Hunt Quiz** to check your understanding of the course outline, assessments, and CourseLink
- Participate in **Week 1 Discussion: Introductions** (Not Graded but Mandatory)
Opens: Monday, January 11 at 12:01 am ET
Closes: Sunday, January 17 at 11:59 pm ET
- Complete Test Your Understanding and Reflection Breaks given in Unit 01

Assessments

- Take **Unit 01 Quiz**
Opens: Thursday, January 14 at 12:01 am ET
Closes: Sunday, January 17 at 11:59 pm ET

Unit 02: Transition to University

Week 2 - Monday, January 18 to Sunday, January 24

Readings

- Textbook: None
- Website: Unit 02

Activities

- Complete Test Your Understanding and Reflection Breaks given in Unit 02

Unit 03: Psychosocial Health (Mental Health)

Week 3 – Monday, January 25 to Sunday, January 31

Readings

- Textbook: Chapter 2
- Website: Unit 03

Activities

- Complete Test Your Understanding and Reflection Breaks given in Unit 03

Assessments

- Participate in **Week 3 Discussion: Psychosocial Health** (Not Graded but Mandatory)
Opens: Monday, January 25 at 12:01 am ET
Closes: Sunday, January 31 at 11:59 pm ET
- Take **Unit 03 Quiz**
Opens: Thursday, January 28 at 12:01 am ET
Closes: Sunday, January 31 at 11:59 pm ET
- Submit **Assignment 1**
Due: Friday, January 29 at 4:00 pm ET

Unit 04: Personal Stress Management

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

Readings

- Textbook: Chapter 3
- Website: Unit 04

Activities

- Complete Test Your Understanding and Reflection Breaks given in Unit 04

Assessments

- Take **Unit 04 Quiz**
Opens: Thursday, February 4 at 12:01 am ET
Closes: Sunday, February 7 at 11:59 pm ET

Unit 05: Alcohol and Tobacco Use

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

Readings

- Textbook: Chapter 12
- Website: Unit 05

Activities

- Complete Test Your Understanding and Reflection Breaks given in Unit 05

Assessments

- Participate in **Week 5 Discussion: Alcohol and Tobacco Use** (Graded)
Opens: Monday, February 8 at 12:01 am ET
Closes: Sunday, February 14 at 11:59 pm ET

- Take **Unit 05 Quiz**
Opens: Thursday, February 11 at 12:01 am ET
Closes: Sunday, February 14 at 11:59 pm ET

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

Unit 06: Drug Use and Misuse

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

Readings

- Textbook: Chapter 11
- Website: Unit 06

Activities

- Complete Test Your Understanding and Reflection Breaks given in Unit 06

Assessments

- Take **Unit 06 Quiz**
Opens: Thursday, February 25 at 12:01 am ET
Closes: Sunday, February 28 at 11:59 pm ET

Unit 07: Personal Nutrition

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

Readings

- Textbook: Chapters 5 and 6
- Website: Unit 07

Activities

- Complete Test Your Understanding and Reflection Breaks given in Unit 07

Assessments

- Take **Unit 07 Quiz**
Opens: Thursday, March 4 at 12:01 am ET
Closes: Sunday, March 7 at 11:59 pm ET
- Participate in **Week 7 Discussion: Personal Nutrition** (Graded)
Opens: Monday, March 1 at 12:01 am ET
Closes: Sunday, March 7 at 11:59 pm ET

Unit 08: Physical Activity for Fitness and Health

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

Readings

- Textbook: Chapter 4
- Website: Unit 08

Activities

- Complete Test Your Understanding and Reflection Breaks given in Unit 08

Assessments

- Take **Unit 08 Quiz**
Opens: Thursday, March 11 at 12:01 am ET
Closes: Sunday, March 14 at 11:59 pm ET

Unit 09: Social Support and Relationships

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

Readings

- Textbook: Chapters 7 and 14 (only pages 389-397)
- Website: Unit 09

Activities

- Complete Test Your Understanding and Reflection Breaks given in Unit 09

Assessments

- Take **Unit 09 Quiz**
Opens: Thursday, March 18 at 12:01 am ET
Closes: Sunday, March 21 at 11:59 pm ET
- Participate in **Week 9 Discussion: Social Support, Relationships, and Communication** (Graded)
Opens: Monday, March 15 at 12:01 am ET
Closes: Sunday, March 21 at 11:59 pm ET

Unit 10: Gender, Sexuality and Sexual Health

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

Readings

- Textbook: Chapter 8
- Website: Unit 10

Activities

- Complete Test Your Understanding and Reflection Breaks given in Unit 10

Assessments

- Take **Unit 10 Quiz**
Opens: Thursday, March 25 at 12:01 am ET
Closes: Sunday, March 28 at 11:59 pm ET
- Submit **Assignment 2**
Due: Friday, March 26 at 4:00 pm ET

Unit 11: Environmental Health

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

Readings

- Textbook: Chapter 16
- Website: Unit 11

Activities

- Complete Test Your Understanding and Reflection Breaks given in Unit 11
- Participate in **Week 11 Discussion: Closing** (Not Graded but Mandatory)
Opens: Monday, March 29 at 12:01 am ET
Closes: Sunday, April 4 at 11:59 pm ET

Assessments

- Take **Unit 11 Quiz**
Opens: Thursday, April 1 at 12:01 am ET
Closes: Sunday, April 4 at 11:59 pm ET

Unit 12: Spiritual Health

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

Readings

- Textbook: Chapter 17
- Website: Unit 12

Activities

- Complete Test Your Understanding and Reflection Breaks given in Unit 12

Assessments

- Take **Unit 12 Quiz**
Opens: Monday, April 5 at 12:01 am ET
Closes: Friday, April 9 at 11:59 pm ET**
- ****Please note this week's quiz closes on FRIDAY the 9th NOT Sunday the 12th**

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
SMART Goals Assignments 1 and 2 (2x15%)	30%	2, 4, 5
Quizzes (11, drop lowest 1; 10x1%)	10%	1, 2, 3
Online discussions (3x6.66%)	20%	2, 3, 4, 5
Online Final Exam	40%	1, 2, 3, 5
Total	100%	

Assessment Descriptions

Assignments

For the first assignment, you will complete the Wellness Inventory, to determine your wellness strengths and areas for improvement, review the SMART Goals framework, create three goals based on this framework and your Inventory scores, describe how the pandemic is influencing your current wellness and your goals, and describe three supports or resources you think will be useful in achieving your goals.

For the second assignment, you will review your SMART goals, discuss your progress towards these goals and any challenges or supports, and provide three suggestions for students trying to maintain their health and wellbeing during the pandemic.

See the Assessments tab for a detailed description of these assignments, formatting requirements, and the grading rubrics.

Quizzes

There will be 11 quizzes throughout the course. Each quiz will consist of 10 multiple-choice questions that are focused on the content of the unit readings. Each quiz is worth 1% of your final course grade. You can miss one quiz because your lowest quiz mark is dropped from your final grade calculation. The questions themselves will require you to have a firm understanding of the concepts and their application.

Online Discussions

A key component of this course is the online discussions. These enable you to stay connected to course material and to create a supportive learning community with your classmates. The collaborative nature of online discussions enables you to learn from each other and to consolidate your own course specific knowledge.

There will be six (6) online discussions, each focusing on specific topic. All six are mandatory. However, discussion participation will be evaluated only in THREE discussions. You will be assessed on the frequency of your posts, as well as the depth and breadth of answer(s) and how well you incorporate the course material with the discussion topics. The questions for each discussion are posted to respective discussion forums:

1. Week 1 Discussion: Introductions (Not Graded, but Mandatory)
2. Week 3 Discussion: Psychosocial Wellness (Not Graded, but Mandatory)
3. Week 5 Discussion: Alcohol and Tobacco Use (Graded)
4. Week 7 Discussion: Personal Nutrition and Physical Activity (Graded)
5. Week 9 Discussion: Social Support, Relationships, and Communication (Graded)
6. Week 11 Discussion: Closing (Not Graded, but Mandatory)

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 be comprised of different types of questions. Examination questions will come from specific units as well as cut across multiple units; the proportion of time spent on each unit should generally represent similar proportions of examination questions.

The final exam will be delivered online via the **Quizzes** tool. The exam is 2 hours in length and will be held on **Friday, April 16**. To accommodate students who may be located in various time zones, the exam will be available beginning at **6:00 pm to 7:00**

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 7:00 pm, you will have until 9:00 pm to complete it. After 7:00 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 Using Respondus Lockdown Browser and Monitor instructions by selecting **Content** on the navbar to locate **Assessments** in the table of contents panel.

Important Note: There is a mandatory practice test that you are required to take before the online exam. The purpose of the practice test is to ensure that Respondus LockDown Browser and Monitor is set up properly and that you are comfortable using the software.

If you have any questions regarding the use of Respondus Lockdown Browser and Monitor or if you encounter any technical issues during the practice test or final exam, please contact CourseLink Support at courselink@uoguelph.ca or 519-824-4120 ext. 56939.

University of Guelph degree and associate diploma students must check [WebAdvisor](#) 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>

Course Technology Requirements 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>

Respondus LockDown Browser and Monitor Requirements

Respondus LockDown Browser is a locked browser for taking quizzes in CourseLink. It prevents you from printing and copying; using other operating software; using search engines (e.g., going to another URL); communicating via instant messaging; and it blocks non-web-related software (e.g., Adobe PDF, Microsoft Word).

Respondus Monitor is a companion application for LockDown Browser that uses webcam and video technology to ensure academic integrity during online exams. The software captures video during the exam and allows the instructor to review the video once the exam is completed.

In order to use Respondus LockDown Browser and Monitor, you must meet the following technical requirements so that you can take the practice test and final exam:

1. Operating Systems: Windows 10, 8, 7; Mac OS X 10.10 or higher.
2. Memory: Windows 2 GB RAM; Mac 512 MB RAM.
3. For Mac users: Safari must function properly on the computer.
4. Mac users must have Adobe Flash Player installed to Safari, even if a different browser is normally used.
5. Functioning webcam and microphone. The webcam and microphone can be built into your computer or can be the type that plugs in with a USB cable. (You will be required to do an environment scan of your room, so please ensure you can move your computer, laptop or webcam for this scan.)
6. A broadband Internet connection. It is recommended that you access the Internet via a wired connection.

If you have any concerns about meeting system requirements, contact [CourseLink Support](#). They will work with you to find alternative solutions or make alternative arrangements.

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

Technical Skills

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

- Manage files and folders on your computer (e.g., save, name, copy, backup, rename, delete, and check properties);
- Install software, security, and virus protection;
- Use office applications (e.g., Word, PowerPoint, Excel, or similar) to create documents;
- Be comfortable uploading and downloading saved files;
- Communicate using email (e.g., create, receive, reply, print, send, download, and open attachments);

- Navigate the CourseLink learning environment and use the essential tools, such as **Dropbox**, **Quizzes**, **Discussions**, and **Grades** (the instructions for this are given in your course);
- Access, navigate, and search the Internet using a web browser (e.g., Firefox, Internet Explorer); and
- Perform online research using various search engines (e.g., Google) and library databases.

Technical Support

If you need any assistance with the software tools or the CourseLink website, contact CourseLink Support.

CourseLink Support

University of Guelph

Day Hall, Room 211

Email: courselink@uoguelph.ca

Tel: 519-824-4120 ext. 56939

Toll-Free (CAN/USA): 1-866-275-1478

Walk-In Hours (Eastern Time):

Monday thru Friday: 8:30 am–4:30 pm

Phone/Email Hours (Eastern Time):

Monday thru Friday: 8:30 am–8:30 pm

Saturday: 10:00 am–4:00 pm

Sunday: 12:00 pm–6:00 pm

Course Specific Standard Statements

Acceptable Use

The University of Guelph has an [Acceptable Use Policy](#), which you are expected to adhere to.

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

Communicating with Your Instructor

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

- **Announcements:** The instructor will use **Announcements** on the Course Home page to provide you with course reminders and updates. Please check this section frequently for course updates from your instructor.
- **Ask Your Instructor Discussion:** Use this discussion forum to ask questions of your instructor about content or course-related issues with which you are

unfamiliar. If you encounter difficulties, the instructor is here to help you. Please post general course-related questions to the discussion forum so that all students have an opportunity to review the response. To access this discussion forum, select **Discussions** from the **Tools** dropdown menu.

- **Email:** If you have a conflict that prevents you from completing course requirements, or have a question concerning a personal matter, you can send your instructor a private message by email. The instructor will respond to your email within 48 to 72 hours.

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 individual written 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 successfully uploaded. To verify that your submission was complete, you can view the submission history immediately after the upload to see which files uploaded successfully. The system will also email you a receipt. Save this email receipt as proof of submission.

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

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

If, for some reason, you have a technical difficulty when submitting your assignment electronically, please contact your instructor or [CourseLink Support](#).

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

Late Policy

The individual written assessments will be accepted up to one week following the due date and with a penalty of 10% (e.g., 78%-10% = 68%). So, if you think you can earn a better grade by taking some extra time, do it. You don't need to email the instructor or your TA. Submit your assessments to the **Dropbox** tool.

Assignments submitted after one week but within two weeks after the deadline will have a 25% late penalty. Assignments submitted more than two weeks after the deadline will not be accepted.

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://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>

Turnitin Originality Check

In this course, your instructor will be using Turnitin, integrated with the CourseLink **Dropbox** tool, to detect possible plagiarism, unauthorized collaboration or copying as part of the ongoing efforts to maintain academic integrity at the University of Guelph.

All individual assignments submitted to the **Dropbox** tool will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site.

A major benefit of using Turnitin is that you will be able to educate and empower yourself in preventing academic misconduct. In this course, you may screen your own assignments through Turnitin as many times as you wish before the due date. You will be able to see and print reports that show you exactly where you have properly and improperly referenced the outside sources and materials in your assignment.

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

The University of Guelph is committed to creating a barrier-free environment. Providing services for students is a shared responsibility among students, faculty and administrators. This relationship is based on respect of individual rights, the dignity of the individual and the University community's shared commitment to an open and supportive learning environment.

University of Guelph Degree Students

Students requiring service or accommodation, whether due to an identified, ongoing disability or a short-term disability should contact Accessibility Services as soon as possible.

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

accessibility@uoguelph.ca

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

Open Learning Program Students

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

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

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

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Academic Misconduct

The University of Guelph is committed to upholding the highest standards of academic integrity and it is the responsibility of all members of the University community – faculty, staff, and students – to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. University of Guelph students have the responsibility of abiding by the University's policy on academic

misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting an environment that discourages misconduct. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection.

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

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

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

Copyright Notice

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

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

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

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

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

Plagiarism Detection Software

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

Recording of Materials

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

Storage and Retention of Exam Videos

Courses may use invigilation software that record the test environment. Only authorized University of Guelph faculty or staff will have access to the video of your exam. Videos will be retained for a period of one year following the completion of the course.

Storage and Retention of Videoconference Recordings

Courses may use videoconferencing-based software (e.g., Microsoft Teams, Zoom) and sessions may be recorded by your instructor. As a result, the University of Guelph may collect your image, voice, name, personal views and opinions, and course work under the legal authority of the *University of Guelph Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The recording may capture material shared on screen, participant audio and participant video and may be used to facilitate asynchronous learning by other students registered in the course. Recordings of this nature will be deleted following the conclusion of the course. Recordings that facilitate assessment will be retained for a period of one year following the conclusion of the course. If you have any questions about the collection and use of this information, please contact your instructor.

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