



# FRHD\*1010 Human Development

Fall 2022

Section: DE 01

Department of Family Relations and Applied Nutrition

Credit Weight: 0.50

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## Course Details

### Calendar Description

This course is an introduction to the study of the development of the individual throughout the life cycle. Emphasis will be placed on the interrelationships between physiological, sociological and psychological aspects of normal human development.

**Pre-Requisite(s):** None

**Co-Requisite(s):** None

**Restriction(s):** Not available to Child, Youth, & Family or Child, Youth, & Family Co-op majors.

**Method of Delivery:** Online

### Final Exam

There is no final exam in this course.

**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.

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# Instructional Support

## Instructor

**Caitlyn Osborne**

Email: [osbornec@uoguelph.ca](mailto:osbornec@uoguelph.ca)

**Office Hours via Zoom:** Students may request an individual zoom meeting with the instructor. Send an email to arrange a time and date. See also **Communicating with Your Instructor**.

## Teaching Assistant(s)

**Name:** Sophia Weller

Email: [sweller@uoguelph.ca](mailto:sweller@uoguelph.ca)

**Name:** Narjes Mosavari

Email: [nmosavar@uoguelph.ca](mailto:nmosavar@uoguelph.ca)

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# Learning Resources

## Required Textbook

**Title:** Invitation to the Life Span

**Author(s):** Kathleen Stassen Berger & Susan S. Chuang

**Edition / Year:** 2<sup>nd</sup> Canadian edition, 2014

**Publisher:** Worth Publishers

**ISBN (bound):** 97813119002152

**ISBN (loose-leaf):** 97881319002190

Note. The Bookstore(s) may offer different textbook options for this textbook. However, the only required resource is the textbook. **The LaunchPad platform is not required.**

You may purchase the textbook at the [Guelph Campus Co-op Bookstore](#) or the [University of Guelph Bookstore](#). Please note that DE textbooks are located in the Distance Education section of the University of Guelph Bookstore.

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

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

## 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 may be required to access course reserve materials through the University of Guelph McLaughlin Library. To access these items, select **Ares** on the navbar in CourseLink. Note that you will need your Central Login ID and password in order to access items on reserve.

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

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

Tel: 519-824-4120 ext. 53621

Email: [libres2@uoguelph.ca](mailto:libres2@uoguelph.ca)

Location: McLaughlin Library, First Floor, University of Guelph

<https://www.lib.uoguelph.ca/find/course-reserves-ares>

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## Learning Outcomes

### Course Learning Outcomes

This course is designed to provide students with a greater understanding of human development across the life span from a cultural perspective. With a chronological approach, human development will focus on specific stages of life (prenatal, infancy, early childhood, school-age, adolescence, and young, middle, and late adulthood) and death. Various topical issues such as physical, cognitive, and socioemotional development will also be discussed.

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

1. Describe basic theoretical approaches to development from a cultural perspective;
  2. Identify basic research methodologies and issues surrounding conducting research;
  3. Describe developmental stages of growth and development across the life-span;
  4. Identify developmental issues that affect parents, children, and extended family systems in varying multicultural and diverse societies; and
  5. Recognize current developmental research, practices, and policies.
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## Teaching and Learning Activities

### Course Structure

The course is organized into 11 units:

- Unit 01: Introduction to Human Development
- Unit 02: Understanding Research Methods

- Unit 03: Pre-Conception to Birth
- Unit 04: Infancy
- Unit 05: Early Childhood
- Unit 06: Middle Childhood
- Unit 07: Adolescence
- Unit 08: Adulthood – Part 1
- Unit 09: Adulthood – Part 2
- Unit 10: Late Adulthood
- Unit 11: Death and Dying

## Schedule

### Unit 01: Introduction to Human Development

#### Week 1 – Thursday, September 8 to Sunday, September 18

##### Readings

- Website: Unit 01
- Textbook: Chapter 1 (pp. 1-33; up to Evolutionary Theory)

##### Activities

- Familiarize yourself with the course website by reviewing the **Start Here** section of the course.
- Review the **Outline** and **Assessments** sections on the course website to learn about course expectations, assessments, and due dates.

##### Assessments

- **Unit 01 Learning Activity**  
Opens: Monday, September 12 at 12:01 am ET  
Closes: Sunday, September 18 at 11:59 pm ET

### Unit 02: Understanding Research Methods

#### Week 2 – Monday, September 19 to Sunday, September 25

##### Readings

- Website: Unit 02
- Textbook: Chapter 1 (pp. 33-44)

##### Assessments

- **Unit 02 Learning Activity**  
Opens: Monday, September 19 at 12:01 am ET  
Closes: Sunday, September 25 at 11:59 pm ET

## **Unit 03: Conception to Birth**

### **Week 3 – Monday, September 26 to Sunday, October 2**

#### **Readings**

- Website: Unit 03
- Textbook: Chapter 2

#### **Assessments**

- **Unit 03 Learning Activity**  
Opens: Monday, September 26 at 12:01 am ET  
Closes: Sunday, October 2 at 11:59 pm ET

## **Unit 04: First Two Years**

### **Week 4 – Monday, October 3 to Sunday, October 9**

#### **Readings**

- Website: Unit 04
- Textbook: Chapters 3 and 4

#### **Assessments**

- **Unit 04 Learning Activity**  
Opens: Monday, October 3 at 12:01 am ET  
Closes: Sunday, October 9 at 11:59 pm ET

## **Unit 05: Early Childhood**

### **Week 5 – Monday, October 10 to Sunday, October 16**

#### **Readings**

- Website: Unit 05
- Textbook: Chapters 5 and 6

#### **Assessments**

- **Unit 05 Learning Activity**  
Opens: Monday, October 10 at 12:01 am ET  
Closes: Sunday, October 16 at 11:59 pm ET

## **Unit 06: Middle Childhood**

### **Week 6 – Monday, October 17 to Monday, October 23**

#### **Readings**

- Website: Unit 06
- Textbook: Chapters 7 and 8

#### **Assessments**

- **Unit 06 Learning Activity**  
Opens: Monday, October 17 at 12:01 am ET  
Closes: Sunday, October 23 at 11:59 pm ET

## **Unit 07: Adolescence**

### **Week 7 – Monday, October 24 to Sunday, October 30**

#### **Readings**

- Website: Unit 07
- Textbook: Chapters 9 and 10

#### **Assessments**

- **Unit 07 Learning Activity**  
Opens: Monday, October 24 at 12:01 am ET  
Closes: Sunday, October 30 at 11:59 pm ET
- **Test 1 (Chapters 1 – 8)**  
Opens: Friday, October 28 at 8:30 am ET  
Closes: Friday, October 28 at 8:30 pm ET

Note: You are strongly encouraged to complete the test during CourseLink Support hours in case of technical difficulties.

## **Unit 08: Adulthood – Part I**

### **Week 8 – Monday, October 31 to Sunday, November 6**

#### **Readings**

- Website: Unit 08
- Textbook: Chapters 11 and 12

#### **Assessments**

- **Unit 08 Learning Activity**  
Opens: Monday, October 31 at 12:01 am ET  
Closes: Sunday, November 6 at 11:59 pm ET

## **Unit 09: Adulthood – Part II**

### **Week 9 – Monday, November 7 to Sunday, November 13**

#### **Readings**

- Website: Unit 09
- Textbook: Chapter 13

## Assessments

- **Unit 09 Learning Activity**  
Opens: Monday, November 7 at 12:01 am ET  
Closes: Sunday, November 13 at 11:59 pm ET

## Unit 10: Late Adulthood

### Week 10 – Monday, November 14 to Sunday, November 20

#### Readings

- Website: Unit 10
- Textbook: Chapter 14 and 15

#### Assessments

- **Unit 10 Learning Activity**  
Opens: Monday, November 14 at 12:01 am ET  
Closes: Sunday, November 20 at 11:59 pm ET
- **Test 2 (Chapters 9 – 15)**  
Opens: Friday, November 18 at 8:30 am ET  
Closes: Friday, November 18 at 8:30 pm ET

Note: You are strongly encouraged to complete the test during CourseLink Support hours in case of technical difficulties

## Unit 11: Death and Dying

### Weeks 11 & 12 – Monday, November 21 to Friday, December 2

#### Readings

- Website: Unit 11
- Textbook: Epilogue

#### Assessments

- **Unit 11 Learning Activity**  
Opens: Monday, November 21 at 12:01 am ET  
Closes: Sunday, November 27 at 11:59 pm ET
- **Book of Milestones Assignment**  
Due: Wednesday, November 30 at 11:59 pm ET

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## Assessment

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

**Table 1: Course Assessment**

<b>Assessment Item</b>	<b>Weight</b>
Online Tests (2) <ul style="list-style-type: none"><li>• Online Test 1 (20%)</li><li>• Online Test 2 (30%)</li></ul>	50%
The Book of Milestones Assignment	35%
Unit Learning Activities (best 5 of 11, 3% each)	15%
<b>Total</b>	<b>100%</b>

## Assessment Descriptions

### Online Test

There will be two online non-cumulative tests with randomized questions from each chapter. The tests are **closed** book which means no textbook or notes are to be used during the quiz and it must be completed individually with no assistance from others. You will have a 12 hour window of time on ONE day, to take the test. You will have one attempt, and 120 minutes to complete each test.

- Online Test 1 (20%): Chapters 1 – 8, 80 questions (10 randomized questions/chapter)
- Online Test 2 (30%): Chapters 9 – 15, 105 questions (15 randomized questions/chapter)

For these tests, if you would like to request accommodations, please directly email the instructor.

This course requires the use of Respondus LockDown Browser to proctor your online tests within CourseLink. Use of Lockdown Browser has been implemented to maintain the academic integrity of the tests. You must [download and install LockDown Browser](#) to complete the practice test and test. While writing the practice test and test, you must show your university issued identification card during the Respondus Startup Sequence.

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 allotted for the test.

Please be sure to review the Using Respondus Lockdown Browser 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 tests. The purpose of the practice test is to ensure that Respondus LockDown Browser is set up properly and that you are comfortable using the software.

If you have any questions regarding the use of Respondus Lockdown Browser or if you encounter any technical issues during the practice test or tests, please contact CourseLink Support at [courselink@uoguelph.ca](mailto:courselink@uoguelph.ca) or 519-824-4120 ext. 56939.



## The Book of Milestones Assignment

For this major assignment, you will have the opportunity to showcase what you have learned in the course by creating a Book of Milestones that is based on the required textbook. See the **Assessments** page in CourseLink for details.

Please refer to the outline **Schedule** for the assignment due date.

You will create a digital project using software of your choice **but must be in PDF format, Word, or Powerpoint** when submitting the assignment. Please note that the maximum file size which may be uploaded to Dropbox is 40MB. When assignments are uploaded, they will go through “**Turnitin**” which will check the originality of your work compared to your peers and past students. Your work will also be checked with published works and online materials.

## Unit Learning Activities

You are required to participate in at least **FIVE** Unit Learning Activities throughout the semester (best 5 of 11 units). The learning activities are worth 15% of your overall grade and you will be given a maximum of 3% per unit activity. The class will be sorted into groups for these activities. For each activity, you **MUST** answer at least **two questions** (1% each) and make thoughtful comments to at least one peer’s responses (1%). Once you get 100% for five Learning Activities, then you will be done this component of the course! See below:

**Table 2: Learning Activities Schedule**

Unit	Learning Activity
01	3
02	4
03	9
04	11
05	13
06	14
07	18
08	21
09	24
10	26
11	28

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# 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 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).

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

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. 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>

## Zoom Requirements

This course may use **Zoom** as a video communication tool. A Webcam, headphones/speakers may be needed. Review the [Zoom information for students \(uoguelph\)](#) to ensure that your computer meets the technical requirements.

<https://support.opened.uoguelph.ca/students/courselink/tools/content/zoom>

## 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, and download attachments);
- Navigate the CourseLink learning environment (the instructions for this are given in your course);
- Communicate using a discussion board (e.g., read, search, post, reply, follow threads) in the CourseLink website;
- Complete an online quiz using the **Quizzes** tool in the CourseLink website;
- Upload assignments using the **Dropbox** tool in the CourseLink website;
- 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](mailto:courselink@uoguelph.ca)

Tel: 519-824-4120 ext. 56939

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

### Walk-In Hours (Eastern Time):

Monday thru Friday: 8:30 am–4:30 pm

### Phone/Email Hours (Eastern Time):

Monday thru Friday: 8:30 am–8:30 pm

Saturday: 10:00 am–4:00 pm

Sunday: 12:00 pm–6:00 pm

## 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.
- **Direct email to the instructor:** If students have a question or an issue that is personal, please directly email the instructor (e.g., accommodations for the quiz).

## Communicating with Your Teaching Assistants

A part of the Teaching Assistants' work will be to monitor student questions and answer the posts.

- **Book of Milestones Assignment:** If you have questions about the Book of Milestones Assignment, read the Instructions. If the answer is not there, post your question here.
- **Online Test:** If you have questions about the Online Tests, read the Instructions. If the answer is not there, post your question here.
- **Unit Learning Activities:** If you have questions or concerns about the Learning Activities, post your question here.
- **General Questions:** This is open to **all students so please feel free** to post additional questions here.
- **Study Buddies:** This is the place to request partners and then you arrange the meetings.

Please note that a TA will post the answer in **2 to 3 business days**. Make sure that you are specific about your question/concern.

## Netiquette Expectations

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

Inappropriate online behaviour will not be tolerated. Examples of inappropriate online behaviour include:

- Posting inflammatory messages about your instructor or fellow students;
- Using obscene or offensive language online;
- Copying or presenting someone else's work as your own;
- Adapting information from the Internet without using proper citations or references;
- Buying or selling term papers or assignments;
- Posting or selling course materials to course notes websites;
- Having someone else complete your quiz or completing a quiz for/with another student;
- Stating false claims about lost quiz answers or other assignment submissions;
- Threatening or harassing a student or instructor online;
- Discriminating against fellow students, instructors, and/or TAs;
- Using the course website to promote profit-driven products or services;

- Attempting to compromise the security or functionality of the learning management system;
- Sharing your username and password; and
- Recording lectures without the permission of the instructor.

## Submission of Assignments to Dropbox

The final assignment must be submitted online (Word document) in the **Dropbox** folder **Book of Milestones Assignment** which will have Turnitin enabled. 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 recommends you save your assignments to a cloud-based file storage (e.g., Google Docs), or send to your email account, so that should something happen to your computer, the assignment could still be submitted on time or re-submitted.

It is your responsibility to submit your assignments on time as specified in the schedule section of this outline. 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

Assignments must be submitted online (Word document, pdf, Powerpoint) in the **Dropbox** folder which will have Turnitin. 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.

*All deadlines have a grace period of 48 hours.* This means that there will not be docked marks if you submit before the extra 48 hours period expires. Please, do not treat the grace period as the deadline, because it is not. The deadline is a hard deadline and the grace period is in place to account for potential difficulties and life events that can occur at the time of the hard deadline.

*Emails asking for late submission during the grace period are not needed* and will not be answered: just submit within the grace period. CourseLink will say that it is late, but if it is within 48 hours of the deadline is within the grace period and it is not late.

*No extensions over the grace period will be given.* You can submit the assignment after the grace period has expired; however, your mark will be docked 10% per day including weekends EXCEPT under documented grounds for compassionate consideration. Assignments submitted more than one week late without documented grounds will receive a grade of zero. If you are

going to hand an assignment in late, you must contact your course instructor to inform them when you will be submitting your assignment. This policy is in place to guarantee fairness for all students.

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 in about two 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.

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# University Standard Statements

## University of Guelph: Undergraduate Policies

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

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

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

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

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

## Email Communication

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

## When You Cannot Meet Course Requirements

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

### University of Guelph Degree Students

Consult the [Undergraduate Calendar](#) 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.

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

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

[accessibility@uoguelph.ca](mailto:accessibility@uoguelph.ca)

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

### **Open Learning Program Students**

If you are an Open Learning program student who requires academic accommodation, please [contact the Academic Assistant to the Executive Director](#). Please ensure that you contact us before the end of the first week of your course (every semester) in order to avoid any delays in



support. Documentation from a health professional is required for all academic accommodations. Please note that all information provided will be held in confidence.

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

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

## **Academic Misconduct**

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

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

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

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

## **Copyright Notice**

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

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

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

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

[http://www.lib.uoguelph.ca/sites/default/files/fair\\_dealing\\_policy\\_0.pdf](http://www.lib.uoguelph.ca/sites/default/files/fair_dealing_policy_0.pdf)

## **Plagiarism Detection Software**

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

## **Recording of Materials**

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

## **Disclaimer**

Please note that the ongoing COVID-19 pandemic may necessitate a revision of the format of course offerings, 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>