



## FRHD\*1100 Life: Health and Well-Being

Fall 2021

Section: DE01

Department of Family Relations and Applied Nutrition

Credit Weight: 0.50

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### Course Details

#### 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

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

**Dr. Susan Chuang, PhD**

**Email:** [schuang@uoguelph.ca](mailto:schuang@uoguelph.ca)

**Office Hours via Zoom:** Students should email Dr. Chuang for an individual zoom appointment. Also see **Communicating with Your Instructor**.

### Teaching Assistant(s)

#### Groups 1 - 3

**Name:** Xenia Kwan

**Email:** [xkwan@uoguelph.ca](mailto:xkwan@uoguelph.ca)

#### Groups 4 - 7

**Name:** Stephanie Martin

**Email:** [smarti38@uoguelph.ca](mailto:smarti38@uoguelph.ca)

#### Groups 8 - 10

**Name:** Bhavani Narayanan

**Email:** [bnarayan@uoguelph.ca](mailto:bnarayan@uoguelph.ca)

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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

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.

<https://bookstore.coop/>

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

## 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 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

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, 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 learn about various issues on health and wellness. The units include activities, videos, and thought-provoking questions to stimulate your learning related to the unit content.

## Course Structure

This course is divided into 12 distinct units.

- 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

## Expectations

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 need to do the readings of the assigned chapters before you engage with the online material that is provided in the units.**

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, an interactive activity, **Test Your Knowledge**, aims to get you thinking about some of the concepts you have just learned. The activity is replete with references that you are encouraged to visit and to learn more about the concepts. The references are located below the activity, “Review Primary Sources Cited in Your Knowledge Activity.”

- **Unit Content:** After reading the required Chapter, 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.
- **Unit Flashcards:** The collection of flashcards is centered around the key concepts of the Unit. By clicking on the flashcards will turn them over. This is optional but a way to help you remember the key definitions. Note: There are no flashcards for Unit 02, as there are no readings for Unit 2.
- **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 have 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.

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.

### Unit 01: Introduction to Health and Wellness

#### Week 1 – Thursday, September 9 to Sunday, September 19

##### 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
- Complete the **Practice Test** using Respondus through the **Quizzes** tool.
- **Course Scavenger Hunt Quiz**: check your understanding of the course outline, assessments, and CourseLink
- **Week 1 Discussion: Introductions** (Not graded but mandatory)  
Opens: Thursday, September 9 at 12:01 am ET  
Closes: Sunday, September 19 at 11:59 pm ET
- Test Your Understanding and Reflection Breaks

## Assessments

- **Unit 01 Quiz**  
Opens: Thursday, September 16 at 12:01 am ET  
Closes: Sunday, September 19 at 11:59 pm ET

**Note:** You are strongly encouraged to take all Quizzes during CourseLink Support service hours in case of any technical difficulties. See **Technical Support** in this **Outline**.

## Unit 02: Transition to University

### Week 2 - Monday, September 20 to Sunday, September 26

#### Readings

- Textbook: None
- Website: Unit 02

#### Activities

- Test Your Understanding and Reflection Breaks

## Unit 03: Psychosocial Health (Mental Health)

### Week 3 – Monday, September 27 to Sunday, October 3

#### Readings

- Textbook: Chapter 2
- Website: Unit 03

## Activities

- Test Your Understanding and Reflection Breaks

## Assessments

- **Week 3 Discussion: Psychosocial Health** (not graded but mandatory)  
Opens: Monday, September 27 at 12:01 am ET  
Closes: Sunday, October 3 at 11:59 pm ET
- **Unit 03 Quiz**  
Opens: Thursday, September 30 at 12:01 am ET  
Closes: Sunday, October 3 at 11:59 pm ET
- **SMART Goals (Part 1) Assignment : Wellness Report**  
Due: Friday, October 1 at 11:59 pm ET

## Unit 04: Personal Stress Management

### Week 4 – Monday, October 4 to Sunday, October 10

#### 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, October 7 at 12:01 am ET  
Closes: Sunday, October 10 at 11:59 pm ET

## Unit 05: Alcohol and Tobacco Use

### Week 5 – Monday, October 11 to Sunday, October 17

#### Readings

- Textbook: Chapter 12
- Website: Unit 05

#### Activities

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

#### Activities

- Test Your Understanding and Reflection Breaks

## Assessments

- **Week 5 Discussion: Alcohol and Tobacco Use** (graded)  
Opens: Monday, October 11 at 12:01 am ET  
Closes: Sunday, October 17 at 11:59 pm ET
- **Unit 05 Quiz**  
Opens: Thursday, October 14 at 12:01 am ET  
Closes: Sunday, October 17 at 11:59 pm ET

## Unit 06: Drug Use and Misuse

### Week 6 – Monday, October 18 to Sunday, October 24

#### Readings

- Textbook: Chapter 11
- Website: Unit 06

#### Activities

- Test Your Understanding and Reflection Breaks

#### Assessments

- **Unit 06 Quiz**  
Opens: Thursday, October 21 at 12:01 am ET  
Closes: Sunday, October 24 at 11:59 pm ET

## Unit 07: Personal Nutrition

### Week 7 – Monday, October 25 to Sunday, October 31

#### Readings

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

#### Activities

- Test Your Understanding and Reflection Breaks

#### Assessments

- **Unit 07 Quiz**  
Opens: Thursday, October 28 at 12:01 am ET  
Closes: Sunday, October 31 at 11:59 pm ET
- **Week 7 Discussion: Personal Nutrition** (graded)  
Opens: Monday, October 25 at 12:01 am ET



- Closes: Sunday, October 31 at 11:59 pm ET

## **Unit 08: Physical Activity for Fitness and Health**

### **Week 8 – Monday, November 1 to Sunday, November 7**

#### **Readings**

- Textbook: Chapter 4
- Website: Unit 08

#### **Activities**

- Test Your Understanding and Reflection Breaks

#### **Assessments**

- There are no assessments this week

## **Unit 09: Social Support and Relationships**

### **Week 9 – Monday, November 8 to Sunday, November 14**

#### **Readings**

- Textbook: Chapters 7 and 14
- Website: Unit 09

#### **Activities**

- Test Your Understanding and Reflection Breaks

#### **Assessments**

- **Week 9 Discussion: Social Support, Relationships, and Communication (Graded)**  
Opens: Monday, November 8 at 12:01 am ET  
Closes: Sunday, November 14 at 11:59 pm ET

## **Unit 10: Gender, Sexuality and Sexual Health**

### **Week 10 – Monday, November 15 to Sunday, November 21**

#### **Readings**

- Textbook: Chapter 8
- Website: Unit 10

#### **Activities**

- Test Your Understanding and Reflection Breaks

## Assessments

- **SMART Goals (Part 2) Assignment: Reflection Report**  
Due: Friday, November 19 at 11:59 pm ET

## Unit 11: Environmental Health

### Week 11 – Monday, November 22 to Sunday, November 28

#### Readings

- Textbook: Chapter 16
- Website: Unit 11

#### Activities

- Test Your Understanding and Reflection Breaks
- **Week 11 Discussion: Closing** (not graded but mandatory)  
Opens: Monday, November 22 at 12:01 am ET  
Closes: Sunday, November 28 at 11:59 pm ET

#### Assessments

- **Top 10 List**  
Due: Friday, November 26 at 11:59 pm ET  
**Note:** Submit your assignment to **Dropbox**.
- **Online Test** (Units 8 – 11)  
Opens: Friday, November 26 at 12:01 am ET  
Closes: Saturday, November 27 at 11:59 pm ET

## Unit 12: Spiritual Health

### Week 12 – Monday, November 29 to Friday, December 3

#### Readings

- Textbook: Chapter 17
- Website: Unit 12

#### Activities

- Test Your Understanding and Reflection Breaks

#### Assessments

- There are no assessments this week

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## 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**

<b>Assessment Item</b>	<b>Weight</b>	<b>Learning Outcomes</b>
SMART Goals Assignments <ul style="list-style-type: none"><li>• SMART Goals (Part 1): Wellness Report (15%)</li><li>• SMART Goals (Part 2): Reflection Report (15%)</li></ul>	30%	2, 4, 5
Units 1 – 7 Quizzes (6, drop lowest one)	10%	1, 2, 3
Online Discussions (3 x 5%)	15%	2, 3, 4, 5
Top 10 List	10%	2, 3, 4
Online Test	35%	1, 2, 3, 5
<b>Total</b>	<b>100%</b>	

### Assessment Descriptions

#### SMART Goals Assignments (30%)

##### SMART Goals (Part 1) Assignment: Wellness Report (15%)

For the first assignment, Wellness Report, 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.

##### SMART Goals (Part 2) Assignment: Reflection Report (15%)

For the second assignment, Reflection Report, 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 (10%)**

For the first half of the course, Units 1 to 7 (not Unit 2), there will be weekly 12-minute, 10 multiple-choice questions quizzes. The best five of six will count toward your grade. Each quiz is worth 2% of your final course grade.

This course requires the use of Respondus LockDown Browser (no webcam) to proctor your online Quizzes within CourseLink. Use of Lockdown Browser has been implemented to maintain the academic integrity of the quizzes. You must [download and install LockDown Browser](#) to complete the practice test and the quizzes.

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 exam. 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 final exam, please contact CourseLink Support at [courselink@uoguelph.ca](mailto:courselink@uoguelph.ca) or 519-824-4120 ext. 56939.

### **Online Discussions (15%)**

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 (**at least TWO posts over TWO days**), 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)

### **Top 10 List (10%)**

Over the course, you will learn about many topics/concepts and their impact on life. With all of the knowledge, what would be your TOP 10 must know, “didn’t know,” lessons learned, or “aha!” moments? You should rank order your top 10, with #1 as the most important.

For each topic/idea, explain why you chose it and its relevance to your life (or life in general). Be creative, and design this like a poster if you want! You can have a “Top 10 list” as a poster, and then on another page/document, the explanations for each listing.

This assignment is for you to be reflective and thoughtful about the course.

## Online Test

There will be one online test that will cover Units 8 – 12 (Chapters 4, 7, 8, 14, and 16) and the course website Units. The format will be 75 multiple choice (up to D) questions, with 15 randomized questions per chapter.

This course requires the use of Respondus LockDown Browser (no webcam) to proctor your online test within CourseLink. Use of Lockdown Browser has been implemented to maintain the academic integrity of the test. You must [download and install LockDown Browser](#) to complete the practice test and 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 exam. 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 final exam, please contact CourseLink Support at [courselink@uoguelph.ca](mailto:courselink@uoguelph.ca) or 519-824-4120 ext. 56939.

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

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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 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. 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 **Zoom** as a video communication tool. You are responsible for downloading a free copy of Zoom from [www.zoom.us](http://www.zoom.us). A Webcam, headphones/speakers are needed. In order to use **Zoom**, you must meet the following technical requirements:

1. An internet connection – broadband wired or wireless (3G or 4G/LTE)
2. Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
3. A webcam or HD webcam - built-in or USB plug-in
4. Supported mobile platforms: Android 4.4 or later and iOS 10.0 or later.

## Technical Skills

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

- Manage files and folders on your computer (e.g., save, name, 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](mailto:courselink@uoguelph.ca)

Tel: 519-824-4120 ext. 56939

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

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

Monday thru Friday: 8:30 am–4:30 pm

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

Monday thru Friday: 8:30 am–8:30 pm

Saturday: 10:00 am–4:00 pm

Sunday: 12:00 pm–6:00 pm

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## Course Specific Standard Statements

### Acceptable Use

The University of Guelph has an [Acceptable Use Policy](#), 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, 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.

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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

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](mailto:accessibility@uoguelph.ca) or visit the [Accessibility Services website](https://wellness.uoguelph.ca/accessibility/).

[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 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.

[jessica.martin@uoguelph.ca](mailto:jessica.martin@uoguelph.ca)

## Academic Misconduct

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

to remain aware that instructors have access to and the right to use electronic and other means of detection.

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

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

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

## **Copyright Notice**

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

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

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

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

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

## **Plagiarism Detection Software**

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

## **Recording of Materials**

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