



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

Winter 2020

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

**Date:** 4/14/2020

**Time:** 11:30 AM – 1:30 PM

**Location:** On campus

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### Instructional Support

#### Instructor

**Robin Milhausen**

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

**Telephone:** 519-824-4120 (ext 54397)

**Office:** Room 227C MINS Building

Robin Milhausen is a faculty member in the Department of Family Relations and Applied Nutrition. She studies sexual health and relationships. Dr. Milhausen works with graduate and undergraduate students on their research and does sexuality education in the media as well. Sexuality and relationships comprise two units in this course, but we'll cover a lot more together.

Robin is the primary developer of this online course, and she's been teaching the in-class version for many years. She's passionate about health and wellness. She aimed to make every unit relevant and applicable to your lives.

## Teaching Assistant(s)

**Name:** Teresa Smith

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**Name:** Rachel Schenk

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## Learning Resources

### Required Textbook

**Title:** An Invitation to Health

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

**Edition / Year:** 5th Edition / 2018

**Publisher:** Nelson Education

**ISBN:** 9780176657192 or 0176810080

NOTE: The exams, quizzes, and unit content, are developed with the content from the 5th edition. To have the most up-to-date information that will be used in your assessments, you should have the 5th edition of the textbook. There are several options to purchase the textbook.

### Paperback on its own

- Option 1 (Paperback – Check with store for pricing) - 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.

- Option 2 (Paperback, Suggested List \$124.95) 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.nelsonbrain.com/shop/ISBN/9780176657192?cid=APL1>

### **eBook on its own**

- Option 3 (eBook, Suggested List \$62.95) – You may purchase the eBook on its own directly from the publisher here  
<https://www.nelsonbrain.com/shop/ISBN/9780176821968?cid=APL1>

MindTap (includes the eBook, videos, practice quizzes, Diet and Wellness Plus app, and more)

- Option 4 (MindTap, Suggested List \$99.95 – 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 \$99.95 – 2 Week Free Trial access) - You may purchase MindTap from the publisher here  
<https://login.nelsonbrain.com/cb/entitlement.htm?code=MTPP45LNX24B>

### **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>

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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 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 different 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 reading 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 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 in 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 6 to Sunday, January 12

##### 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 6 at 12:01 am ET  
Closes: Sunday, January 12 at 11:59 pm ET
- Complete Test Your Understanding and Reflection Breaks given in Unit 01

##### Assessments

- Take **Unit 01 Quiz**  
Opens: Thursday, January 9 at 12:01 am ET  
Closes: Sunday, January 12 at 11:59 pm ET

### Unit 02: Transition to University

#### Week 2 – Monday, January 13 to Sunday, January 19

##### Readings

- Textbook: None
- Website: Unit 02

### **Activities**

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

### **Assessments**

- Submit **Pre-Course Wellness Assessment and Reflection**  
Due: Friday, January 17 at 4:00 pm ET

## **Unit 03: Psychosocial Health (Mental Health)**

### **Week 3 – Monday, January 20 to Sunday, January 26**

#### **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 20 at 12:01 am ET  
Closes: Sunday, January 26 at 11:59 pm ET
- Take **Unit 03 Quiz**  
Opens: Thursday, January 23 at 12:01 am ET  
Closes: Sunday, January 26 at 11:59 pm ET

## **Unit 04: Personal Stress Management**

### **Week 4 – Monday, January 27 to Sunday, February 2**

#### **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, January 30 at 12:01 am ET  
Closes: Sunday, February 2 at 11:59 pm ET



## Unit 05: Alcohol and Tobacco Use

### Week 5 – Monday, February 3 to Sunday, February 9

#### 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 3 at 12:01 am ET  
Closes: Sunday, February 9 at 11:59 pm ET
- Take **Unit 05 Quiz**  
Opens: Thursday, February 6 at 12:01 am ET  
Closes: Sunday, February 9 at 11:59 pm ET

## Unit 06: Drug Use and Misuse

### Week 6 – Monday, February 10 to Sunday, February 16

#### 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 13 at 12:01 am ET  
Closes: Sunday, February 16 at 11:59 pm ET

### *Winter Break: Monday, February 17 to Sunday, February 23*

## Unit 07: Personal Nutrition

### Week 7 – Monday, February 24 to Sunday, March 1

#### 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, February 27 at 12:01 am ET  
Closes: Sunday, March 1 at 11:59 pm ET
- Participate in **Week 7 Discussion: Personal Nutrition** (Graded)  
Opens: Monday, February 24 at 12:01 am ET  
Closes: Sunday, March 1 at 11:59 pm ET

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

### **Week 8 – Monday, March 2 to Sunday, March 8**

#### **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 5 at 12:01 am ET  
Closes: Sunday, March 8 at 11:59 pm ET

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

### **Week 9 – Monday, March 9 to Sunday, March 15**

#### **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 12 at 12:01 am ET  
Closes: Sunday, March 15 at 11:59 pm ET
- Participate in **Week 9 Discussion: Social Support, Relationships, and Communication** (Graded)  
Opens: Monday, March 9 at 12:01 am ET  
Closes: Sunday, March 15 at 11:59 pm ET

## Unit 10: Gender, Sexuality and Sexual Health

### Week 10 – Monday, March 16 to Sunday, March 22

#### 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 19 at 12:01 am ET  
Closes: Sunday, March 22 at 11:59 pm ET
- Submit **Resource Worksheets**  
Due: Friday, March 20 at 4:00 pm ET

## Unit 11: Environmental Health

### Week 11 – Monday, March 23 to Sunday, March 29

#### 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 23 at 12:01 am ET  
Closes: Sunday, March 29 at 11:59 pm ET

#### Assessments

- Take **Unit 11 Quiz**  
Opens: Thursday, March 26 at 12:01 am ET  
Closes: Sunday, March 29 at 11:59 pm ET
- Submit **Post-Course Wellness Assessment and Reflection**  
Due: Friday, March 27 at 4:00 pm ET

## Unit 12: Spiritual Health

### Week 12 – Monday, March 30 to Friday, April 3

#### 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, March 30 at 12:01 am ET  
Closes: Friday, April 3 at 11:59 pm ET

## Assessments

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

**Table 1: Course Assessments**

Assessment Item	Weight	Learning Outcomes
Pre/Post Course Wellness Assessment and Reflection (2x10%)	20%	2, 4, 5
Quizzes (11, drop lowest 1; 10x1%)	10%	1, 2, 3
Online discussions (3x5%)	15%	2, 3, 4, 5
Resource Worksheets	15%	4, 5
Final Exam (On-Campus)	40%	1, 2, 3, 5

Assessment Item	Weight	Learning Outcomes
Total	100%	

## Assessment Descriptions

### Pre/Post Course Wellness Assessment and Reflection

The purpose of these reflections is for you get an overview of your current wellness at two points in time, at the beginning of the semester, and at the end. The first reflection allows you to see your starting point related to the dimensions of wellness and will give you the opportunity to reflect on wellness goals you may have for the semester. The final reflection provides an opportunity for you to reflect on the content of the course and how it relates to your personal wellness, assessing whether and how your wellness improved or declined since the beginning of the semester, and what your future strategies are to support your wellness. These reflections are individual assessments.

### 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)

### Resource Worksheet

One of the aims of this course is for you to learn about resources available to you, online and on-campus, related to each of the unit topics. This assessment will help you to do this, and to develop a repository of resources that you can draw on after this semester. This individual assessment will require you to complete 8 worksheets describing 3 resources for each topic. One resource should be on-campus, one in the Guelph community (or the community where you live), and one should be online (accessible to anyone, anywhere).

### Final Exam

This course requires you to write a traditional sit-down final exam. Final exams are written on campus at the University of Guelph or at alternate locations for students at a distance. 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.

It is assumed that all DE students will be writing their final examination on campus at the University of Guelph. 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.

If you are studying at a distance, you can request to write your final exam at an alternate location. It is recommended that you make arrangements as early as possible in the semester since changes cannot be guaranteed after the deadline. Exam schedules for off-campus exams will be emailed by Week 9 of the course. For more information, please visit [Final Exams](#).

<https://webadvisor.uoguelph.ca>

<http://opened.uoguelph.ca/student-resources/Open-Learning-Program-Final-Exam-Schedule>

<http://opened.uoguelph.ca/student-resources/final-exams>

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## Course Technologies 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).

<http://spaces.uoguelph.ca/ed/system-requirements/>

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

## 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.

## Course Technologies

### CourseLink

Distance Education courses are offered entirely online using CourseLink (powered by D2L's Brightspace), the University of Guelph's online learning management system (LMS). By using this service, you agree to comply with the [University of Guelph's Access and Privacy Guidelines](#). Please visit the D2L website to review the [Brightspace privacy statement](#) and [Brightspace Learning Environment web accessibility standards](#).

<http://www.uoguelph.ca/web/privacy/>

<https://www.d2l.com/legal/privacy/>

<https://www.d2l.com/accessibility/standards/>

## 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](https://www.uoguelph.ca/ccs/infosec/aup), 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; and
- Sharing your username and password.

## **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](#).

<http://spaces.uoguelph.ca/ed/contact-us/>

## 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 to the **Dropbox** tool.

Assignments submitted within one and 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](#).

## 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

#### University of Guelph Degree Students

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.

#### Open Learning Program Students

Check your email account (the account you provided upon registration) regularly for important communications, as this is the primary conduit by which the Open Learning and Educational Support will notify you of events, deadlines, announcements or any other official information.

### 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](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**

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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.

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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.