



# NUTR\*2050 Nutrition Through the Life Cycle

Winter 2021

Section: DE01

Department of Family Relations and Applied Nutrition

Credit Weight: 0.50

---

## Course Details

### Calendar Description

This course explores how individual, family, community and societal factors influence nutritional needs and dietary intake from infancy through older adulthood. Implications for nutrition care and community-level programs are discussed.

**Pre-Requisite(s):** NUTR\*1010

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

**Restriction(s):** None

**Method of Delivery:** Online

### Final Exam

There is no final exam in this course.

---

## Instructional Support

### Instructor

**Dr. Simone Holligan**

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

**Telephone:** (519) 824-4120 Ext. 53006

**Office:** Macdonald Stewart hall, Room 335

Dr. Holligan completed a PhD in Applied Human Nutrition at the University of Guelph in 2017

She is an applied health researcher with an interest in understanding the development and expression of health behaviours, specifically eating behaviours and substance misuse. Her research builds on the literature by elucidating the decision-making processes that impact the expression of various health behaviours using a resilience framework; with resilience defined as an adaptation to adversity brought about by a developmental process. This approach proposes that individuals possess assets and can access resources which, either alone or in combination, can compensate for, protect, or inoculate against the risks that promote negative health behaviours.

## Teaching Assistant(s)

**Name:** Meredith Bessey  
**Email:** besseym@uoguelph.ca

**Name:** Katherine Eckert  
**Email:** kecker01@uoguelph.ca

---

## Learning Resources

### Required Textbook

**Title:** Nutrition Through the Life Cycle  
**Author(s):** Judith E. Brown  
**Edition / Year:** 7<sup>th</sup> Edition / 2020  
**Publisher:** Cengage Learning  
**ISBN:** 9781337919333

You may purchase the textbook at the [Guelph Campus Co-op Bookstore](https://guelphcampus.coop/bookstore) or the [University of Guelph Bookstore](http://www.bookstore.coop/). Please note that DE textbooks are located in the Distance Education section of the University of Guelph Bookstore.

<https://guelphcampus.coop/bookstore>

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

### Supplementary Textbook

**Title:** Diet and Wellness Plus, 1 term (6 months) Instant Access  
**Author(s):**  
**Edition / Year:** 1<sup>st</sup> Edition / 2014  
**Publisher:** Cengage Learning  
**ISBN:** 9781285856216

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/>

## Supplementary Materials

This course includes supplementary materials. These materials are meant to supplement the required readings and course content. You can explore the materials at your own pace. To access these materials, select **Content** on the navbar to locate **Supplementary Materials** in the table of contents panel.

## 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>

## Ares

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

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

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

Tel: 519-824-4120 ext. 53621

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

Location: McLaughlin Library, First Floor, University of Guelph

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

---

# Learning Outcomes

## Course Learning Outcomes

Our nutritional needs and the factors that influence our food choices and patterns vary across our life cycle. This course will help you to understand how various individual, interpersonal, and environmental factors influence nutritional needs and dietary intake throughout the life cycle and how this influences patient care and community-level programs.

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

1. Describe nutritional needs at different points in the life cycle;
2. Identify the individual, interpersonal, and environmental factors that influence food intake, eating patterns and nutritional status during these life stages;
3. Describe community nutrition programs in Canada used to overcome barriers and improve food intake in various life-stage groups;
4. Identify strategies and programs to support healthful dietary intake at various life stages;
5. Gain experience in recording and analyzing growth and usual dietary intake; and
6. Search for and summarize quality research evidence.

---

# Teaching and Learning Activities

## Method of Learning

This course is designed around active engagement in applying nutritional knowledge through recording and analysis of the student's own dietary intake and discussion with classmates. Ungraded learning activities and practice quizzes in the units will reinforce the content, and four graded online quizzes will assess the student's grasp of the concepts taught.

## Course Structure

This course is divided into 12 units:

- Unit 01: Introduction Part 1
- Unit 02: Introduction Part 2
- Unit 03: Adult Nutrition
- Unit 04: Preconception
- Unit 05: Pregnancy Part 1
- Unit 06: Pregnancy Part 2
- Unit 07: Lactation
- Unit 08: Infancy
- Unit 09: Toddler and Preschool
- Unit 10: School-Aged Children
- Unit 11: Adolescents
- Unit 12: Older Adults

To facilitate your learning, sample multiple choice questions will be provided for every unit. After completing the reading, use them to test your knowledge. These sample questions will also give you an idea of the type and depth of questions that will be asked on the midterm and final exam, and how they are worded, etc. They are not meant to cover all relevant content for each unit. The self-test is available through the **Quizzes** tool, found under the Tools dropdown list in the course navbar.

## What to Expect for Each Unit

Every Unit begins with a brief introduction and a list of the unit-level learning outcomes, which have been designed to support the course-level learning outcomes. Each unit then follows the following structure of topics (with some variation between units):

- Nutrient Needs
- Food Intakes
- Food Security
- Physical Activity and Sedentary Behaviour
- Other Issues
- Unit Activities and Summary
- Unit Practice Quiz (beginning with Unit 02)

## 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 (Part 1)

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

##### Readings

- Textbook: Chapter 1
  - Note: you will not be tested on the specifics in Tables 1.4, 1.5, 1.6, 1.7, 1.9, 1.10, 1.13, 1.14, 1.15, 1.17, 1.18, 1.19, 1.20, 1.21, 1.23, 1.24, 1.25; these tables are for review only
- Website: Unit 01 course content

##### 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.
- Confirm your access to the course reserve materials by selecting **Ares** on the navbar.
- Introduce yourself in the **Discussions** forum.

## Unit 02: Introduction (Part 2)

### Week 2 – Monday, January 18 to Sunday, January 24

#### Readings

- Textbook: Chapter 1
  - Note: you will not be tested on the specifics in Tables 1.4, 1.5, 1.6, 1.7, 1.9, 1.10, 1.13, 1.14, 1.15, 1.17, 1.18, 1.19, 1.20, 1.21, 1.23, 1.24, 1.25; these tables are for review only
- Website: Unit 02 course content

#### Activities

- Complete **Unit 02 Practice Quiz**

## Unit 03: Adults

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

#### Readings

- Textbook:
  - Chapter 16
  - Chapter 17
- Website: Unit 03 course content

#### Activities

- Complete **Unit 03 Practice Quiz**

#### Assessments

- **Discussion #1**  
Opens: Monday, January 25 at 8:00 am (ET)  
Post article summary by Sunday, January 31 at 11:59 pm (ET)  
Post comments by Sunday, February 7 at 11:59 pm (ET)

## Unit 04: Preconception

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

#### Readings

- Textbook:
  - Chapter 2 (do not need to know 2020 Nutrition Objectives.)
  - Chapter 3
- Website: Unit 04 course content

## Activities

- Complete **Unit 04 Practice Quiz**

## Assessments

- **Discussion #1**

Opens: Monday, January 25 at 8:00 am (ET)

Post comments by Sunday, February 7 at 11:59 pm (ET)

- **Quiz #1** via the **Quizzes** tool

Covers material from Weeks 1-3 inclusive

Opens: Wednesday, February 3 at 12:01 am (ET)

Closes: Thursday, February 4 at 11:59 pm (ET)

## Unit 05: Pregnancy (Part 1)

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

#### Readings

- Textbook:
  - Chapter 4
  - Chapter 5
- Website: Unit 05 course content

#### Activities

- Go to the Health Canada website for Canada's Food Guide. Review the Healthy Eating Recommendations at <https://food-guide.canada.ca/en/healthy-eating-recommendations/> and the Food Guide Snapshot at <https://food-guide.canada.ca/en/food-guide-snapshot/>

#### Assessments

- **Discussion #2**

Opens: Monday, February 8 at 8:00 am (ET)

Post article summary by Sunday, February 14 at 11:59 pm (ET)

Post comments by February 28 at 11:59 pm (ET)

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

## Unit 06: Pregnancy (Part 2)

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

#### Readings

- Textbook:
  - Chapter 4



- Chapter 5
- Website: Unit 06 course content

### **Activities**

- Complete **Unit 06 Practice Quiz**

### **Assessments**

- **Discussion #2**

Opens: Monday, February 8 at 8:00 am (ET)

Post comments by February 28 at 11:59 pm (ET)

## **Unit 07: Lactation**

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

#### **Readings**

- Textbook:
  - Chapter 6
  - Chapter 7
- Website: Unit 07 course content

#### **Activities**

- Complete **Unit 07 Practice Quiz**

#### **Assessments**

- **Quiz #2** via the **Quizzes** tool  
Covers material from Weeks 4-6 inclusive  
Opens: Wednesday, March 3 at 12:01 am (ET)  
Closes: Thursday, March 5 at 11:59 pm (ET)

## **Unit 08: Infancy**

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

#### **Readings**

- Textbook:
  - Chapter 8
  - Chapter 9
- Website: Unit 08 course content

#### **Activities**

- Complete **Unit 08 Practice Quiz**

## Assessments

- **Discussion Report Assignment**  
Due: Sunday, March 14 at 11:59 pm (ET)

## Unit 09: Toddler / Preschool

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

#### Readings

- Textbook:
  - Chapter 10
- Website: Unit 09 course content

#### Activities

- Complete **Unit 09 Practice Quiz**

## Unit 10: School Age

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

#### Readings

- Textbook:
  - Chapter 12
- Website: Unit 10 course content

#### Activities

- Complete **Unit 10 Practice Quiz**

## Assessments

- **Diet Analysis**  
Due: Sunday, March 28 at 11:59 pm (ET)
- **Quiz #3** via the **Quizzes** tool  
Covers material from Weeks 7-9 inclusive  
Opens: Wednesday, March 24 at 12:01 am (ET)  
Closes: Thursday, March 25 at 11:59 pm (ET)

## Unit 11: Adolescent

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

#### Readings

- Textbook:
  - Chapter 14

- Chapter 15
- Website: Unit 11 course content

### **Activities**

- Complete **Unit 11 Practice Quiz**

## **Unit 12: Older Adult**

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

#### **Readings**

- Textbook:
  - Chapter 18
- Website: Unit 12 course content
- Review and prepare for Quiz #4

#### **Activities**

- Complete **Unit 12 Practice Quiz**

#### **Assessments**

- **Quiz #4** via the **Quizzes** tool

Covers material from Weeks 10-12 inclusive  
Opens: Wednesday, April 7 at 12:01 am (ET)  
Closes: Thursday, April 8 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**

<b>Assessment Item</b>	<b>Weight</b>	<b>Learning Outcomes</b>
Quizzes (4 @ 10% each)	40%	1, 2, 3, 4
Discussion Report Assignment	25%	3, 4, 5
Diet Analysis	35%	4, 5, 6
<b>Total</b>	<b>100%</b>	

### Assessment Descriptions

#### Quizzes

Each Quiz consists of 20 multiple-choice questions, each worth 1 mark. Quiz 1 will cover content (text and course notes) from Units 01 through 03. Quiz 2 will cover content from Units 4 through 6. Quiz 3 will cover content from Units 7 through 9 and Quiz 4 will cover content from Units 10 through 12. You will not be tested on specific statistics, such as the percentage of adults who are overweight in Canada. You will not be tested on initiatives or programs based in the United States. Once you begin the quiz you will have 20 minutes to finish. You will have only 1 attempt to complete the quiz. You can use a calculator. The quizzes are accessed from **Quizzes**, found in the Tools dropdown list in the course navbar.

#### Discussion Report Assignment

Students will be placed in groups of approximately 10-15 members for participation in an online discussion. Over the course of the semester, students will engage in two online discussions. Each of these discussions will occur over a two-week period (see Schedule in this Outline for exact dates and times).

In the first week of the discussion, each student will compose one post that provides a summary of a research article (format of the summary for each post is described below). The second week of discussion is designed primarily for responding to these original posts, however replies can occur at any time during the two-week discussion period. Students must reply a minimum of twice during each discussion. It is expected that

students will spend 90 minutes reading other students' postings and composing your own per discussion period.

## **Diet Analysis**

In this assignment, you will use three-day food records to record and analyze your own eating behaviour and dietary intake. To help capture differences between intake on week and weekend days, you will record your dietary intake for two weekdays and one weekend day. You will then analyze your average intake across these three days and compare your intake to recommendations in Canada's Food Guide as well as Dietary Reference Intakes (DRIs).

---

# 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>

## **Zoom Requirements**

This course uses **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, a microphone to record audio, and headphones/speakers to play back the recording are also needed.

System 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

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

## **Technical Support**

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

### **CourseLink Support**

University of Guelph

Day Hall, Room 211

Email: [courselink@uoguelph.ca](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.
- **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.
- **Zoom:** If you have a complex question you would like to discuss with your instructor, you may book a Skype meeting. Skype meetings depend on the availability of you and the instructor, and are booked on a first come first served basis.

## Netiquette Expectations

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

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

- Posting inflammatory messages about your instructor or fellow students;
- Using obscene or offensive language online;
- Copying or presenting someone else's work as your own;

- Adapting information from the Internet without using proper citations or references;
- Buying or selling term papers or assignments;
- Posting or selling course materials to course notes websites;
- Having someone else complete your quiz or completing a quiz for/with another student;
- Stating false claims about lost quiz answers or other assignment submissions;
- Threatening or harassing a student or instructor online;
- Discriminating against fellow students, instructors, and/or TAs;
- Using the course website to promote profit-driven products or services;
- Attempting to compromise the security or functionality of the learning management system;
- Sharing your username and password; and
- Recording lectures without the permission of the instructor.

## Submission of Assignments to Dropbox

All assignments for this course 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

If you choose to submit your individual assignments to the **Dropbox** tool late, the full allocated mark will be reduced **by 5% per day** after the deadline for the submission of the assignment to a limit of six days at which time access to the **Dropbox** folder will be closed.

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>

---

# University Standard Statements

## University of Guelph: Undergraduate Policies

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

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

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

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

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

## Email Communication

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

## When You Cannot Meet Course Requirements

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

## University of Guelph Degree Students

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

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

## Open Learning Program Students

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

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

## Drop Date

### University of Guelph Degree Students

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

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

### Open Learning Program Students

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

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

## Copies of Assignments

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

## Accessibility

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

### University of Guelph Degree Students

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

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

[accessibility@uoguelph.ca](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.

[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.

## **Storage and Retention of Videoconference Recordings**

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

## **Disclaimer**

Please note that the ongoing COVID-19 pandemic may necessitate a revision of the format of course offerings and academic schedules. Any such changes will be announced via CourseLink and/or class email. All University-wide decisions will be posted on the [COVID-19 website](#) and circulated by email.

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

## **Illness**

The University will not normally require verification of illness (doctor's notes) for Fall 2020 or Winter 2021 semester courses. However, requests for Academic Consideration may still require medical documentation as appropriate.