



NUTR*1010 Introduction to Nutrition

Fall 2025

Section: DE01

Department of Family Relations and Applied Nutrition

Credit Weight: 0.50

Course Details

Calendar Description

This course is an introduction to human nutrition, with a major emphasis on nutrients and their dietary sources, functions, and relationships to health. Topics will include energy-containing nutrients, selected vitamins and minerals and weight management. We will also explore current popular topics and emerging diet-disease relationships.

Pre-Requisite(s): None

Co-Requisite(s): None

Restriction(s): This is a Priority Access Course for BASC and some restrictions may apply during some time periods. Please see the departmental website for more information.

Method of Delivery: Distance Education (asynchronous online)

Final Exam

There is no final exam in this course.

Instructional Support

Instructor

Brian Lo, PhD, MPH, RD

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Dr. Lo is an assistant professor in the Department of Family Relations & Applied Nutrition at the University of Guelph. He completed a bachelor of applied science degree in nutrition and food at Toronto Metropolitan University (2011) and a master of public health degree in community nutrition at the University of Toronto (2013). After serving as an independent research consultant for Toronto Public Health, Dr. Lo completed a PhD in community nutrition at Cornell University (2019) in Ithaca, New York, and a postdoctoral training program at Boston College School of Social Work (2022) in Boston, Massachusetts.

Dr. Lo's research focuses on improving the health of underserved populations, including rural residents, fathers, immigrants and postdoctoral fellows. He is particularly interested in exploring determinants of weight-related behaviours (e.g., nutrition, physical activity, mental and psychological health and sleep) in different social, cultural and environmental contexts. He uses various methods (e.g. surveys, longitudinal cohort studies, interventions, scoping reviews, interviews and focus groups) to plan, manage and evaluate relevant health-enhancing strategies, and he employs community engagement and capacity-building approaches to conduct his research.

Office Hours will be held via **Zoom**, by appointment. Please email Dr. Lo with your availability to arrange a Zoom appointment time. See also **Communicating with Your Instructor**.

Teaching Assistant(s)

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Learning Resources

Required Textbook

Title: Nutrition: Science and Applications

Author(s): Lori A. Smolin, Mary B. Grosvenor, Debbie Gurfinkel

Edition / Year: Third Canadian Edition/2020

Publisher: John Wiley & Sons Canada, Ltd.

ISBN (printed text with WileyPLUS): 9781119599241

ISBN (150-day eBook): 9781119577522

ISBN (eBook with WileyPLUS): 9781119599227

Note: WileyPLUS contains additional optional learning resources but it is not required for this course. If you choose to use WileyPLUS, the course section ID is **B05738**. You will need this code to find this course on the [WileyPLUS website](#).

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

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

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

Cost of Textbook and Learning Resources

The cost of the required text for this course, *Nutrition: Science and Applications 3rd Canadian ed.*, is about \$57 for the 150-day ebook and about \$99 for the versions with WileyPLUS at the campus bookstore. Students are welcome to use second-hand copies of the textbook or purchase the textbook from alternate locations. The prices in other locations may differ from that at the bookstore and prices at the bookstore are subject to change.

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>

Learning Outcomes

Course Learning Outcomes

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

1. Interpret and apply the Dietary Reference Intakes (DRI), Canada's Food Guide, and nutrition labelling guidelines, and what these mean for everyday nutrition;
 2. Use critical analysis skills to discriminate between sound nutrition information and nutrition misinformation;
 3. Identify and explain dietary sources, relationships to human health, and consequences of consuming too little or too much, of various nutrients (carbohydrate, protein, fat and selected vitamins and minerals);
 4. Explain what happens to food after we eat it (i.e., digestion and absorption); and
 5. Describe the basics of healthy eating, vegetarianism, weight management, and sports nutrition.
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Teaching and Learning Activities

Method of Learning

This course, NUTR*1010 Introduction to Nutrition, is an introduction to human nutrition, with a major emphasis on nutrients and their dietary sources, functions, and relationships to health. Topics will include digestion and absorption; energy-containing nutrients; selected vitamins and minerals; weight management; and nutrition and physical activity.

Like other first-year introductory courses, NUTR*1010 covers basic concepts and basic systems; it includes a lot of information. You might feel like you have to memorize everything! The role of the instructor is to help you focus on what is most important — whether it is a concept, system, or set of facts. Your role is to keep up with the material each week; do the readings, activities, and practice quizzes; and be an active participant in the online discussions. The Content and Activities provided in CourseLink are intended to complement, not replace, your readings from the textbook. The purpose is to get you thinking about and engaging with the readings and present some of the information in an interactive way. The Content and Activities are designed to be the next step in your learning after you have read the relevant chapter in the textbook. To be successful in a DE (distance education) course, you have to keep on top of things. Don't procrastinate!

Course Structure

This course has 12 units, one for each week of the semester. Except for Chapter 2, one chapter of the textbook is covered each week, starting with Chapter 1. For Chapter 2, you will be provided with the required supplemental material to reflect the changes in Canada's Food Guide and Food Labels. We proceed in order through the text; the basic concepts build and are repeated throughout the later chapters.

The following topics will be covered in the units:

- Unit 01: Nutrition: Food for Health
- Unit 02: Nutrition Guidelines: Applying the Science of Nutrition
- Unit 03: Digestion, Absorption, and Metabolism
- Unit 04: Carbohydrates: Sugars, Starches, and Fibre
- Unit 05: Lipids
- Unit 06: Proteins and Amino Acids
- Unit 07: Energy Balance and Weight Management
- Unit 08: The Water-Soluble Vitamins
- Unit 09: The Fat-Soluble Vitamins
- Unit 10: Water and Electrolytes
- Unit 11: Minerals
- Unit 12: Nutrition and Physical Activity

What to Expect for Each Unit

Each unit includes the following:

- **Introduction and Learning Outcomes:** These are the learning goals for the unit.
- **Readings:** The text chapter associated with the unit. For some units, readings may include all sections in a chapter; for other units, the readings may include selected sections only.
Note: Quiz and test questions cover these readings.
- **Applying the Science:** This section is meant to complement, not replace, chapter readings. This section contains important information taken from readings and/or additional information designed to help you in your learning.
Note: Quiz and test questions cover this section.
- **Activities:** Activities are found in the *Applying the Science* section on CourseLink. These include learning activities associated with the unit, links to interesting websites, videos, tools to quiz yourself on the information you read in the textbook, etc. Are they mandatory? No. Are they recommended? Absolutely! They are designed to help you learn and apply the material.
- **Practice Quizzes:** While quizzes do not count towards your final grade, they are there to help guide your studying. The learning activities, like the quizzes, are there to help you apply your learning and guide your studying. The websites are for your own information; their content is not testable.

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: Nutrition: Food for Health

Week 1 – Thursday, September 4 to Sunday, September 14

Readings

- Textbook: Chapter 1 – sections 1.1 to 1.6

Although the following tables and figures may help understand the concepts presented in this unit, you are **not responsible** for the following items:

- Case study p. 1 and 40
- Your Choice p. 3
- Figures 1.3, 1.13, 1.15
- Critical Thinking p. 28
- Science Applied p. 31
- Label Literacy p. 38
- Tables 1.6, 1.7

Activities

- Familiarize yourself with the course website and online learning by selecting **Help & Resources** on the navbar.
- Review **Outline** and **Assessments** on the course website to learn about course expectations, assessments, and due dates.
- Get to know your classmates by introducing yourself in the **Introductions Discussion**
- Go through each section page of Unit 01; this will guide you in your learning
- Complete the Unit 01 practice quiz

Assessments

- Start working on **Assignment 1** (Find a nutrition website to use for Assignment 1 by Monday, September 15 at 11:59 pm ET)

Unit 02: Nutrition Guidelines: Applying the Science of Nutrition

Week 2 – Monday, September 15 to Sunday, September 21

Readings

- Holligan, S. (2019). Canada's New Food Guide [PDF, in CourseLink Unit 02]
- Textbook: Chapter 2 – sections 2.1 to 2.6

Although the following tables and figures may help understand the concepts presented in this unit, you are **not responsible** for the following items:

- Case study p. 43 and 86
- Your Choice p. 63
- Critical Thinking p. 59
- Science Applied p. 78
- Label Literacy p. 65
- Figures 2.2, 2.8, 2.20, 2.21, 2.24
- Tables 2.3, 2.4, 2.5A, 2.5B, 2.6, 2.7, 2.8, 2.9

Activities

- Go through each section page of Unit 02
- Complete the Unit 02 practice quiz

Assessments

- Post your nutrition website choice (name of website and its link) for **Assignment 1** on CourseLink for approval by Monday, September 15 at 11:59 pm ET

Unit 03: Digestion, Absorption, and Metabolism

Week 3 – Monday, September 22 to Sunday, September 28

Readings

- Textbook: Chapter 3 – sections 3.1 to 3.7

Although the following tables and figures may help understand the concepts presented in this unit, you are **not responsible** for the following items:

- Case study p. 91 and 127
- Table 3.1 Organ systems and their functions
- Figure 3.4 The cells of the immune system
- Figure 3.5 Swallowing

- Figure 3.10 Segmentation
- Figure 3.11 Hormonal control of secretions into the small intestine
- Label Literacy p. 107
- Science Applied p. 114
- Figure 3.17 People who are not able to eat enough...; as well as the accompanying text on Alternate Feeding Methods
- Critical Thinking p. 117
- Figure 3.21 Animal cell structure
- Figure 3.22 Structure of ATP
- Figure 3.24 Cellular respiration
- Figure 3.26 Kidney and nephron structure

Activities

- Go through each section page of Unit 03
- Complete the Unit 03 practice quiz

Assessments

- Post your original post (**Part 1 of Assignment #1**) by Monday, September 22 at 11:59 pm ET; you will lose points for not posting your Original Post by this deadline.
- Respond to three classmates' posts (**Part 2 of Assignment #1**) by Friday, September 26 at 11:59 pm ET (The discussion board will be locked at this time.)
- Submit **Assignment 1** to **Dropbox**
Due: Friday, September 26 at 11:59 pm ET

Unit 04: Carbohydrates: Sugars, Starches, and Fibre

Week 4 – Monday, September 29, to Sunday, October 5

Readings

- Textbook: Chapter 4 – sections 4.1 to 4.3 and 4.5 to 4.7

Although the following tables and figures may help understand the concepts presented in this unit, you are **not responsible** for section 4.4 (including any tables or figures) and the following items:

- Case study p. 131, 177

- Your Choice section on p. 134
- Figure 4.6 Photosynthesis
- Figure 4.7 Structures of common disaccharides
- Figure 4.8 Hydrolysis and condensation reactions
- Figure 4.10 picture of cassava
- Figure 4.11 picture of starch granules
- Science Applied section p. 144
- Figure 4.27 The glycemic index of various foods
- Critical Thinking sections on p. 161, 170, 174
- Figure 4.32 Development of colon cancer
- Label Literacy p. 171
- Table 4.4 Sugar and fibre on food labels
- Figure 4.35 Sugar alcohols on food labels

Activities

- Go through each section page of Unit 04
- Complete the Unit 04 practice quiz

Assessments

- Complete **Online Test 1** (covers Units 01 through 03)
Opens: Monday, September 29 at 12:01 am ET
Closes: Friday, October 3 at 11:59 pm ET

Unit 05: Lipids

Week 5 – Monday, October 6 to Friday, October 10

Note: This is a shortened learning week due to the Fall Study break. Please note the due dates carefully.

Readings

- Textbook: Chapter 5 – sections 5.1 to 5.7

Note that Figure 5.14 is quite detailed. What on this figure are you responsible for? The big picture, that is, the flow of fat from the intestine to the liver and body cells and back to the liver; as well as the intermediates (chylomicrons, LDL, VLDL and HDL).

Although the following tables and figures may help understand the concepts presented in this unit, you are **not responsible** for the following items:

- Case Study p. 191, 233
- Your Choice p. 194
- Critical Thinking p. 218, 220
- Figure 5.13 Lipoprotein structure
- Science Applied section on p. 216
- Figure 5.17 Beta-oxidation
- Figure 5.18 Triglyceride metabolism
- Figure 5.20 Storing and retrieving energy in fat
- Figure 5.21 Integration of carbohydrate and fat metabolism
- Figure 5.27 The importance of replacement nutrients
- Label Literacy p. 226
- Table 5.6 Making Choices that Lower Saturated Fat Intake

Activities

- Go through each section page of Unit 05
- Complete the Unit 05 practice quiz

Assessments

- There are no graded assessments due this week.

Unit 06: Proteins and Amino Acids

Week 6 – Wednesday, October 15 to Sunday, October 19

Note: This is a shortened learning week due to the Fall Study break. Please note the due dates carefully.

Readings

- Textbook: Chapter 6 – sections 6.1 through 6.7

Although the following tables and figures may help understand the concepts presented in this unit, you are **not responsible** for the following:

- Case Study p. 250, 287
- Your Choice p. 252

- Figure 6.9, Amino acid pool
- Figure 6.10, Transcription and translation
- Science Applied: Discovering how to Manipulate Genes p.261
- Figure 6.11, Limiting amino acids
- Figure 6.12, Amino acid metabolism
- Figure 6.13, Urea synthesis
- Label Literacy p. 270
- Figure 6.18, Phenylketonuria
- Figure 6.19, Diet soft drinks sweetened with aspartame
- Critical Thinking p. 275, 285, 286
- Table 6.3, Measures of Protein Quality
- Table 6.4, Determining the Digestible Indispensable Amino Acid Score for a Food Protein
- Table 6.5, Protein Labelling Claims
- Table 6.6, Comparing the protein rating of white bread and whole eggs

Activities

- Go through each section page of Unit 06
- Complete the Unit 06 practice quiz

Assessments

- Start working on **Assignment #2**
Due: Friday, October 31 at 11:59 pm ET

Unit 07: Energy Balance and Weight Management

Week 7 – Monday, October 20 to Sunday, October 26

Readings

- Textbook: Chapter 7 – sections 7.1 through 7.10

Although the following tables and figures may help understand the concepts presented in this unit, you are **not responsible** for:

- Case Study p. 291, 341

- Label Literacy p. 296
- Figure 7.5, Producing ATP from glucose, fatty acids, and amino acids
- Table 7.2, Sources of Stored Energy in the Body
- Table 7.3, Categorizing Activities
- Critical Thinking p. 312, 323, 333
- Table 7.8, Waist Circumference Cutoffs Based on Ethnic Origin
- Science Applied p. 317
- Figure 7.25, Approaches to the management of the overweight or obese adult
- Table 7.11 Effects of Various Commercial Weight-Loss Programs on Percentage of Body Weight Loss: Summary of a Systematic Review
- Table 7.12, Ingredients Most Commonly Found in Weight-Loss Natural Health Products Available in Canada
- Your Choice p. 338

Activities

- Go through each section page of Unit 07
- Complete the Unit 07 practice quiz

Assessments

- Complete **Online Test 2** (covers units 04 through 06)
Opens: Monday, October 20 at 12:01 am ET
Closes: Friday, October 24 at 11:59 pm ET
- Continue working on **Assignment #2**

Unit 08: The Water-Soluble Vitamins

Week 8 – Monday, October 27 to Sunday, November 2

Readings

- Textbook: Chapter 8 – sections 8.1 to 8.4; 8.7 to 8.10

Although the following tables and figures may help understand the concepts presented in this unit, you are **not responsible** for:

- Sections 8.5 (Biotin), 8.6 (Pantothenic acid), or 8.11 (Choline) and any tables or figures accompanying these sections

- The DRIs of any of the vitamins. This includes the Recommended Dietary Allowance and the Upper Level.
- Case Study p. 358, 406
- Your Choice p. 360
- Critical Thinking p. 361, 389, 391, 404
- Figure 8.6, B vitamins and energy metabolism
- Figure 8.8, Thiamin content of foods recommended by Canada's Food Guide
- Table 8.2, A Summary of the Water-Soluble Vitamins and Choline
- Table 8.3, Benefits and Risks of Water-Soluble-Vitamin Supplements
- Figure 8.10, Riboflavin content of foods recommended by Canada's Food Guide
- Science Applied p. 373
- Figure 8.12, Niacin content of foods recommended by Canada's Food Guide
- Figure 8.17, Pantothenic acid content of foods recommended by Canada's Food Guide
- Figure 8.18, Vitamin B6 content of foods recommended by Canada's Food Guide
- Figure 8.19, Functions of vitamin B6
- Figure 8.23, Structure of folate
- Figure 8.24, Folate content of foods recommended by Canada's Food Guide
- Figure 8.25, DNA methylation
- Figure 8.29, Vitamin B12 content of foods recommended by Canada's Food Guide
- Figure 8.32, Vitamin C content of foods recommended by Canada's Food Guide
- Label Literacy p. 400

Activities

- Go through each section page of Unit 08
- Complete the Unit 08 practice quiz

Assessments

- Submit **Assignment #2** to **Dropbox**
Due: Friday, October 31 at 11:59 pm ET

Unit 09: The Fat-Soluble Vitamins

Week 9 – Monday, November 3 to Sunday, November 9

Readings

- Textbook: Chapter 9 – sections 9.1 to 9.5

Although the following tables and figures may help understand the concepts presented in this unit, you are **not responsible** for:

- Case Study p. 411, 439
- Figure 9.2, Vitamin A content of foods recommended by Canada's Food Guide
- Figure 9.3, Forms of Vitamin A
- Your Choice p. 414
- Figure 9.5, Vitamin A and gene expression
- Table 9.2, Converting Vitamin A units
- Critical Thinking p. 421, 422
- Table 9.3, Benefits and Risks of Fat-Soluble Vitamin Supplements
- Figure 9.8, Vitamin D content of foods recommended by Canada's Food Guide
- Figure 9.9, Vitamin D synthesis
- Science Applied p. 428, 438
- Table 9.4, Converting Vitamin E Units
- Figure 9.13, Vitamin E content of foods recommended by Canada's Food Guide
- Label Literacy p. 435
- Figure 9.15, Vitamin K content of foods recommended by Canada's Food Guide

Activities

- Go through each section page of Unit 09
- Complete the Unit 09 practice quiz

Assessments

- There are no graded assessments due this week.

Unit 10: Water and Electrolytes

Week 10 – Monday, November 10 to Sunday, November 16

Readings

- Textbook: Chapter 10 – sections 10.1 to 10.3

Although the following tables and figures may help understand the concepts presented in this unit, you are **not responsible** for:

- Case Study p. 450, 479
- Figure 10.3, Hydrolysis and condensation reactions
- Figure 10.4, pH values of common fluids
- Figure 10.5, Forces that determine the distribution of body water
- Your Choice p. 457
- Critical Thinking p. 462, 473
- Figure 10.13, Sodium-potassium-ATPase
- Figure 10.14, the role of sodium and potassium in nerve conduction
- Science Applied p. 471
- Label Literacy p. 474

Activities

- Go through each section page of Unit 10
- Complete the Unit 10 practice quiz

Assessments

- Complete **Online Test 3** (covers units 07 through 09)
Opens: Monday, November 10 at 12:01 am ET
Closes: Friday, November 14 at 11:59 pm ET

Unit 11: Minerals

Week 11 – Monday, November 17 to Sunday, November 23

Readings

- Textbook: Chapter 11 (sections 11.1 to 11.3 only) and Chapter 12 (sections 12.1 and 12.2 only)

Although the following tables and figures may help understand the concepts presented in this unit, you are **not responsible** for:

Chapter 11:

- Case Study p. 483, 512
- Sections 11.5 (Magnesium) and 11.6 (Sulfur), including accompanying tables and figures
- Figure 11.1, Major and trace minerals in the periodic table
- Critical Thinking p. 487, 492, 502
- Figure 11.4, Minerals as cofactors
- Your Choice p. 490
- Science Applied p. 501
- Label Literacy p. 505

Chapter 12:

- Case Study p. 530, 567
- Sections 12.3 to 12.11, including accompanying tables and figures
- Critical thinking p. 531, 539
- Table 12.1, A Summary of the Trace Elements
- Table 12.2, Dietary Reference Intake Values for Iron
- Table 12.3, Benefits and Risks of Trace Element Supplements

Activities

- Go through each section page of Unit 11
- Complete the Unit 11 practice quiz

Assessments

- Complete **Online Test 4** (covers units 10 through 11)
Opens: Monday, November 17 at 12:01 am ET
Closes: Friday, November 21 at 11:59 pm ET

Unit 12: Nutrition and Physical Activity

Week 12 – Monday, November 24 to Friday, November 28

Note: This is a shortened week. Please note the due dates carefully.

Readings

- Chapter 13 – sections 13.1 to 13.5

Although the following tables and figures may help understand the concepts presented in this unit, you are **not responsible** for:

- Section 13.6, Food and Drink to Maximize Performance. This includes any accompanying figures and tables.
- Section 13.7, Ergogenic Aids: Do Supplements Enhance Athletic Performance? This includes any accompanying figures and tables.
- Case Study p. 582, 624
- Figure 13.11, The aerobic zone
- Critical Thinking p. 593, 601
- Science Applied p. 586
- Figure 13.15, Anaerobic versus aerobic metabolism
- Figure 13.17, Effect of exercise training on the heart
- Table 13.2, Kcalorie Needs for Various Activities
- Figure 13.19, Effect of activity level on energy expenditure
- Your Choice p. 594
- Figure 13.23, Humidex and the risk of heat-related illness
- Label Literacy p. 614

Activities

- Go through each section page of Unit 12
- Complete the Unit 12 practice quiz

Assessments

- There are no graded assessments due this week.

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
Assignment #1	10%	1, 2
Assignment #2	20%	1, 2, 3
Online Test 1	15%	1, 2, 3, 4
Online Test 2	20%	1, 3, 4, 5
Online Test 3	20%	3, 5
Online Test 4	15%	1, 3, 4, 5
Total	100%	

Assessment Descriptions

Assignment #1

Assignment #1 is designed to help you develop your critical analysis skills to discriminate between sound nutrition information and nutrition misinformation and to engage in dialogue with classmates about the same. There are 2 parts to this assignment. The first part of the assignment is completed using the **Discussions** tool (located in the Tools dropdown list in the navbar). The second part of the assignment is submitted through the **Dropbox** tool (located in the Tools dropdown list in the navbar).

Assignment #2

Assignment #2 is designed to help you develop a thorough understanding of the nutrition facts table with emphasis on five key nutrients and the daily value percentages. There is an **In-Store component** to this Assignment. In this assignment, you will be asked to review the labels for five nutrients and then respond to a series of questions about food labels. The questions are located in the Template link in the assignment instruction document. This assignment is submitted through the **Dropbox** tool (located in the Tools dropdown list in the navbar).

Online Tests

There will be four (4) multiple-choice online tests in this course. The online tests will focus on the content of the unit readings.

- Online Test 1 covers Units 01 to 03;
- Online Test 2 covers Units 04 to 06;
- Online Test 3 covers Units 07 to 09;

- Online Test 4 covers Units 10 to 11.

Each test will consist of roughly 25 questions, and you will have 30 minutes to complete it. You can access the online tests through the **Quizzes** tool (located in the Tools dropdown list in the navbar).

Last Day to Drop Course

The final day to drop F25 courses without academic penalty is the last day of classes: November 28.

After this date, a mark will be recorded, whether course work is completed or not (a zero is assigned for missed tests/assignments). This mark will show on the student's transcript and will be calculated into their average.

Use of Artificial Intelligence

The use of artificial intelligence (AI) in this course must align with academic integrity principles. Students are expected to complete their work independently and showcase their problem-solving abilities. Undeclared and/or unauthorized use of AI tools to produce coursework is considered a form of academic misconduct. Any misuse of AI tools, including submitting AI-generated work, may be considered academic misconduct. For specific guidelines on acceptable AI use in your course, please check with your instructor.

Review the [University of Guelph's Statement on Artificial Intelligence Systems, ChatGPT, and Academic Integrity](https://news.uoguelph.ca/2023/03/university-of-guelph-statement-on-artificial-intelligence-systems-chatgpt-academic-integrity/) for more information.

<https://news.uoguelph.ca/2023/03/university-of-guelph-statement-on-artificial-intelligence-systems-chatgpt-academic-integrity/>

Course Grading Policies

Extension Considerations

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 (e.g., due to schedule conflicts, last-minute technical issues, etc.).** 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 return marked materials to you in the shortest possible time.

Late Assignments

If you choose to submit your individual assignments to the **Dropbox** tool late, a **5% per day penalty of the full assignment grade will be applied** 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.

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.

Final grades will be available at the end of the semester. 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 [Student Portal](#) to view their final grade (using the same username and password you have been using for your courses).

<https://www.uoguelph.ca/webadvisor>

<https://courses.scs.uoguelph.ca/portal/logon.do?method=load>

Submission of Assignments to Dropbox

Assignments #1 and #2 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.

Important note:

All the assignment submissions will be processed by Turnitin to generate a Similarity Report. Turnitin will only process submissions in either Word or PDF formats with a file size less than 100MB. MAC formats (e.g., Pages) will not be processed by Turnitin. Other than these, please make sure your file type/contents can be processed by Turnitin for a Similarity Report. You are responsible for having the Similarity Report generated for grading. We highly recommend you submitting the assignments well before the deadline so that the teaching can assist. **Last-minute technical issues will not grant extensions.**

Assignments without a Turnitin Similarity report won't be graded, and will not grant extensions.

If you have any technical difficulty submitting your assignments and generating Similarity Reports, please contact the instructor as soon as possible. **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. Your teaching team may not be able to answer last-minute questions. Again, late penalties will be applied for submitting assignments late due to last-minute technical difficulties.

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 (with late penalties applied if re-submitted after deadline).

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.courselink.uoguelph.ca/contact>

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://www.uoguelph.ca/continuing-studies/technical-requirements/>

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

Zoom Requirements

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

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

Technical Skills

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

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

Tel: 519-824-4120 ext. 56939

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

Walk-In Hours (Eastern Time):

Monday thru Friday: 8:30 a.m.–4:30 p.m.

Phone/Email Hours (Eastern Time):

Monday thru Friday: 8:30 a.m.–8:30 p.m.

Saturday: 10:00 a.m.–4:00 p.m.

Sunday: 12:00 p.m.–6:00 p.m.

Standard Statements for Online Courses

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.
- **Online meeting:** If you have a complex question you would like to discuss with your instructor, you may book an online meeting. Online 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.

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 the [Fair Dealing Policy](#).

<https://www.lib.uoguelph.ca/about/policies/fair-dealing-policy>

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.

Standard Statements for Open Learning Program Students

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

Open Learning program (OLP) students are required to follow the same Senate-approved academic regulations as University of Guelph undergraduate students. For information on academic misconduct, academic accessibility accommodations, academic accommodation of religious obligations, and withdrawal procedures, consult [Academic Policies and Procedures](#) and [Withdrawals, Refunds, and Transfers](#) on the School of Continuing Studies website. You may also contact the School of Continuing Studies' [Learner Success Advisor](#) for assistance.

<https://www.uoguelph.ca/continuing-studies/academic-policies/>

<https://www.uoguelph.ca/continuing-studies/withdrawals-refunds-transfers/>

scs-counsellor@uoguelph.ca

Standard Statements for Undergraduate Courses

As a student at 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 and associate diploma student**, consult the [Undergraduate Calendar](#) for the rules, regulations, curricula, programs and fees for current and previous academic years.

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

Academic Integrity

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 outlined in the Undergraduate Calendar.

<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/academic-misconduct/>

Accessibility

University of Guelph Degree Students

The University promotes the full participation of students who experience disabilities in their academic programs. To that end, the provision of academic accommodation is a shared responsibility between the University and the student.

When accommodations are needed, the student is required to first register with Student Accessibility Services (SAS). Documentation to substantiate the existence of a disability is required; however, interim accommodations may be possible while that process is underway.

Accommodations are available for both permanent and temporary disabilities. It should be noted that common illnesses such as a cold or the flu do not constitute a disability. Use of the SAS Exam Centre requires students to make a booking at least 10 days in advance, and no later than the first business day in November, March or July as appropriate for the semester. Similarly, new or changed accommodations for online quizzes, tests and exams must be approved at least a week ahead of time. For students at the Guelph campus, information can be found on the [SAS website](#).

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

Accommodation of Religious Obligations

If you are unable to meet an in-course requirement due to religious obligations, please email the course instructor within two weeks of the start of the semester to make alternate arrangements.

See the Academic calendar for information on regulations and procedures for [Academic Accommodations of Religious Obligations](#).

<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/academic-accommodation-religious-obligations/>

Copies of Out-of-class Assignments

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

Drop Date

Courses that are one semester long must be dropped by the end of the last day of classes; two-semester courses must be dropped by the last day of classes in the second semester. The regulations and procedures for [Dropping Courses](#) are available in the Undergraduate Calendar.

<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/dropping-courses/>

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.

Health and Wellbeing

The University of Guelph provides a wide range of health and well-being services at the [Vaccarino Centre for Student Wellness](#). If you are concerned about your mental health and not sure where to start, connect with a [Student Wellness Navigator](#) who can help develop a plan to manage and support your mental health or check out our [mental wellbeing resources](#). The Student Wellness team are here to help and welcome the opportunity to connect with you.

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

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

<https://wellness.uoguelph.ca/shine-this-year>

Illness

Medical notes will not normally be required for singular instances of academic consideration, although students may be required to provide supporting documentation for multiple missed assessments or when involving a large part of a course (e.g., final exam or major assignment).

Recording of Materials

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

Resources

The [Academic Calendars](#) are the source of information about the University of Guelph's procedures, policies and regulations which apply to undergraduate, graduate and diploma programs.

<https://calendar.uoguelph.ca/>

When You Cannot Meet a Course Requirement

When you find yourself unable to meet an in-course requirement because of illness or compassionate reasons please advise the course instructor (or designated person, such as a teaching assistant) in writing, with your name, id#, and e-mail contact. See the Undergraduate Calendar for information on regulations and procedures for [Academic Consideration](#).

<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/academic-consideration-appeals-petitions/>