BIOM*2000 Concepts in Human Physiology

Winter 2018
Section: DE01

Department of Biomedical Sciences
Credit Weight: 0.50

Course Details

Calendar Description

This is an introductory course that examines the fundamental integrative aspects of human physiological systems and their role in the maintenance of homeostasis. Course content is intended to serve the needs of non-bioscience students and includes the study of aspects of cellular metabolism, nerve and muscle function and general anatomy and function of the cardiovascular, respiratory, gastrointestinal, immune, central and peripheral nervous, endocrine, renal and reproductive systems. This course cannot be used to fulfill requirements for any biological science minor.

Pre-Requisite(s): None
Co-Requisite(s): None
Restriction(s): ANSC*3080, BIOM*3200, HK*2810, HK*3940, ZOO*3200, ZOO*3210, ZOO*3600 Not available to BSC Students in biological science specializations or BAS program.

Method of Delivery: Online

Final Exam

Date: Thursday, April 12
Time: 8:30 am ET 10:30 am ET
Location: On campus
Instructional Support

Instructor

Laura Graham, PhD
Email: lgra01@uoguelph.ca
Telephone: (519) 824-4120 Ext.58355
Office: ANNU 214

Dr. Graham is an Adjunct Professor and Special Graduate Faculty in the Department of Animal Biosciences. She has managed the online course BIOM2000DE Concepts in Human Physiology since 2016. Her research program focuses on mammalian physiology.

Teaching Assistant(s)

Name: TBA
Email: TBA

Learning Resources

Required Textbook

Title: Essentials of Human Anatomy and Physiology
Author(s): Elaine N. Marieb, Suzanne M. Keller
Edition / Year: 12th Edition / 2017
Publisher: Pearson
ISBN: 9780134395326

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://guelphcampus.coop/bookstore
http://www.bookstore.uoguelph.ca/

Course Website

CourseLink (powered by D2L’s Brightspace) is the course website and will act as your classroom. It is recommended that you log in to your course website every day to check for announcements, access course materials, and review the weekly schedule and assignment requirements.

https://courselink.uoguelph.ca/shared/login/login.html
Learning Outcomes

Course Learning Outcomes

In order to make good decisions about our health and lifestyle we need to have a working knowledge of the way in which our body works at all stages of our life, from our childhood to our mature years; our physiology changes as we go through the various stages of our lives. Equally important is that ongoing scientific research continues to increase the level of our understanding of our physiology; this course is intended to help you understand how your body works, understand how your body copes with the many environmental challenges that you face every minute of your life, and provide you with the background that will allow you to understand the significance of new developments in physiology that are relevant to your health and well-being. The course is intended to provide you with the intellectual tools and background that you will need.

Human beings are mammals that live in a terrestrial environment. Our anatomy and physiology are adaptations that allow us to survive on land, deal with changes in our environment, and allow us to obtain the materials of life, such as oxygen, water and nutrients to sustain cellular functions. The course content is designed to introduce you to key concepts and the complex processes that allow our species to survive, and reproduce, in a terrestrial environment. The following lists more specific course goals that will assist you to enhance your understanding of:

- The fundamental grammar of the physiological discipline; key words will be given to guide you through each unit of the course.
- The concept of homeostasis, namely maintaining the relative constancy of blood so that cell function can be sustained; the concept of homeostasis is the underpinning of contemporary physiological theory and practice.
- The basics of cell structure and function, namely the fundamental chemicals of life, the generation of energy by cells, the properties and functions of cell membranes, and the processes by which essential compounds move across membranes.
- The concept of electrical potentials of membranes, and the electrical properties allow nerve and muscle cells to function.
- The networking of cells to form complex organ systems such as the brain and nervous system.
- The anatomy and physiology of the major physiological systems that are involved in water and electrolyte balance, the acquisition of nutrients, the elimination of excretory products and other toxicants from your body tissues, and the regulation of body temperature.
- The physical and physiological principles of blood circulation, and transport of oxygen and carbon dioxide by blood.
• The nature of hormones and their roles in regulating and integrating many aspects of cell, tissue and organ function.

• The structure and function of the male and female reproductive systems; the production of gametes, fertilization, pregnancy, childbirth and lactation.

Detailed learning objectives will be provided for each unit of the course; as far as possible, each unit will build on the knowledge gained in previous units, developing a pyramid of knowledge within and between each unit.

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

1. Describe the relationship between the major organ systems and the circulatory system in maintaining blood homeostasis;

2. Analyze the relevance of the regulatory systems (nervous and endocrine) in integrating the physiological processes of cells, tissues, and organs in the functioning whole body;

3. Describe the fundamental and concepts relating to the reproduction of the human species; and

4. Examine the complexity and beauty of the physiological processes that we associate with life.

Teaching and Learning Activities

Method of Learning

This course explores the manner in which the physiological systems, such as the respiratory system, renal system and digestive system function, and examines how these systems are integrated under the control of the nervous and endocrine systems.

A central theme of the course is homeostasis, which is the maintaining of the physical and chemical composition of blood within strict limits that allow cells to function adequately. Similarly, the course explores the relationship between the form and the function of physiological systems; this is an extremely important concept, because the way in which an organ, such as the kidney, functions is entirely dependent on its gross and microscopic anatomy.

Physiology is one of the core disciplines in contemporary medicine, and other health professions. Advances in the recognition and treatment of disease states, the development of therapies to treat disease, and the development of programs to promote healthy lifestyles in people at all stages of their lives, have all been based on advances in our understanding of the fundamental concepts of human physiology.

Course Structure

The course is comprised of 10 units titled as follows:

• Unit 01: Introduction to Physiology
• Unit 02: The Nervous System
• Unit 03: Muscles
• Unit 04: Circulation and Blood
• Unit 05: Body Defenses
• Unit 06: The Respiratory System
• Unit 07: The Urinary System
• Unit 08: The Digestive System
• Unit 09: The Endocrine System
• Unit 10: The Reproductive System

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 Physiology

Weeks 1 and 2 – Monday, January 8 to Sunday, January 21

Readings
• Textbook (12th Edition):
  o Chapter 1: 7-9, 19-20
  o Chapter 2: 38-55
  o Chapter 3: 62-82
  o Chapter 7: 229-237

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.
• Mastering A&P Study Area (suggested animations): Interactive Physiology/Fluid, Electrolyte, and Acid-Base Balance/Introduction to Body Fluids; A&P Flix/A&P 3D/Membrane Transport

Assessments

• Quiz 1
  Opens: Friday, January 19 at 12:01 am ET
  Closes: Tuesday, January 23 at 11:59 pm ET

Unit 02: The Nervous System

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

Readings

• Textbook: Chapter 7: 225-229, 237-250, 264-268, 278-301

Activities


Assessments

• Quiz 1
  Opens: Friday, January 19 at 12:01 am ET
  Closes: Tuesday, January 23 at 11:59 pm ET

• Quiz 2
  Opens: Friday, January 26 at 12:01 am ET
  Closes: Tuesday, January 30 at 11:59 pm ET

Unit 03: Muscles

Week 4 – Monday, January 29 to Sunday, February 4

Readings

• Textbook: Chapter 6: 181-195

Activities

• Mastering A&P Study Area (suggested animations): Interactive Physiology/Muscular System/Cross Bridge Cycle, Events at the Neuromuscular Junction, Muscle Metabolism; A&P Flix/A&P 3D/Events at the Neuromuscular Junction, Excitation-Contraction Coupling, The Cross Bridge Cycle
Assessments

- **Quiz 2**
  Opens: Friday, January 26 at 12:01 am ET
  Closes: Tuesday, January 30 at 11:59 pm ET

- **Quiz 3**
  Opens: Friday, February 2 at 12:01 am ET
  Closes: Tuesday, February 6 at 11:59 pm ET

**Unit 04: Circulation and Blood**

Week 5 – Monday, February 5 to Sunday, February 11

Readings

- Textbook:
  - Chapter 10: 337-347
  - Chapter 11: 356-367, 370-373, 386-388
  - Chapter 12: 398-400

Activities

- Mastering A&P Study Area (suggested animations): Interactive Physiology/Cardiovascular System/Pathway of Blood through the Heart, Intrinsic Conduction System of the Heart, Cardiac Cycle

Assessments

- **Quiz 3**
  Opens: Friday, February 2 at 12:01 am ET
  Closes: Tuesday, February 6 at 11:59 pm ET

- **Midterm 1**
  Opens: Wednesday, February 7 at 12:01 am ET
  Closes: Friday, February 9 at 11:59 pm ET

- **Quiz 4**
  Opens: Friday, February 9 at 12:01 am ET
  Closes: Tuesday, February 13 at 11:59 pm ET

**Unit 05: Body Defenses**

Week 5 – Monday, February 5 to Sunday, February 11

Readings

- Textbook:
  - Chapter 4: 109-114
Chapter 12: 398-423

Activities

- Mastering A&P Study Area (suggested animations): Interactive Physiology/Immune System/Innate Internal defenses, Overview of Innate and Adaptive Body Defenses; Lymphatic System/Lymphatic Organs

Assessments

- **Quiz 4**
  
  Opens: Friday, February 9 at 12:01 am ET  
  Closes: Tuesday, February 13 at 11:59 pm ET

- **Quiz 5**
  
  Opens: Wednesday, February 14 at 12:01 am ET  
  Closes: Sunday, February 18 at 11:59 pm ET

**Winter Break: Monday, February 19 to Sunday, February 25**

Unit 06: The Respiratory System

Week 7 – Monday, February 26 to Sunday, March 4

Readings

- Textbook:

  - Chapter 13: 436-452

Activities

- Mastering A&P Study Area (suggested animations): Respiratory System/Pulmonary Ventilation, Gas Exchange

Assessments

- **Quiz 6**
  
  Opens: Friday, March 2 at 12:01 am ET  
  Closes: Tuesday, March 6 at 11:59 pm ET

Unit 07: The Urinary System

Week 8 – Monday, March 5 to Sunday, March 11 (40th Class Day: Friday, March 9)

Readings

- Textbook: Chapter 15: 511-531

Activities

- Mastering A&P Study Area/ (suggested animations): Interactive Physiology/Urinary System/Glomerular Filtration, Reabsorption and Secretion
in the Proximal Tubule; Fluid, Electrolyte, and Acid-Base Balance/Mechanisms to Control Acid-Base Homeostasis

Assessments

- **Quiz 6**
  Opens: Friday, March 2 at 12:01 am ET
  Closes: Tuesday, March 6 at 11:59 pm ET

- **Midterm 2**
  Opens: Wednesday, March 7 at 12:01 am ET
  Closes: Friday, March 9 at 11:59 pm ET

- **Quiz 7**
  Opens: Friday, March 9 at 12:01 am ET
  Closes: Tuesday, March 13 at 11:59 pm ET

**Unit 08: The Digestive System**

Week 9 – Monday, March 12 to Sunday, March 18

**Readings**


**Activities**

- Mastering A&P Study Area (suggested animations): Interactive Physiology/Digestive system/Control of the Digestive system, Digestive System Secretion, Enzymatic Digestion and Absorption

**Assessments**

- **Quiz 7**
  Opens: Friday, March 9 at 12:01 am ET
  Closes: Tuesday, March 13 at 11:59 pm ET

- **Quiz 8**
  Opens: Friday, March 16 at 12:01 am ET
  Closes: Tuesday, March 20 at 11:59 pm ET

**Unit 09: The Endocrine System**

Week 10 – Monday, March 19 to Sunday, March 25

**Readings**

- Textbook: Chapter 9: 308-331

**Activities**

- Mastering A&P Study Area (suggested animations): Interactive Physiology/Endocrine System/Mechanism of Hormone Action Direct Gene
Activation, Mechanism of Hormone Action Second Messenger System, Hypothalamic-Pituitary Axis; A&P Flix/A&P 3D/Mechanism of Hormone Action Second Messenger cAMP

Assessments

- **Quiz 8**
  Opens: Friday, March 16 at 12:01 am ET
  Closes: Tuesday, March 20 at 11:59 pm ET

- **Quiz 9**
  Opens: Friday, March 23 at 12:01 am ET
  Closes: Tuesday, March 27 at 11:59 pm ET

### Unit 10: The Reproductive System

#### Week 11 – Monday, March 26 to Sunday, April 1

**Readings**

- Textbook: Chapter 16: 538-561

**Assessments**

- **Quiz 9**
  Opens: Friday, March 23 at 12:01 am ET
  Closes: Tuesday, March 27 at 11:59 pm ET

- **Quiz 10**
  Opens: Friday, March 30 at 12:01 am ET
  Closes: Tuesday, April 3 at 11:59 pm ET

### Review

#### Week 12 – Monday, April 2 to Friday, April 6

**Activities**

- Review the unit and quizzes in preparation for the final exam.

- Ask questions and share study strategies on the Study Note Exchange discussion (see **Discussions** under the Tools dropdown list in the navbar).

- Try creating and sharing a concept map to connect all the concepts in this course by hand or using a free concept map application (found online).

**Assessments**

- **Quiz 10**
  Opens: Friday, March 30 at 12:01 am ET
  Closes: Tuesday, 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

<table>
<thead>
<tr>
<th>Assessment Item</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm 1 (Online)</td>
<td>15%</td>
</tr>
<tr>
<td>Midterm 2 (Online)</td>
<td>15%</td>
</tr>
<tr>
<td>Weekly Quizzes (10 x 2%)</td>
<td>20%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>50%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Assessment Descriptions

Midterm Exams

Both Midterms 1 and 2 must be completed in a single session within that allocated time period using the Quizzes tool (found in the Tools dropdown list in the course navbar). Note that all tests will be submitted automatically after the time period has expired.

If there are extenuating circumstances (based on health or compassionate grounds) that do not allow you to take a Midterm Exam within the allocated times, you may request permission to transfer the marks to the Final Exam (i.e., the Final Exam may be worth 65% or 80% if you do not write either or both Midterms).

To request this privilege, you must inform the course Instructor either before the examination period, or within 2 days after the examination period, providing the reasons for the request; confirmatory documentation might be required. Failure to do so will result in a zero mark being assigned for that exam.

The mark that you have received for each Midterm will be made available with correct answers within 48 hours of the end of the allocated examination period (see Schedule).

Weekly Quizzes

The Weekly Quizzes are accessed through the Quizzes tool (found in the Tools dropdown list in the course navbar). They were designed to keep you on track with the material. Note that you will see similar questions on your midterms and examinations so
you should treat these similarly. There will be 10 quizzes in total, however, are you required to complete at minimum 8 completed quizzes. You can also complete all 10 and the highest 8 of 10 grades will count towards your overall quiz mark.

The quizzes consist of multiple-choice questions and on average you will be given a minute per question to complete them. The limited time means that you are expected to have prepared for the quizzes because you will not have enough time to look content up as you go. They will be graded automatically and you will receive a grade after the quiz period has ended.

**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. A passing grade (25/50) is required in the Final examination for a pass mark for the course to be assigned. Students who fail the final examination will receive that failing mark for the course; for example, if the mark for your final examination is 35% that will be the grade given for the course. To prepare for the final examination, which will be written without the aid of notes or other support materials, students are strongly advised to carry out the test quizzes (that will be available throughout the semester) without referring to course notes or textbooks.

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

---

**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).
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

Ares

The library’s Ares Course Reserve system is a software solution that provides you with access to digital resources used in your course. The system also provides information on print resources placed at the physical reserve desk at the library. Accessibility and privacy policy statements do not exist for this software.

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/
Mastering A&P

Pearson’s Mastering A&P is used to provide students with additional resources and tools to further explore course content matter. Please visit their website to learn more about their accessibility and privacy policies.
https://support.pearson.com/getsupport/s/article/Mastering-ADA-and-Section-508-Accessibility
https://support.pearson.com/getsupport/s/privacy.

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 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.

• **Skype:** 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; and
• Sharing your username and password.
Late Policy

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](https://www.uoguelph.ca/registrar/calendars/undergraduate/current/) 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](http://opened.uoguelph.ca/student-resources/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](https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml) 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](http://opened.uoguelph.ca/student-resources/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**
The last date to drop one-semester courses, without academic penalty, is indicated on the Schedule section of this course outline. 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
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

**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](https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconduct.shtml) is detailed in the Undergraduate Calendar.

**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

**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.