



POPM*3240 Epidemiology

Fall 2018

Section: DE

Department of Population Medicine

Credit Weight: 0.50

Course Details

Calendar Description

The course examines the basic concepts of health and disease in populations. Methods used in descriptive and analytic epidemiological studies, including the design, analysis and interpretation of results for observational studies and field trials are presented.

Pre-Requisite(s): (BIOL*1080 or BIOL*1090), STAT*2040

Co-Requisite(s): None

Restriction(s): This is a Priority Access Course. Some restrictions may apply during some time periods. Please see the Department of Population Medicine website for more information.

Method of Delivery: Online

Final Exam

Date: Thursday, December 6, 2018

Time: 7:00 to 9:00 PM ET

Location: On campus

Instructional Support

Instructor

Dr. Cathy Bauman

Email: 3240de@uoguelph.ca

Telephone: (519) 824-4120 Ext. 54035

Office: 2542 Stewart Building (beside the Large Animal Entrance of OVC)

Dr. Cathy Bauman is Assistant Professor of Applied Clinical Research here at the University of Guelph. She currently teaches Epidemiology to undergraduate and graduate students both online and in the classroom. Her main areas of research include zoonotic diseases of ruminants, dairy goat and dairy sheep production, test evaluations and clinical trials. In her spare time, she enjoys spending time with her family and many animals on her farm near Elmira.

Teaching Assistant(s)

Name: Jeanette Cooper

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Learning Resources

Required Textbook

Title: Epidemiology

Author(s): Leon Gordis

Edition / Year: 5th edition, 2013

Publisher: Elsevier Saunders

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.uoguelph.ca/). 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](https://courselink.uoguelph.ca/shared/login/login.html) (powered by D2L's Brightspace) is the course website and will act as your classroom. It is recommended that you log in to your course website every day to check for announcements, access course materials, and review the weekly schedule and assignment requirements.

<https://courselink.uoguelph.ca/shared/login/login.html>

Ares

For this course, you 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

Location: McLaughlin Library, First Floor, University of Guelph

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

Learning Outcomes

Course Learning Outcomes

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

1. Describe the application of epidemiology to disease control, outbreak investigation, health research, and current public health, animal health, and One Health issues;
 2. Identify, define, calculate, and interpret common measures of association (risk difference, attributable risk exposed, population attributable risk, relative risk, odds ratios) and measures of disease frequency (prevalence, risks, rates) used in epidemiological research, and cite their strengths and limitations;
 3. Describe how to select appropriately sized samples from populations for surveys and observational studies;
 4. Discuss disease causation, statistical associations, and causal inference, and rank common study designs by their ability to establish causality;
 5. Discuss the use of screening tests, identify the criteria used to evaluate tests, and explain epidemiological sensitivity, specificity, predictive values, and agreement, including methods for calculating these measures;
 6. Discuss the design, methodology, and strengths and limitations of each of the common observational and experimental study types in epidemiology;
 7. Identify and discuss the potential effects of common biases observed in epidemiological research, including various selection biases, misclassification, and confounding; and
 8. Explain the concepts of incubation and latent periods; state transition models, effective, and basic reproductive numbers; and give examples of strategies to reduce the latter for disease control.
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Teaching and Learning Activities

Method of Learning

Throughout the course, we will expose you to the basic and fundamental concepts of Epidemiology through the use of current and historic examples in public and animal health. This course will enable you to understand how we assess and understand the frequency, distribution, and determinants of health and disease in populations.

Course Structure

This course will use a modular approach, whereby you will be exposed to, and learn, the course content on a weekly basis through course units. These units will scaffold your learning by presenting the content in a stepwise approach, where subsequent units expand on the material previously learned.

This course consists of nine units:

- Unit 01: Foundations in Health & Disease Transmission
- Unit 02: Bias & Causation
- Unit 03: Screening & Diagnostic Testing
- Unit 04: Measures of Association & Disease Frequency
- Unit 05: Sampling
- Unit 06: Observational Study Design
- Unit 07: Intervention Studies
- Unit 08: Surveillance & Outbreak Investigations
- Unit 09: Interdisciplinary Approaches to Epidemiology

What to Expect for Each Unit

Each unit is made up of a number of activities and will use a number of tools to teach/communicate, including text, diagrams/charts, pictures/visuals, video, social media (i.e., Twitter), textbook readings, PDF articles, discussion forums, and audio clips. The typical structure of each unit will comprise several parts, including:

- **Pre-Unit Reflection:** A high-level question requiring a reflective statement/response to demonstrate thinking.
- **Unit Introduction:** A video introducing the unit, followed by a description of the intended learning outcomes.
- **Unit Content:** You will be assigned a variety of articles and sections from the textbook to read. In addition, there will be instructor's notes provided to guide you through the readings. The readings and notes will be supplemented by short videos to help reinforce concepts introduced throughout the unit.
- **Hands-on activities:** Active exploration and development of numeracy skills that relate to the intended outcomes. Mini-tutorials will be used to help students learn how to perform the various calculations for their assignments. Practice exercises will be given to help students develop their skills.

- **Practice questions** will be posed throughout readings and activities.
- **Unit Summary:** A section reviewing the main ideas, key points, and expectations of the unit.
- **Post-Unit Reflection:** You will be asked to answer the same question asked in the pre-unit reflection. Your original answer will be provided for reference and to gauge changes in thinking.
- **Quiz:** Once all previous material has been completed, a graded online quiz, comprised of five multiple-choice questions, will be made available.
- **Checklist:** Each unit will end with a comprehensive list of crucial questions and activities in the unit to ensure that no important information or activity is left behind. Once you complete a unit, you are encouraged to use the checklist as a self-assessment tool to verify that you meet the expectations of the unit. The tool allows you to check the box to indicate that you completed the task or you know the answer to a question provided on the list.

Schedule

Unit 01: Foundations in Health & Disease Transmission

Week 1 – Thursday, September 6 to Sunday, September 16

Readings

- Website: Unit 01 Content
- Textbook: Chapter 1

Activities

- Familiarize yourself with the course website by reviewing the **Start Here** section of the course.
- Review the **Outline** and **Assessments** sections on the course website to learn about course expectations, assessments, and due dates.
- Confirm your access to the course reserve material by selecting **Ares** on the navbar.
- Introduce yourself to your classmates in the **Introductions Discussion**.
- Complete the **Course Essentials Quiz** in the **Quizzes** tool.

Assessments

- **Week 1 Quiz** (Ungraded)
Opens: Wednesday, September 12 at 12:01 am ET
Closes: Friday, September 14 at 11:59 pm ET

Unit 02: Bias and Causation

Week 2 – Monday, September 17 to Sunday, September 23

Readings

- Website: Unit 02 Content

- Textbook: Chapters 14 and 15

Assessments

- **Week 2 Quiz**
Opens: Wednesday, September 19 at 12:01 am ET
Closes: Friday, September 21 at 11:59 pm ET

Unit 03: Screening and Diagnostic Testing

Week 3 – Monday, September 24 to Sunday, September 30

Readings

- Website: Unit 03 Content
- Textbook: Chapter 5

Assessments

- **Week 3 Quiz**
Opens: Wednesday, September 26 at 12:01 am ET
Closes: Friday, September 28 at 11:59 pm ET
- **Headline Assignment**
Presentation by Assigned Student Due: Monday, September 24 by 11:59 pm ET
Group Discussion Begins: Tuesday, September 25 at 12:01 am ET
Group Discussion Ends: Friday, September 28 at 11:59 pm ET
Discussion Summary by Assigned Student Due: Sunday, September 30 by 11:59 pm ET

Week 4 – Monday, October 1 to Sunday, October 7

Readings

- Website: Unit 03 Content
- Textbook: Chapter 5

Assessments

- **Week 4 Quiz**
Opens: Wednesday, October 3 at 12:01 am ET
Closes: Friday, October 5 at 11:59 pm ET
- **Headline Assignment**
Presentation by Assigned Student Due: Monday, October 1 by 11:59 pm ET
Group Discussion Begins: Tuesday, October 2 at 12:01 am ET
Group Discussion Ends: Friday, October 5 at 11:59 pm ET
Discussion Summary by Assigned Student Due: Sunday, October 7 by 11:59 pm ET

Unit 04: Measures of Association and Disease Frequency

Week 5 – Monday, October 8 to Sunday, October 14

Readings

- Website: Unit 04
- Textbook: Chapters 3, 11, and 12

Assessments

- **Week 5 Quiz**
Opens: Wednesday, October 10 at 12:01 am ET
Closes: Friday, October 12 at 11:59 pm ET
- **Headline Assignment**
Presentation by Assigned Student Due: Tuesday, October 9 by 11:59 pm ET
Group Discussion Begins: Wednesday, October 10 at 12:01 am ET
Group Discussion Ends: Friday, October 12 at 11:59 pm ET
Discussion Summary by Assigned Student Due: Sunday, October 14 by 11:59 pm ET
- **Group Project: Research Proposal** (Group Self-Selection via Google Doc)
Closes: Sunday, October 14 at 11:59 pm ET

Week 6 – Monday, October 15 to Sunday, October 21

Readings

- Website: Unit 04
- Textbook: Chapters 3, 11, and 12

Assessments

- **Week 6 Quiz**
Opens: Wednesday, October 17 at 12:01 am ET
Closes: Friday, October 19 at 11:59 pm ET
- **Headline Assignment**
Presentation by Assigned Student Due: Monday, October 15 by 11:59 pm ET
Group Discussion Begins: Tuesday, October 16 at 12:01 am ET
Group Discussion Ends: Friday, October 19 at 11:59 pm ET
Discussion Summary by Assigned Student Due: Sunday, October 21 by 11:59 pm ET
- Begin work on **Group Project: Research Proposal**
Scenarios Posted: Monday, October 15

Unit 05: Sampling

Week 7 – Monday, October 22 to Sunday, October 28

Readings

- Website: Unit 05

- Textbook: Chapter 8

Assessments

- **Week 7 Quiz**
Opens: Wednesday, October 24 at 12:01 am ET
Closes: Friday, October 26 at 11:59 pm ET
- **Headline Assignment** Self and Peer Evaluations
Due: Friday, October 26 at 11:59 pm ET
- **Group Project: Research Proposal and Research Question**
Scenarios Selection Due: Friday, October 26

Unit 06: Observational Study Design

Week 8 – Monday, October 29 to Sunday, November 4 (40th Class Day: Friday, November 2)

Readings

- Course Website: Unit 06 Content
- Textbook: Chapters 9, 10, and 13

Assessments

- **Week 8 Quiz**
Opens: Wednesday, October 30 at 12:01 am ET
Closes: Friday, November 2 at 11:59 pm ET
- **Group Project: Research Proposal** Check-in #1
Due: Thursday, November 1 at 11:59 pm ET

Week 9 – Monday, November 5 to Sunday, November 11

Readings

- Course Website: Unit 06 Content
- Textbook: Chapters 9, 10, and 13

Assessments

- **Week 9 Quiz**
Opens: Wednesday, November 7 at 12:01 am ET
Closes: Friday, November 9 at 11:59 pm ET

Unit 07: Intervention Studies

Week 10 – Monday, November 12 to Sunday, November 18

Readings

- Website: Unit 07 Content
- Textbook: Chapters 7 and 8

Assessments

- **Week 10 Quiz**
Opens: Wednesday, November 14 at 12:01 am ET
Closes: Friday, November 16 at 11:59 pm ET
- **Group Project: Research Proposal** Check-in #2
Due: Thursday, November 15 at 11:59 pm ET

Unit 08: Surveillance & Outbreak Investigations

Week 11 – Monday, November 19 to Sunday, November 25

Readings

- Website: Unit 08 Content
- Textbook: Chapter 3, pp. 38-40
- Ares:
 - Outbreak of serogroup C meningococcal disease associated with campus bar patronage
 - SARS: a local public health perspective

Assessments

- **Week 11 Quiz**
Opens: Wednesday, November 21 at 12:01 am ET
Closes: Friday, November 23 at 11:59 pm ET
- **Group Project: Research Proposal**
Due: Sunday, November 25 at 11:59 pm ET

Unit 09: Interdisciplinary Approaches to Epidemiology

Week 12 – Monday, November 26 to Friday, November 30

Readings

- Website: Unit 09 Content
- Textbook: Chapter 3, pp. 38-40
- Supplementary Materials:
 - Links to brief commentaries on career paths for epidemiologists

Assessments

- **Week 12 Quiz**
Opens: Wednesday, November 28 at 12:01 am ET
Closes: Friday, November 30 at 11:59 pm ET
- **Group Project: Research Proposal** Self and Peer Evaluations
Due: Friday, November 30 at 11:59 pm ET

Assessment

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 Assessment

Assessment Item	Weight
Weekly Quizzes (10 @ 2% each)	20%
Headline Assignment	15%
Group Project Assignment	30%
Final Exam	35%
Total	100%

Assessment Descriptions

Weekly Quizzes

There will be 11 graded, multiple-choice quizzes throughout the course (Week 2 to 12), which will be made available online. A non-graded quiz will be provided in Week 1 as an example of what can be expected for the subsequent graded online quizzes. Beginning in Week 2, each student will be required to complete a weekly graded online quiz. While the course will have 11 graded quizzes, only your 10 best marks will be taken for grading (the lowest mark or a non-complete will be dropped). You will have one attempt for each quiz and this one attempt will be automatically timed by the CourseLink system. You will have 15 minutes to complete the quiz.

The quizzes will include five multiple-choice questions relating to the concepts of the course that are introduced in that specific week. The questions themselves will require you to have a firm understanding of the unit concepts (e.g., definitions, applications, pros/cons, rationale, etc.) and will often require the application of these learned concepts (e.g., calculations, responding to/dealing with examples and scenarios, etc.).

Headline Assignment

This assignment is specifically designed to get you to explore how epidemiology is applicable to everyday life and discussed constantly (although not always explicitly) in popular media/press. Through this assignment you will improve your ability to describe how epidemiology applies to disease control, outbreak investigation, health research, and current public and/or animal health issues.

In this assignment, you will work in small groups of up to eight students, all group members are expected to participate in discussion during all 4 weeks of this assignment. You are asked to find a current headline concerning a specific health outcome and present a short summary to a

small group of your peers. You will then facilitate a group discussion about your chosen story, its content, and its application to epidemiology. The group discussion is then summarized and submitted as well as a self and peer evaluation.

Group Project Assignment

This assignment is specifically designed to expose you to the type of thinking and the process that epidemiologists go through when developing a research study. From identification of the research question, defining the outcome of interest, choosing a study design, and calculating a necessary sample size to the final study conclusions, epidemiologists must wrestle with a number of important decisions. These decisions influence how the study is conducted and its validity and generalizability.

You and a small group of classmates will choose one of three scenarios to be the focus of your research proposal. As you begin to build your research proposal you will submit portions of it for grading and feedback. You will update your final proposal with the feedback you have received, and it will be resubmitted for final grading. In addition, self and peer evaluations will be completed by all students and submitted.

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. The exam will be cumulative and require you to demonstrate your grasp of major epidemiological concepts and methodologies presented throughout the semester. This examination will be a mix of multiple choice and short answer questions. Examination questions will come from specific units as well as cut across multiple units; the proportion of time spent on each unit should generally represent similar proportions of examination questions.

It is assumed that all DE students will be writing their final examination on campus at the University of Guelph. University of Guelph degree and associate diploma students must check [WebAdvisor](#) for their examination schedule. Open Learning program students must check the [Open Learning Program Final Examination Schedule](#) for their examination schedule.

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

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

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

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

Course Technologies and Technical Support

CourseLink System Requirements

You are responsible for ensuring that your computer system meets the necessary [system requirements](#). Use the [browser check](#) tool to ensure your browser settings are compatible and up to date. (Results will be displayed in a new browser window).

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

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

Technical Skills

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

- Manage files and folders on your computer (e.g., save, name, copy, backup, rename, delete, and check properties);
- Install software, security, and virus protection;
- Use office applications (e.g., Word, PowerPoint, Excel, or similar) to create documents;
- Be comfortable uploading and downloading saved files;
- Communicate using email (e.g., create, receive, reply, print, send, and download attachments);
- Navigate the CourseLink learning environment (the instructions for this are given in your course);
- Communicate using a discussion board (e.g., read, search, post, reply, follow threads) in the CourseLink website;
- Upload assignments using the **Dropbox** tool in the CourseLink website;
- Access, navigate, and search the Internet using a web browser (e.g., Firefox, Internet Explorer); and
- Perform online research using various search engines (e.g., Google) and library databases.

Course Technologies

CourseLink

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

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

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

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

Peer Evaluation, Assessment and Review (PEAR)

This course will use the Peer Evaluation, Assessment and Review (PEAR) tool. The **PEAR** tool is subject to the [University of Guelph's Access and Privacy Guidelines](#) outlined on the University website. An accessibility statement does not exist for this course technology.

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

Turnitin

The Turnitin tool is used in this course and is integrated with the **Dropbox** tool. To learn more about [Turnitin's privacy pledge](#) and [Turnitin's commitment to accessibility](#), please visit their website.

http://turnitin.com/en_us/about-us/privacy

http://turnitin.com/en_us/about-us/accessibility

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 24 hours.

Netiquette Expectations

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

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

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

Submission of Assignments to Dropbox

The final Headline Assignment, the Group Project check-ins and final group Project 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 your assignments in the event that they are lost in transition. To avoid any last-minute computer problems, your instructor strongly recommends you save your assignments to a cloud-based file storage (e.g., Google Docs), or send them to your email account. By doing so, if something should happen to your computer, the assignment could still be submitted/resubmitted on time.

It is your responsibility to submit your assignments on time as specified in the schedule section of this outline. Be sure to check the technical requirements and make sure you have the proper computer, that you have a supported browser, and that you have reliable Internet access. Remember that **technical difficulty is not an excuse not to turn in your assignment on time**. Don't wait until the last minute as you may get behind in your work.

If, for some reason, you have a technical difficulty when submitting your assignment electronically, please contact your instructor or [CourseLink Support](#).

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

Late Policy

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.

Re-Grading Policy

The following policy is in place for **all** requests for remarking of assignments (no exceptions):

- A marking scheme will be made available in the **Assessments** section on the course website for all assignments. Consult the marking scheme provided and carefully review your answers and marks received.
- All re-grade requests must be submitted through **Dropbox** on the course website. Students will have **one week** after the assignments are returned to the **Dropbox** to submit a re-grade request online.
- If you believe an error was made, upload a scanned copy of your assignment and write a short and specific statement indicating why you think there is an error (i.e., you must clearly justify the re-grading) in the **Comments** box of the **Dropbox** submission page on the course website.

Note: The course instructor will do re-grading; materials will be re-graded in entirety and all appropriate adjustments made.

Obtaining Grades and Feedback

Unofficial assessment marks will be available in the **Grades** tool of the course website.

Your instructor will have grades posted online within 2 weeks of the submission deadline, if the assignment was submitted on time. Once your assignments are marked you can view your grades on the course website by selecting **Grades** from the **Tools** dropdown menu on the navbar. Your course will remain open to you for seven days following the last day of the final exam period.

University of Guelph degree students can access their final grade by logging into [WebAdvisor](#) (using your U of G central ID). Open Learning program students should log in to the [OpenEd Student Portal](#) to view their final grade (using the same username and password you have been using for your courses).

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

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

Rights and Responsibilities When Learning Online

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

For more information on your rights and responsibilities when learning in the online environment, visit [Rights and Responsibilities](#).

<http://opened.uoguelph.ca/student-resources/rights-and-responsibilities>

Turnitin Originality Check

In this course, your instructor will be using Turnitin, integrated with the CourseLink **Dropbox** tool, to detect possible plagiarism, unauthorized collaboration or copying as part of the ongoing efforts to maintain academic integrity at the University of Guelph.

All individual assignments submitted to the **Dropbox** tool will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site.

A major benefit of using Turnitin is that you will be able to educate and empower yourself in preventing academic misconduct. In this course, you may screen your own assignments through Turnitin as many times as you wish before the due date. You will be able to see and print reports that show you exactly where you have properly and improperly referenced the outside sources and materials in your assignment.

University Standard Statements

University of Guelph: Undergraduate Policies

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

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

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

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

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

Email Communication

University of Guelph Degree Students

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

Open Learning Program Students

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

When You Cannot Meet Course Requirements

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

University of Guelph Degree Students

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

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

Open Learning Program Students

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

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

Drop Date

University of Guelph Degree Students

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.

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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>

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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.