



POPM*6200 Epidemiology I

Fall 2020

Section: DE 01

Department of Population Medicine

Credit Weight: 0.50

Course Details

Calendar Description

This course covers concepts, principles and methods of basic and applied epidemiology, including the following topics: sampling, measuring disease frequency, clinical epidemiology, descriptive epidemiology, causal reasoning and design, and interpretation and critical appraisal of surveys, observational studies, and field trials and critical appraisal.

Pre-Requisite(s): None

Co-Requisite(s): None

Restriction(s): MPH and Population Medicine students. Instructor consent required for all other graduate students interested in taking the course.

Method of Delivery: Online

Final Exam

Date: Thursday, December 10, 2020

Time: 1pm ET- 3 pm ET

Location: Online via the **Quizzes** tool in CourseLink using Respondus LockDown Browser and Monitor

Instructional Support

Instructor

Jan Sargeant

Email: sargeanj@uoguelph.ca

Teaching Assistant(s)

Name: TBA

Email: TBA

Learning Resources

Required Textbook

This course uses two textbooks that present nearly identical content but provide different examples in veterinary health and human health, respectively. You are required to purchase **one** of the two textbooks.

Title: Veterinary Epidemiologic Research

Author(s): Dohoo, I. R., Martin, S. W., & Stryhn, H.

Edition / Year: 2nd edition, 2009

Publisher: AVC Inc.

ISBN: 978-0919013605

Title: Methods of Epidemiologic Research

Author(s): Dohoo, I. R., Martin, S. W., & Stryhn, H.

Edition / Year: 1st edition, 2012

Publisher: AVC Inc.

ISBN: 978-0919013735

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

<https://bookstore.coop/>

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

Course Website

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

<https://courselink.uoguelph.ca>

Ares

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

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

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

Tel: 519-824-4120 ext. 53621

Email: libres2@uoguelph.ca

Location: McLaughlin Library, First Floor, University of Guelph

<https://v2.lib.uoguelph.ca/find/course-reserves-ares/how-get-course-reserve-material>

Learning Outcomes

Course Learning Outcomes

Upon successful completion of this course, you should be able to:

1. Use and explain appropriate epidemiological terminology;
2. Explain epidemiology and factors that contribute to disease transmission in populations;
3. Calculate and explain diagnostic and screening test characteristics, including sensitivity, specificity, and predictive values, at both the individual and group levels;
4. Analyze quantitative data to calculate and explain common measures of disease frequency, measures of association, and measures of effect for factor-outcome relationships;
5. Apply several models of causation to assess the potential causal effect of a factor on an outcome;
6. Design an observational study to answer a given research question by creating a causal diagram, selecting and justifying a study design, selecting a sampling strategy, calculating the required sample size, identifying potential study biases, and outlining a data analysis plan;
7. Design an experimental study to answer a given research question by creating a causal diagram, selecting and justifying a study design, selecting a sampling strategy, calculating the required sample size, identifying potential study biases, and outlining a data analysis plan;
8. Critically appraise epidemiological literature to assess strengths and weaknesses of studies and the validity of their findings; and,
9. Explain the key components of disease surveillance and steps to conduct disease outbreak investigations.

Teaching and Learning Activities

Method of Learning

Throughout the course, you will learn fundamental concepts of Epidemiology in relation to human health, animal health, and veterinary regulatory epidemiology. You will gain a deeper understanding of how to determine the frequency, distribution and determinants of health and disease in populations.

Course Structure

This course uses a modular approach with approximately one unit per week. Each unit builds on previous units to scaffold your learning over the course. Thus, it's important to regularly check your understanding and seek out clarification as needed.

This course consists of 10 units:

- Unit 01: Foundations in Health, Disease Transmission, and Causality
- Unit 02: Sampling
- Unit 03: Measures of Disease Frequency
- Unit 04: Screening and Diagnostic Testing (**Note: This is a two-week unit**)
- Unit 05: Measures of Association and Effect
- Unit 06: Bias and Confounding (**Note: This is a two-week unit**)
- Unit 07: Introduction to Observational Study Designs
- Unit 08: Cohort Studies and Randomized Clinical Trials
- Unit 09: Surveillance
- Unit 10: Outbreak Investigations

What to Expect for Each Unit

Each unit has instructor's notes and a number of activities to guide your learning of the material. A number of different teaching tools are used including text, diagrams/charts, pictures/visuals, videos, readings, academic articles, and discussion forums.

Importantly, the individual sections of the unit build upon material that you will read in the required textbook. The units prompt you to read specific sections of the textbook as you go through the unit (as opposed to reading the whole chapter before you enter the unit). We recommend that you open each unit, briefly read the instructor reading notes (indicating what to focus on and what you need to know), and then follow the instructions for reading and activities.

The typical structure of each unit is comprised of several parts:

1. **Pre-Unit Reflection:** A reflective question that connects what you will learn to what you may already know or have experienced prior to this course.

2. **Unit Introduction and Learning Outcomes:** A brief overview of the unit and its associated learning outcomes that specify what you should know or be able to do if you have successfully understood the material.
3. **Unit Content:** A variety of assigned articles and sections from the textbook to read with associated instructor's notes to guide your reading comprehension. The readings and notes are supplemented by different media (e.g., diagrams, charts, pictures, whiteboard videos) to help reinforce concepts or present them in a different way.
4. **Activities:** Different types of activities – Epi in Action, hands-on activities, and practice questions – to solidify your understanding:
 - **Epi in Action:** A short video, showcasing real epidemiologists and practicing researchers, designed to expose you to what kinds of research epidemiologists conduct, how the unit content impacts the practice of epidemiology, and the specific research projects currently underway at the University of Guelph.
 - **Hands-On Activities:** Active exploration and development of numeracy skills that relate to the intended outcomes. Mini-tutorials will be used to help you learn how to perform the various calculations for their assignments. Practice exercises will be given to help you develop their skills.
 - **Practice Questions** will be posed throughout readings and activities.
5. **Unit Wrap-Up:** A unit summary, post-unit reflection, and a checklist:
 - **Unit Summary:** A review of the main ideas, key points and expectations of the unit.
 - **Post-Unit Reflection:** A guided reflection where you answer the same question asked in the pre-unit reflection, compare your pre- and post-unit answers, and consider how your understanding has changed.
 - **Checklist:** A detailed checklist of the specific material and content areas you should know from each unit and a list of the activities and unit components that you should complete. Use this checklist to gauge your own progress through each unit and consider how well you know the unit content.

Schedule

Unit 01: Foundations in Health, Disease Transmission, and Causality

Week 1 - Thursday, September 10 to Sunday, September 20

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.

- Introduce yourself in the **Introductions Discussion**.
- Complete Unit 01 exercises and activities. Submit your answers to **Activity 1.5** to the **Dropbox** tool.

Assessments

- **Unit 01 Discussions**
Opens: Thursday, September 10 at 12:01 am ET
Closes: Sunday, September 20 at 11:59 pm ET
- **Unit 01 Quiz**
Opens: Friday, September 18 at 8:00 am ET
Closes: Sunday, September 20 at 11:59 pm ET
- **Unit 01 Activity** (Submit Activity 1.5)
Due: Sunday, September 20 at 11:59 pm ET

Unit 02: Sampling

Week 2 - Monday, September 21 to Sunday, September 27

Readings

- Website: Unit 02 Content
- Textbook: Chapter 2

Activities

- Complete Unit 02 exercises and activities. Submit your answers to **Activity 2.2** to the **Dropbox**.

Assessments

- **Unit 02 Discussions**
Opens: Monday, September 21 at 12:01 am ET
Closes: Sunday, September 27 at 11:59 pm ET
- **Unit 02 Quiz**
Opens: Friday, September 25 at 8:00 am ET
Closes: Sunday, September 27 at 11:59 pm ET
- **Unit 02 Activity** (Submit Activity 2.2)
Due: Sunday, September 27 at 11:59 pm E

Unit 03: Measures of Disease Frequency

Week 3 – Monday, September 28 to Sunday, October 4

Readings

- Website: Unit 03 Content
- Textbook: Chapter 4

Activities

- Complete Unit 03 exercises and activities. Submit your answers to **Activity 3.2** to the **Dropbox**.

Assessments

- **Unit 03 Discussions**
Opens: Monday, September 28 at 12:01 am ET
Closes: Sunday, October 4 at 11:59 pm ET
- **Unit 03 Quiz**
Opens: Friday, October 2 at 8:00 am ET
Closes: Sunday, October 4 at 11:59 pm ET
- **Unit 03 Activity** (Submit Activity 3.2)
Due: Sunday, October 4 at 11:59 pm ET

Unit 04: Screening and Diagnostic Testing

Week 4 & 5 – Monday, October 5 to Sunday, October 18

Readings

- Website: Unit 04 Content
- Textbook: Chapter 5 (except for details on Likelihood Ratios, Correlated Test Results, Sections 5.7-5.10, and 5.12)

Activities

- Complete Unit 04 exercises and activities. Submit your answers to **Activity 4.1 Practice Set #4** and **Activity 4.2 Practice Set #4** to the **Dropbox**.

Assessments

- **Unit 04 Discussions**
Opens: Monday, October 5 at 12:01 am ET
Closes: Sunday, October 18 at 11:59 pm ET
- **Unit 04 Quiz**
Opens: Friday, October 16 at 8:00 am ET
Closes: Sunday, October 18 at 11:59 pm ET
- **Unit 04 Activity** (Submit Activities 4.1 and 4.2)
Due: Sunday, October 18 at 11:59 pm ET

Unit 05: Measures of Association and Effect

Week 6 – Monday, October 19 to Sunday, October 25

Readings

- Website: Unit 05 Content
- Textbook: Chapter 6

Activities

- Complete Unit 05 exercises and activities. Submit your answers to **Questions 4 and 5 in Unit 05 Practice Questions** to the **Dropbox**.

Assessments

- **Unit 05 Discussions**
Opens: Monday, October 19 at 12:01 am ET
Closes: Sunday, October 25 at 11:59 pm ET
- **Unit 05 Quiz**
Opens: Friday, October 23 at 8:00 am ET
Closes: Sunday, October 25 at 11:59 pm ET
- **Unit 05 Activity** (Submit Q4 and Q5 in Unit 05 Practice Questions)
Due: Sunday, October 25 at 11:59 pm ET

Unit 06: Bias and Confounding

Week 7 & 8 – Monday, October 26 to Sunday, November 8

Readings

- Website: Unit 06 Content
- Textbook: Chapters 12 and 13

Activities

- Complete Unit 06 exercises and activities.

Assessments

- **Unit 06 Discussions**
Opens: Monday, October 26 at 12:01 am ET
Closes: Sunday, November 8 at 11:59 pm ET
- **Online Midterm**
Opens: Wednesday, October 28 at 8:00 am ET
Closes: Friday, October 30 at 11:59 pm ET

Unit 07: Introduction to Observational Study Designs

Week 9 – Monday, November 9 to Sunday, November 15

Readings

- Website: Unit 7 Content
- Textbook: Chapters 7 and 9

Activities

- Complete Unit 07 exercises and activities.

Assessments

- **Unit 07 Discussions**
Opens: Monday, November 9 at 12:01 am ET

Closes: Sunday, November 15 at 11:59 pm ET

- **Unit 07 Quiz**

Opens: Friday, November 13 at 8:00 am ET

Closes: Sunday, November 15 at 11:59 pm ET

Unit 08: Cohort Studies and Randomized Clinical Trials

Week 10 – Monday, November 16 to Sunday, November 22

Readings

- Website: Unit 08 Content
- Textbook: Chapters 8 and 11

Activities

- Complete Unit 08 exercises and activities.

Assessments

- **Unit 08 Discussions**

Opens: Monday, November 16 at 12:01 am ET

Closes: Sunday, November 22 at 11:59 pm ET

- **Critical Appraisal Assignment**

Due: Friday, November 20 by 11:59 pm ET

- Begin work on group **Term Assignment**

Due: Tuesday, December 1 by 11:59 pm ET

- **Unit 08 Quiz**

Opens: Friday, November 20 at 8:00 am ET

Closes: Sunday, November 22 at 11:59 pm ET

Unit 09: Surveillance

Week 11 – Monday, November 23 to Sunday, November 29

Readings

- Website: Unit 9 Content
- Ares:
 - CDC. (2012). CDC's vision for public health surveillance in the 21st century. *Morbidity and Mortality Weekly Report*, 61.

Optional Readings

- Ares:
 - Shannon, E. et al. (2005). Estimating the under-reporting rate for infectious gastrointestinal illness in Ontario. *Canadian Journal of Public Health*, 96(3),178-181.

Activities

- Complete Unit 9 exercises and activities

Assessments

- **Unit 09 Discussions**
Opens: Monday, November 23 at 12:01 am ET
Closes: Sunday, November 29 at 11:59 pm ET
- **Unit 09 Quiz**
Opens: Friday, November 27 at 8:00 am ET
Closes: Sunday, November 29 at 11:59 pm ET
- Continue working on group **Term Assignment**
Due: Tuesday, December 1 by 11:59 pm ET

Unit 10: Outbreak Investigations

Week 12 – Monday, November 30 to Friday, December 4

Readings

- Website: Unit 10 Content

Activities

- Complete Unit 10 exercises and activities.

Assessments

- **Unit 10 Discussions**
Opens: Monday, November 30 at 12:01 am ET
Closes: Friday, December 4 at 11:59 pm ET
- **Term Assignment**
Due: Tuesday, December 1 by 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
Unit Quizzes	6%
Unit Activities	4%
Online Participation	5%
Online Midterm	20%
Critical Appraisal Assignment	10%
Term Assignment	15%
Final Exam	40%
Total	100%

Assessment Descriptions

Unit Quizzes

There are eight-unit quizzes that assess your comprehension of the material after you have completed the unit readings and activities. Questions will be multiple choice and are based on the unit learning outcomes so that you can gauge your progress towards achieving the unit and course learning outcomes. Each quiz has one attempt with a time limit of 20 minutes.

Your top six quiz marks will be counted towards your final grade.

Unit Activities

There are five-unit activities that also assess your comprehension of the material at the end of the unit. Your answers should be submitted to Dropbox. Photos of your solutions are allowed.

Your top four activities marks will be counted towards your final grade.

Online Participation

Online participation includes responding to instructor prompts, responding to one another's posts, asking and answering questions, and contributing new, helpful, and/or interesting material that you may find during your studies. It's important to engage with one another to stay motivated and deepen your understanding of epidemiological concepts.

Online Midterm

The online midterm will be a mix of multiple choice and short answer and will cover content covered from Units 01 through 04. The midterm is open-book, but it is expected that you will complete the midterm on your own. You will have one attempt for the midterm which will be automatically timed by the CourseLink system. You will have 2 hours to complete the midterm.

Critical Appraisal Assignment

The purpose of this individual assignment is to apply the theories and concepts taught in class by independently writing a concise critical appraisal of a published peer-reviewed journal article. You will select one article you are most interested in critically appraising. Based on your choice, you will then critically appraise your chosen article using the knowledge and insights you have acquired throughout the course and the *Quantitative Journal Article Critique Guidelines* provided on the course website.

Term Assignment

The project requires you to work in a small group to develop an observational study that investigates a One Health issue. This assignment is specifically designed to model the decision-making process that epidemiologists use when developing a research study. Epidemiologists must make a number of important decisions including identifying the research question, defining the outcome of interest, choosing a study design, calculating the necessary sample size, and determining how to best collect and analyze the data. These decisions influence how the study is conducted and its validity and generalizability.

Final Exam

This course requires the use of Respondus LockDown Browser and Monitor (webcam) to proctor your online final exam within CourseLink. Use of Lockdown Browser with a webcam has been implemented to maintain the academic integrity of the final exam. You must [download and install LockDown Browser and Monitor](#) to complete the practice test and final exam. While writing the practice test and final exam, you must show your university issued identification card during the Respondus Startup Sequence.

This final exam will be cumulative and will require you to demonstrate your grasp of major epidemiological concepts and methodologies presented throughout the semester. 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.

The final exam will be delivered online via the **Quizzes** tool. The exam is 2 hours in length and will be held on Thursday, December 10, 2020 between 1:00pm Eastern Time (ET) to 3:00pm ET. To accommodate students who may be located in various time zones, the exam will be available beginning at 12:00 pm to 1:00 pm Eastern Time (ET). You can enter the exam at any point during this window of time but will only have 2 hours to complete it from when you start writing. For example, if you start writing the exam by 12:30 pm, you will have until 2:30 pm to complete it. After 1:00 pm ET you will no longer be able to enter the exam environment.

Similar to a sit-down exam where you must arrive prior to the start of the exam, it is highly recommended that you enter the online exam environment in Respondus at least 20-30 minutes before the end of the available window to allow enough time for you to complete the Respondus Startup Sequence and ensure that you have the full two hours for the exam.

Please be sure to review the Using Respondus Lockdown Browser and Monitor instructions by selecting **Content** on the navbar to locate **Assessments** in the table of contents panel.

Important Note: There is a mandatory practice test that you are required to take before the online exam. The purpose of the practice test is to ensure that Respondus LockDown Browser and Monitor is set up properly and that you are comfortable using the software.

If you have any questions regarding the use of Respondus Lockdown Browser and Monitor or if you encounter any technical issues during the practice test or final exam, please contact CourseLink Support at courselink@uoguelph.ca or 519-824-4120 ext. 56939.

<http://www.respondus.com/lockdown/download.php?id=273932365>

Course Technology Requirements and Technical Support

CourseLink System Requirements

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

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

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

Respondus LockDown Browser and Monitor System Requirements

Respondus LockDown Browser is a locked browser for taking quizzes in CourseLink. It prevents you from printing and copying; using other operating software; using search engines (e.g., going to another URL); communicating via instant messaging; and it blocks non-web-related software (e.g., Adobe PDF, Microsoft Word).

Respondus Monitor is a companion application for LockDown Browser that uses webcam and video technology to ensure academic integrity during online exams. The software captures video during the exam and allows the instructor to review the video once the exam is completed.

In order to use Respondus LockDown Browser and Monitor, you must meet the following technical requirements so that you can take the practice test and final exam:

1. Operating Systems: Windows 10, 8, 7; Mac OS X 10.10 or higher.
2. Memory: Windows 2 GB RAM; Mac 512 MB RAM.
3. For Mac users: Safari must function properly on the computer.
4. Mac users must have Adobe Flash Player installed to Safari, even if a different browser is normally used.
5. Functioning webcam and microphone. The webcam and microphone can be built into your computer or can be the type that plugs in with a USB cable. (You will be required to do an environment scan of your room, so please ensure you can move your computer, laptop or webcam for this scan.)
6. A broadband Internet connection. It is recommended that you access the Internet via a wired connection.

If you have any concerns about meeting system requirements, contact [CourseLink Support](#). They will work with you to find alternative solutions or make alternative arrangements.

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

Zoom System Requirements

This course uses **Zoom** as a video communication tool. A Webcam, a microphone to record video, and headphones/speakers to play back the recording are also needed. In order to use Zoom, you must meet the following technical requirements:

1. An internet connection – broadband wired or wireless (3G or 4G/LTE)
2. Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
3. A webcam or HD webcam - built-in or USB plug-in

Technical Skills

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

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

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

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](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 or TAs about content or course-related issues with which you are unfamiliar. If you encounter difficulties, the instructor or TAs are 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. Course-related questions sent directly to the instructor or TA will not be privately answered. 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 hours (weekends excluded).
- **Virtual office hours via Zoom:** The instructor (or TA if instructor not available) will be available electronically for an open question time on Tuesdays from 2:30 – 3:20 via **Zoom** in CourseLink. Questions will be answered in an open electronic forum on a first-come first-serve basis. Questions will be answered for the current unit or previous units (but not “working ahead”, to allow all participating to have had the opportunity to go through the unit materials).

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 Critical Appraisal Assignment and the group Term Assignment should be submitted electronically via the online **Dropbox** tool. When submitting your assignments using the **Dropbox** tool, do not leave the page until your assignment has successfully uploaded. To verify that your submission was complete, you can view the submission history immediately after the upload to see which files uploaded successfully. The system will also email you a receipt. Save this email receipt as proof of submission.

Be sure to keep a back-up copy of all of your assignments in the event that they are lost in transition. In order to avoid any last-minute computer problems, your instructor strongly recommend you save your assignments to a cloud-based file storage (e.g., Google Docs), or send to your email account, so that should something happen to your computer, the assignment could still be submitted on time or re-submitted.

It is your responsibility to submit your assignments on time as specified 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 five days (including weekends) at which time access to the **Dropbox** folder will be closed.

Extensions will be considered for medical reasons or other extenuating circumstances. If you require an extension, discuss this with the instructor as soon as possible and well before the due date. Barring exceptional circumstances, extensions will not be granted once the due date has passed. These rules are not designed to be arbitrary, nor are they inflexible. They are designed to keep you organized, to ensure that all students have the same amount of time to

work on assignments, and to help to return marked materials to you in the shortest possible time.

Obtaining Grades and Feedback

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

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

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

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

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

Rights and Responsibilities When Learning Online

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

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

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

Storage and Retention of Exam Videos

Only authorized University of Guelph faculty or staff will have access to the video of your exam. Videos will be retained for a period of one year following the completion of the course.

University of Guelph: Graduate 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 [Graduate 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/graduate/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 (or designated person such as a teaching assistant) **in writing**, with your name, ID number and email contact.

University of Guelph Degree Students

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

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

Open Learning Program Students

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

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

Drop Date

University of Guelph Degree Students

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

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

Open Learning Program Students

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

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

Copies of Out-of-Class 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](mailto:accessibility@uoguelph.ca) or visit the [Accessibility Services website](https://wellness.uoguelph.ca/accessibility/).

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.

The [Academic Misconduct Policy](#) is detailed in the Graduate Calendar.

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

Copyright

All 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

Graduate Student Responsibilities

From the choice of Advisor, choice of research project and through to degree completion, graduate students must recognize that they carry the primary responsibility for their success. The responsibilities assigned to Advisors, Advisory Committees and Departments provide the framework within which students can achieve success. Students should take full advantage of the knowledge and advice that the Advisor and Advisory Committee have to offer and make the effort to keep the lines of communication open. The [Graduate Student Responsibilities](#) are located in the Graduate Calendar.

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

General Regulations

Graduates students are expected to be familiar with the [General Regulations](#) in the Graduate Calendar, including those related to university-wide policies on admission, registration, graduation, theses, fees and other subjects of importance to graduate students.

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

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.