



POPM*3240 Epidemiology

Fall 2021

Section: DE 01

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), 1 of SOAN*2120, STAT*2040, STAT*2230

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: TBD

Time: TBD

Note: Please read the important information about exam timing in the **Assessment Description** section under **Final Exam** in this **Outline**.

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

Instructional Support

Co-Instructor

Cathy Bauman

Email: cbauman@uoguelph.ca

Dr. Bauman is an Assistant Professor in the Department of Population Medicine. She was a veterinarian for over 15 years prior to returning to the University of Guelph to getting her MPH and PhD. She currently teaches Epidemiology (undergraduate) and Applied Clinical Research (graduate course) and conducts research into diagnostic tests, Johne's disease, bovine leukosis and dairy small ruminants.

Office Hours (virtual): Please note that further details will be posted in the **Announcements**. See also **Communicating with Your Instructor**.

Teaching Assistant(s)

Name: Hanne Goetz

Email: 3240de@uoguelph.ca

Name: Abhinand Thaivalappil

Email: 3240de@uoguelph.ca

Name: Gabrielle Braxton

Email: 3240de@uoguelph.ca

Name: Josephine Gaupholm

Email: 3240de@uoguelph.ca

Please note each TA is assigned a different week for monitoring the course email and the discussion boards. If you have a question regarding the course material or the assignments, please post to the discussion boards first so that other students may benefit from the answer. It is most efficient to contact the TAs through the course email. The TA on duty will most likely be able to answer your question or direct it to another TA or Dr. Bauman. If the question is course-related it is best directed to the course email. If the question is more personal, please email Dr. Bauman directly.

Learning Resources

Required Textbook

Title: Epidemiology

Author(s): Leon Gordis

Edition / Year: 6th edition, 2019

Publisher: Elsevier Saunders

ISBN: 9780323552295

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

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

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

* Students can also use Epidemiology (Gordis) 5th edition if available and a reading list will be posted for this edition

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>

Ares

For this course, you may 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://www.lib.uoguelph.ca/find/course-reserves-ares>

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.

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: Observational Study Design
- Unit 05: Intervention Studies
- Unit 06: Sampling
- Unit 07: Measures of Association & Disease Frequency
- 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 9 to Sunday, September 19

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.
- Complete the **Practice Test** using Respondus through the **Quizzes** tool.
- 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 15 at 12:01 am ET
Closes: Friday, September 17 at 11:59 pm ET
- **Assignment 1 Journal Article**
Review and note student weekly article summary and facilitation schedule posted via **Discussions** under Assignment 1 Journal Article Discussions
Available: Friday, September 17 at 11:59 pm ET

Unit 02: Bias and Causation

Week 2 – Monday, September 20 to Sunday, September 26

Readings

- Website: Unit 02 Content
- Textbook: Chapters 14 and 15

Assessments

- **Week 2 Quiz**
Opens: Wednesday, September 22 at 12:01 am ET
Closes: Friday, September 24 at 11:59 pm ET

Unit 03: Screening and Diagnostic Testing

Week 3 – Monday, September 27 to Sunday, October 3

Note: This is a 2-week unit.

Readings

- Website: Unit 03 Content

Note: First half of Unit 03. The box, on the bottom of the *Midway recap* page, denotes the cut-off where the material ends

- Textbook: Chapter 5

Assessments

- **Week 3 Quiz**
Opens: Wednesday, September 29 at 12:01 am ET
Closes: Friday, October 1 at 11:59 pm ET
- **Assignment 1 Journal Article (Student A and Student B)**
Weekly Article Summary and Facilitation by assigned Student A and Student B
Post to **Discussion** and submit to **Dropbox**
Due: Monday, September 27 by 11:59 pm ET

Group Discussion Begins: Tuesday, September 28 at 12:01 am ET
Group Discussion Ends: Friday, October 1 at 11:59 pm ET

Discussion Summary by assigned Student A and Student B
Post to **Discussion** and submit to **Dropbox**
Due: Sunday, October 3 by 11:59 pm ET

- **Assignment 2 Study Proposal Group Project**
Review and choose a Research Proposal Scenario
Published Friday, October 1 at 8:00 am ET via **Discussions**
- **Assignment 2 Study Proposal Group Project – Sign up Opens**
Opens: Friday, October 1 at 8:00 am ET
Closes: Friday, October 8 at 11:59 pm ET

Note: For study proposal assignment sign-up, select **Groups** from the **Tools** dropdown menu and self-enroll in a group of 4. After the closing date, if you haven't self-enrolled, you will be auto-enrolled in a group.

Week 4 – Monday, October 4 to Sunday, October 10

Readings

- Website: Unit 03 Content

Note: Second half of Unit 03. Material covered is everything **after** the box on the *Midway recap* page.

- Textbook: Chapter 5

Assessments

- **Week 4 Quiz**
Opens: Wednesday, October 6 at 12:01 am ET
Closes: Friday, October 8 at 11:59 pm ET
- **Assignment 1 Journal Article (Student C and Student D)**
Weekly Article Summary and Facilitation by assigned Student C and Student D
Post to **Discussion** and submit to **Dropbox**
Due: Monday, October 4 by 11:59 pm ET

Group Discussion Begins: Tuesday, October 5 at 12:01 am ET
Group Discussion Ends: Friday, October 15 at 11:59 pm ET

Discussion Summary by assigned Student C and Student D
Post to **Discussion** and submit to **Dropbox**
Due: Sunday, October 17 by 11:59 pm ET
- **Assignment 2 Study Proposal Group Project – Sign up Closes**
Closes: Friday, October 8 at 11:59 pm ET

Note: Select **Groups** from the **Tools** dropdown menu to self-enroll in a group of 4. After the closing date, if you haven't self-enrolled, you will be auto-enrolled in a group.

Unit 04: Observational Study Design

Week 5 – Monday, October 11 to Sunday, October 17

Note: This is a 2-week unit

Readings

- Course Website: Unit 04 Content

Note: First half of Unit 04. The box, on the bottom of the *Cross-sectional Studies* page, denotes the cut-off where the material ends

- Textbook: Chapters 7, 8, and 9

Assessments

- **Week 5 Quiz**

Opens: Wednesday, October 13 at 12:01 am ET

Closes: Friday, October 15 at 11:59 pm ET

- **Assignment 1 Journal Article (Student E and Student F)**

Weekly Article Summary and Facilitation by assigned Student E and Student F

Post to **Discussion** and submit to **Dropbox**

Due: Monday, October 18 by 11:59 pm ET

Group Discussion Begins: Tuesday, October 19 at 12:01 am ET

Group Discussion Ends: Friday, October 22 at 11:59 pm ET

Discussion Summary by assigned Student E and student F

Post to **Discussion** and submit to **Dropbox**

Due: Sunday, October 24 by 11:59 pm ET

- **Assignment 2 Study Proposal Group Project**

Scenario Selection, PICOT and RQ due

Due: Sunday, October 17 at 11:59 pm ET

Week 6 – Monday, October 18 to Sunday, October 24

Readings

- Course Website: Unit 04 Content

Note: Second half of Unit 04. Material covered is everything **after** the box on the bottom of the *Cross-sectional Studies* page.

- Textbook: Chapters 7, 8, and 9

Assessments

- **Week 6 Quiz**

Opens: Wednesday, October 20 at 12:01 am ET

Closes: Friday, October 22 at 11:59 pm ET

Unit 05: Intervention Studies

Week 7 – Monday, October 25 to Sunday, October 31

Readings

- Website: Unit 05 Content
- Textbook: Chapters 10 and 11

Assessments

- **Week 7 Quiz**
Opens: Wednesday, October 27 at 12:01 am ET
Closes: Friday, October 29 at 11:59 pm ET

Unit 06: Sampling

Week 8 – Monday, November 1 to Sunday, November 7

Readings

- Website: Unit 06
- Textbook: Chapter 11

Assessments

- **Week 8 Quiz**
Opens: Wednesday, November 3 at 12:01 am ET
Closes: Friday, November 5 at 11:59 pm ET
- **Assignment 1 Journal Article Assignment** Self and Peer Evaluations via **PEAR**
Opens: Monday November 1 at 12:01 am ET
Due: Friday, November 5 at 11:59 pm ET
- **Assignment 2 Study Proposal Group** Project
Hypotheses and Methodology
Due: Sunday, November 7 at 11:59 pm ET

Unit 07: Measures of Association and Disease Frequency

Week 9 – Monday, November 8 to Sunday, November 14

Note: This is a 2-week unit

Readings

- Website: Unit 07

Note: First half of Unit 07. The box, on the *Summary: Other Measures* page, denotes the cut-off where the material ends

- Textbook: Chapters 3, 4 to the mid-point of page 69

Assessments

- **Week 9 Quiz**
Opens: Wednesday, November 10 at 12:01 am ET
Closes: Friday, November 12 at 11:59 pm ET

Week 10 – Monday, November 15 to Sunday, November 21

Readings

- Website: Unit 07

Note: Second half of Unit 07. Material covered is everything **after** the box on the *Summary: Other Measures* page

- Textbook: Chapters 12, 13

Assessments

- **Week 10 Quiz**
Opens: Wednesday, November 17 at 12:01 am ET
Closes: Friday, November 19 at 11:59 pm ET

Unit 08: Surveillance & Outbreak Investigations

Week 11 – Monday, November 22 to Sunday, November 28

Readings

- Website: Unit 08 Content
- Textbook: Chapter 3, pp. 41-43
- 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 24 at 12:01 am ET
Closes: Friday, November 26 at 11:59 pm ET

Assignment 2 Study Proposal Group Project

Final Proposal Submission

Due: Saturday, November 27 at 11:59 pm ET

Unit 09: Interdisciplinary Approaches to Epidemiology

Week 12 – Monday, November 29 to Friday, December 3

Readings

- Website: Unit 09 Content
- Textbook: Chapter 3, pp. 41-43
- Supplementary Materials:
 - Links to brief commentaries on career paths for epidemiologists

Assessments

- **Week 12 Quiz**
Opens: Wednesday, December 1 at 12:01 am ET
Closes: Friday, December 3 at 11:59 pm ET
- **Assignment 2 Study Proposal Group Project**
Self and Peer Evaluations using the PEAR tool
Opens: Monday, November 29, at 8:00 am
Due: Friday, December 3 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%
Assignment 1 Journal Article	15%
Assignment 2 Study Proposal Group Project	30%
Final Exam	35%
Total	100%

Assessment Descriptions

Weekly Quizzes

There will be 11 graded, multiple-choice and fill-in-the-blank quizzes throughout the course (Weeks 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).

The quizzes will include five multiple-choice or fill-in-the-blank 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.).

Note: You will have one attempt for each quiz and this one attempt will be automatically timed by the CourseLink system. You will have 15-22 minutes to complete the quiz depending on the week's material.

Assignment 1 Journal Article

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 be randomly assigned to work in small groups of up to eight students. You are asked to individually find a scientific journal article concerning a specific health outcome and write a short layperson summary to your assigned group of peers. You will post your summary to your group's discussion board and then facilitate a discussion about your chosen journal article, its content, and its application to epidemiology. You will then summarize and submit a summary of the discussion as well as complete a self and peer evaluation of your group members.

Select **Content** on the navbar, and then navigate to the **Assessments** module in the table of contents panel for more details about this assignment.

Assignment 2 Study Proposal Group Project

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 (maximum of 4 students per group) will choose one of the posted 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 and different times in the semester. You will update your final proposal with the feedback you have received, and the entire proposal will be submitted for final grading. In addition, self and peer evaluations will be completed by all students and submitted.

Select **Content** on the navbar, and then navigate to the **Assessments** module in the table of contents panel for more details about this assignment.

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.

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.

The final exam will be delivered online via the **Quizzes** tool. The exam is 2 hours in length and will be held on **Friday, April 16**. To accommodate students who may be located in various time zones, the exam will be available beginning at **8:30am to 9:30am** 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 **9:00 am**, you will have until **11:00am** to complete it. After **9:30am 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.

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.

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

<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 Technology Requirements and Technical Support

CourseLink System Requirements

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

<https://opened.uoguelph.ca/student-resources/system-and-software-requirements>

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

Respondus LockDown Browser and Monitor 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. 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.)
5. 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.

<https://support.opened.uoguelph.ca/contact>

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

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;
- Sharing your username and password; and
- Recording lectures without the permission of the instructor.

Submission of Assignments to Dropbox

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.

Late Policy

If you choose to submit your individual assignments to the **Dropbox** tool late, the full allocated mark will be reduced by 2% 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 via email to the course instructor. Students must wait 24 hours after the grade has been provided before emailing to reflect and discuss with their classmates. Students will have **one week** after the assignments are returned to the **Dropbox** to submit a re-grade request.
- If you believe an error was made, email a screenshot of the 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) and email to the course instructor.

Note: The course instructor will do re-grading; the instructor reserves the right to re-grade the assignment in entirety, regardless of who marked the initial assignment and all appropriate adjustments will be 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 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 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

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

When You Cannot Meet Course Requirements

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

University of Guelph Degree Students

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

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

Open Learning Program Students

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

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

Drop Date

University of Guelph Degree Students

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

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

Open Learning Program Students

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

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

Copies of Assignments

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

Accessibility

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

University of Guelph Degree Students

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

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

accessibility@uoguelph.ca

<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](#) is detailed in the Undergraduate Calendar.

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

Copyright Notice

Content within this course is copyright protected. Third party copyrighted materials (such as book chapters and articles) have either been licensed for use in this course, or have been copied under an exception or limitation in Canadian Copyright law.

The fair dealing exemption in Canada's Copyright Act permits students to reproduce short excerpts from copyright-protected materials for purposes such as research, education, private study, criticism and review, with proper attribution. Any other copying, communicating, or distribution of any content provided in this course, except as permitted by law, may be an infringement of copyright if done without proper license or the consent of the copyright owner. Examples of infringing uses of copyrighted works would include uploading materials to a commercial third party web site, or making paper or electronic reproductions of all, or a substantial part, of works such as textbooks for commercial purposes.

Students who upload to CourseLink copyrighted materials such as book chapters, journal articles, or materials taken from the Internet, must ensure that they comply with Canadian Copyright law or with the terms of the University's electronic resource licenses.

For more information about students' rights and obligations with respect to copyrighted works, review [Fair Dealing Guidance for Students](#).

http://www.lib.uoguelph.ca/sites/default/files/fair_dealing_policy_0.pdf

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.