



POPM*4230 Animal Health

Fall 2021

Section: DE01

Department of Population Medicine

Credit Weight: 0.50

Course Details

Calendar Description

This course examines the causes and effects of important diseases of food animals in Canada, with a focus on dairy cattle. Elements of physiology, epidemiology, microbiology, nutrition, and production management are integrated into a health management approach emphasizing disease prevention. The course is directed at senior undergraduate students with interest in and knowledge of, food animal production agriculture.

Pre-Requisite(s): ANSC*2340 or ANSC*3080

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 web site for more information.

Method of Delivery: Online

Final Exam

Date: Saturday, December 11, 2021

Time: 11:30 am to 1:30 pm ET

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

Instructor

Hannah Golightly, BSc, DVM, PhD Candidate

Email: hgolight@uoguelph.ca

Dr. Hannah Golightly graduated from the University of Guelph with a Bachelor of Science (Animal Biology) in 2015 and from the Ontario Veterinary College as a Doctor of Veterinary Medicine in 2019. Following graduation, Hannah began a PhD in the department of Population Medicine evaluating the effects of commercial transport on nursery piglet welfare. Her research interests include physiological and behavioural indicators of stress in pigs and evaluating piglet welfare in the commercial farm setting.

Virtual Office Hours via Microsoft Teams: By appointment. Students may also opt to drop in to office hours with the teaching assistants. Further details will be posted in the **Announcements**. See also **Communicating with Your Instructor**.

Teaching Assistant(s)

Name: Hanne Goetz

Name: Shelby Nielson

Email: POPM4230DE@uoguelph.ca

Learning Resources

Required Textbook

There is no required textbook for this course.

Course Website

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

<https://courselink.uoguelph.ca>

Learning Outcomes

Course Learning Outcomes

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

1. Describe health and disease in the context of production of animal health management;
2. Identify and articulate the relative importance of common diseases of cattle, swine, small ruminants, and poultry in Canada as it pertains to animal health, welfare, and health management;
3. Explain, at a basic level, the risk factors, etiology, clinical signs, interrelationships, and preventive management of common infectious and metabolic diseases of cattle, swine, small ruminants, and poultry;
4. Describe the association of common diseases with sub-optimum productivity or welfare in food-producing animals (cattle, swine, small ruminants, and poultry);
5. Explain the elements of a health management program for dairy cattle, beef cattle, swine, poultry, and small ruminants in Ontario;
6. Recognize and describe antimicrobial resistance and antimicrobial residues as it pertains to animal health management, animal health and food safety;
7. Summarize the regulatory processes for drug approval and use in food animals in Canada, and the management considerations for drug use by veterinarians and producers;
8. List important zoonotic diseases of ruminants, swine, and poultry and their methods of transmission, and effects in humans; and
9. List and describe important foreign animal diseases of ruminants, swine, and poultry.
10. Discuss the risk and impact of foreign animal disease incursion into Canada.

Teaching and Learning Activities

Method of Learning

Throughout the course you will have access to course content that has been developed by a team of species and content specialists. This course examines the causes and effects of important diseases of food animals in Canada. Elements of physiology, epidemiology, microbiology, nutrition, and production management are integrated into a health management approach emphasizing disease prevention.

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. Each unit will provide a framework on which to build your knowledge by presenting the content in a stepwise approach, with units expanding on the material previously learned.

Course Structure

This course consists of 12 units:

- Unit 01: Livestock Management & Production Systems
- Unit 02: Health Management
- Unit 03: Immunology, Vaccination & Antimicrobial Use
- Unit 04: Dairy Cattle Health: Youngstock
- Unit 05: Dairy Cattle Health: Reproduction and Transition
- Unit 06: Dairy Cattle Health: Infectious Disease & Mastitis
- Unit 07: Beef Cattle Health: Cow-Calf and Feedlot Operations
- Unit 08 Poultry Health: Laying and Broiler Operations
- Unit 09: Small Ruminants Health
- Unit 10: Swine Health: Farrowing to Weaning
- Unit 11: Swine Health: Post-Weaning to Finishing
- Unit 12: Exotic and Zoonotic Diseases of Livestock

What to Expect for Each Unit

Each unit is composed of two to three sections. Unit content will be communicated using instructional text, activities, diagrams and other visuals, and video materials. The typical structure of each unit will comprise several parts, including:

- **Unit Introduction and Learning Outcomes.** This section provides a broad overview of the topic and identifies the key outcomes that you are responsible for learning.
- **Unit Content.** Each unit includes instructor's notes that are organized into 2-3 major themes. Before you begin the unit, review the **Define the Problem** activity to establish a focus for your learning.
- **Unit Learning Activities & Conclusion.** Once you have studied the fundamental information introduced in the unit, visit this section to apply your knowledge by engaging in learning activities and reviewing the key takeaways:
 - **Learning activities:** At the end of the unit, test your knowledge with practice questions, explore videos from experts in animal health, and review of what you have learned in the unit.
 - **Conclusion:** This section reviews the main ideas and summarizes the key takeaways in the unit.

Schedule

It is strongly recommended that you follow the course schedule provided below. The schedule outlines what you should be working on each week of the course and lists the important due dates for the assessments. By following the schedule, you will be better prepared to complete the assessments and succeed in this course.

Unit 01: Livestock Management & Production Systems

Week 1 - Thursday, September 9 to Sunday, September 19

Readings

- Website: Unit 01 content

Activities

- Familiarize yourself with the course website by selecting **Start Here** on the navbar.
- Review **Outline** and **Assessments** on the course website to learn about course expectations, assessments, and due dates.
- Participate in the **Introductions** discussion
- Complete **Unit 01 Learning Activities** (Practice Questions, Animal Health in Action and Your Reflection)
- Complete the **Practice Test** using Respondus through the **Quizzes** tool.

Assessments

- No graded assessments this week.

Unit 02: Health Management

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

Readings

- Website: Unit 02 content

Activities

- Complete **Unit 02 Learning Activities** (Practice Questions, Animal Health in Action and Your Reflection)

Assessments

- **Take Unit 02 Quiz**
Opens: Monday, September 20 at 12:01 a.m. ET
Closes: Sunday, September 26 at 11:59 p.m. ET

Note: Unit Quizzes require the use of Respondus Lockdown Browser to proctor the quiz. You are strongly encouraged to take the Unit Quizzes during CourseLink Support Help Desk service hours in case of technical challenges. See Technical Support in this Outline.

Unit 03: Immunology, Vaccination & Antimicrobial Use

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

Readings

- Website: Unit 03 content

Activities

- Complete **Unit 03 Learning Activities** (Practice Questions, Animal Health in Action and Your Reflection)

Assessments

- **Take Unit 03 Quiz**
Opens: Monday, September 27 at 12:01 a.m. ET
Closes: Sunday, October 3 at 11:59 p.m. ET

Unit 04: Dairy Cattle Health: Youngstock

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

Readings

- Website: Unit 04 content

Activities

- Complete **Unit 04 Learning Activities** (Practice Questions, Animal Health in Action and Your Reflection)

Assessments

- **Take Unit 04 Quiz**
Opens: Monday, October 4 at 12:01 a.m. ET
Closes: Sunday, October 10 at 11:59 p.m. ET

Unit 05: Dairy Cattle Health: Reproduction and Transition

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

Readings

- Website: Unit 05 content

Activities

- Complete **Unit 05 Learning Activities** (Practice Questions, Animal Health in Action and Your Reflection)

Assessments

- **Take Midterm 1 (with Respondus LockDown Browser and Monitor)**
Opens: Thursday, October 14 at 8:30 a.m. ET
Closes: Thursday, October 14 at 6:30 p.m. ET

Unit 06: Dairy Cattle Health: Infectious Disease & Mastitis

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

Readings

- Website: Unit 06 content

Activities

- Complete **Unit 06 Learning Activities** (Practice Questions, Animal Health in Action and Your Reflection)

Assessments

- **Take Unit 06 Quiz**
Opens: Monday, October 18 at 12:01 a.m. ET
Closes: Sunday, October 24 at 11:59 p.m. ET
- Start working on **Infographic Assignment**
Due: Sunday, November 21 at 11:59 p.m. ET (Week 10)

Unit 07: Beef Cattle Health: Cow-Calf and Feedlot Operations

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

Readings

- Website: Unit 07 content

Activities

- Complete **Unit 07 Learning Activities** (Practice Questions, Animal Health in Action and Your Reflection)

Assessments

- **Take Unit 07 Quiz**
Opens: Monday, October 25 at 12:01 a.m. ET
Closes: Sunday, October 31 at 11:59 p.m. ET

Unit 08: Poultry Health: Laying and Broiler Operations

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

Readings

- Website: Unit 08 content

Activities

- Complete **Unit 08 Learning Activities** (Practice Questions, Animal Health in Action and Your Reflection)

Assessments

- **Take Unit 08 Quiz**

Opens: Monday, November 1 at 12:01 a.m. ET

Closes: Sunday, November 7 at 11:59 p.m. ET

Unit 09: Small Ruminants Health

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

Readings

- Website: Unit 09 content

Activities

- Complete **Unit 09 Learning Activities** (Practice Questions, Animal Health in Action and Your Reflection)

Assessments

- **Take Midterm 2 (with Respondus LockDown Browser and Monitor)**

Opens: Thursday, November 11 at 8:30 a.m. ET

Closes: Thursday, November 11 at 6:30 p.m. ET

Unit 10: Swine Health: Farrowing to Weaning

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

Readings

- Website: Unit 10 content

Activities

- Complete **Unit 10 Learning Activities** (Practice Questions, Animal Health in Action and Your Reflection)

Assessments

- **Take Unit 10 Quiz**

Opens: Monday, November 15 at 12:01 a.m. ET

Closes: Sunday, November 21 at 11:59 p.m. ET

- **Submit Infographic Assignment**

Due: Sunday, November 21 at 11:59 p.m.

Unit 11: Swine Health: Post-Weaning to Finishing

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

Readings

- Website: Unit 11 content

Activities

- Complete **Unit 11 Learning Activities** (Practice Questions, Animal Health in Action and Your Reflection)

Assessments

- **Take Unit 11 Quiz**

Opens: Monday, November 22 at 12:01 a.m. ET

Closes: Sunday, November 28 at 11:59 p.m. ET

Unit 12: Exotic and Zoonotic Diseases of Livestock

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

Readings

- Website: Unit 12 content

Activities

- Complete **Unit 12 Learning Activities** (Practice Questions, Animal Health in Action and Your Reflection)

Assessments

- **Take Unit 12 Quiz**

Opens: Monday, November 29 at 12:01 a.m. ET

Closes: Friday, December 3 at 11:59 p.m. ET

Assessments

The grade determination for this course is indicated in the following table. A brief description of each assessment is provided below. Select **Content** on the navbar to locate **Assessments** in the table of contents panel to review further details of each assessment. Due dates can be found under the Schedule heading of this outline.

Table 1: Course Assessments

Assessment Item	Weight	Learning Outcomes
Quizzes (8 x 1.25% each)	10%	1-9
Midterm exam 1	20%	1-9
Midterm exam 2	25%	1-9
Infographic assignment	15%	1-9
Final exam (Online)	30%	1-9
Total	100%	

Assessment Descriptions

Unit Quizzes

There are nine (9) online quizzes throughout the course. Each quiz is designed to assess and measure the knowledge you gain from studying unit content. Preparing for each quiz will help you to identify and explain the major concepts, theories, and ideologies covered in the course. While the course has nine quizzes, only the top eight (8) quizzes with highest marks will be taken for grading; the lowest mark or a non-complete will be dropped. The unit quizzes are an individual assessment and should be written without the assistance of your classmates, course notes, or unit readings.

This course requires the use of Respondus LockDown Browser to proctor your quizzes within CourseLink. Use of Lockdown Browser has been implemented to maintain the academic integrity of the quizzes. You must [download and install LockDown Browser](#) to complete the practice test and quizzes (Monitor not required for quizzes).

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 time for the quizzes.

Please be sure to review the Using Respondus Lockdown Browser 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 any assessments including the final exam, please contact CourseLink Support at courselink@uoguelph.ca or 519-824-4120 ext. 56939.

Midterm Exams

This course requires the use of Respondus LockDown Browser and Monitor (webcam) to proctor your Midterms 1 and 2 within CourseLink. Use of Lockdown Browser with a webcam has been implemented to maintain the academic integrity of the midterms. You must [download and install LockDown Browser and Monitor](#) to complete the practice test and midterms. While writing the practice test and midterms, you must show your university issued identification card during the Respondus Startup Sequence.

There are two (2) online midterm exams throughout the course. Each midterm is designed to test your knowledge of the course content from the following units: (a) Midterm exam #1 covers Units 01 to 04 and (b) midterm exam #2 covers Units 01 to 08 with a heavy emphasis on Units 05 to 08. The midterm exams are an individual assessment and should be written without the assistance of your classmates, course notes, or unit readings.

Midterms 1 and 2 will be delivered online via the **Quizzes** tool. Each midterm is 60 minutes in length. Midterm 1 will be held on **Thursday, October 14** between 8:30am ET to 6:30pm ET. Midterm 2 will be held on **Thursday, November 11** between 8:30am ET to 6:30pm ET. You can enter the midterm at any point during this window of time but will only have 60 minutes to complete it from when you start writing. For example, if you start writing the exam by 5:00 pm,

you will have until 6:00 pm to complete it. After 6:30pm 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.

Infographic Assignment

The overall task of this assessment is for you to design a quick visual reference guide or fact sheet in the form of an infographic. The infographic is to be designed to provide information portraying a specific area of food-animal health or a health management technique/theory. The target audience for this infographic includes producers (e.g., swine producer, dairy producer) and any staff members that they may employ to work on their production unit(s). The idea is that this infographic could be distributed to producers so that they may use them on their farm to serve as an educational sheet or quick reference guide for themselves or any other farm employees. Please visit the course CourseLink site for full details.

The Media Studio and Data Resource Centre (DRC) offer support to students creating digital media for course assignments such as an infographic. For creating an infographic, the media studio and DRC offer assistance on graphic design, using Canva to create posters, and finding images. Students are welcome to book an appointment, attend a workshop or use the help guides.

Links:

- Book an appointment with The Media Studio or Working with Data (DRC) teams: <https://www.lib.uoguelph.ca/using-library/appointment-booking>
 - The Media Studio – support on using Canva
 - Working with Data (DRC) – support on infographic construction
- Data Skills Workshop Video - Getting Started with Infographics: <https://web.microsoftstream.com/video/d50f5c03-b845-467c-b604-36f26b01eed9>
- Canva help guide: <https://guides.lib.uoguelph.ca/canva>
- Graphic Design guide: <https://guides.lib.uoguelph.ca/GraphicDesign>
- Find images for remixing help guide: <https://guides.lib.uoguelph.ca/Remixing>
- Workshops: https://cal.lib.uoguelph.ca/calendar/library_events/?cid=2503&t=g&d=0000-00-00&cal=2503&inc=0

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 final exam will be delivered online via the **Quizzes** tool. The exam is 2 hours in length and will be held on **Saturday, December 11, 2021**.

To accommodate students who may be located in various time zones, the exam will be available beginning at **11:30 am** until **12:30 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 **12:00 pm** you will have until **2:00 pm** to complete it. After **12:30 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.

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, midterms 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>

Microsoft Teams System Requirements

This course may use **Microsoft Teams** as a video communication tool. A Webcam, a microphone, and headphones/speakers are needed. In order to use **Microsoft Teams**, 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, download, and open attachments);
- Navigate the CourseLink learning environment and use the essential tools, such as **Dropbox**, **Quizzes**, **Discussions**, and **Grades** (the instructions for this are given in your course);
- Access, navigate, and search the Internet using a web browser (e.g., Firefox, Internet Explorer); and
- Perform online research using various search engines (e.g., Google) and library databases.

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. Setting your account notifications to alert you to new announcements is highly recommended.
- **Ask Your Instructor and TAs Discussion:** Use the discussion forum to ask questions of your teaching assistants about content or course-related issues with which you are

unfamiliar. If you encounter difficulties, the teaching assistants and instructor 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. To access this discussion forum, select **Discussions** from the **Tools** dropdown menu.

- **Email:** All course content related questions must be asked through the discussion forum on CourseLink. TAs will not respond to these questions via 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 teaching assistants and instructor a private message to POPM4230DE@uoguelph.ca. The teaching assistants or instructor will respond to your email within 48 to 72 hours.
- **Microsoft Teams:** If you have a complex question you would like to discuss, you should attend one of the office hours offered by the teaching assistants on Microsoft Teams. Office hour dates and times will be posted in the Announcement sections of CourseLink. Make sure to check the announcements regularly throughout the semester. Alternatively, if you need a meeting outside of the posted office hour times, please contact the teaching assistants or instructor to book an appointment by emailing POPM4230DE@uoguelph.ca. Appointments are booked on a first come first served basis.

Netiquette Expectations

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

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

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

Submission of Assignments to Dropbox

All assignments for this course 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, OneDrive), 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 on the Schedule. Be sure to check the technical requirements and make sure you have the proper computer, that you have a supported browser, and that you have reliable Internet access. Remember that **technical difficulty is not an excuse not to turn in your assignment on time**. Don't wait until the last minute as you may get behind in your work.

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

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

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.

For late final exam submissions to the **Quizzes** tool, your attempt will be flagged as late, and you will be prevented from making further changes to your attempt once your time ends. Make sure you save all your responses to the exam questions. For details on how long you have to complete the quiz or exam, please see the instructions in **Assessments** on CourseLink. The **Quizzes** tool counts down your time in the upper-left hand corner. Please pay close attention to this countdown and save your answers frequently.

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.

After you receive a grade on CourseLink, please review your feedback. Any inquiry or dispute over the grade must be made within two weeks from the date they are posted. If you fail to protest any grade during this time limit, changes to the grade will not be considered.

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

<https://webadvisor.uoguelph.ca>

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

Rights and Responsibilities When Learning Online

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

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

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

University Standard Statements

University of Guelph: Undergraduate Policies

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

If you are a registered **University of Guelph Degree Student**, consult the [Undergraduate Calendar](#) 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

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](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.

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.

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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.