



CHEM*1100 Chemistry Today

Winter 2020

Section: DE01

Department of Chemistry

Credit Weight: 0.50

Course Details

Calendar Description

This chemistry course for non-scientists will outline the involvement of chemistry in our daily lives and will provide an appreciation of chemistry from atoms to important complex molecules. Topics will include energy sources, air and water pollution, natural and synthetic polymers, household chemicals, foods, drugs and biochemicals.

Pre-Requisite(s): None

Co-Requisite(s): None

Restriction(s): CHEM*1040 Students in the BASC.AHN, BAS, BBRM.EM, BENG, BSAG, BSES and BSC programs cannot take this course for credit.

Method of Delivery: Online

Final Exam

Date: 4/18/2020

Time: 7:00 PM – 9:00 PM

Location: On campus

Instructional Support

Instructor

Kim Bolton

Email: kbolton@uoguelph.ca

Telephone: (519) 824-4120 Ext. 54266

Office: Alexander Hall, Room 260

Hello, my name is Dr. Kim Bolton and I will be guiding you through this course. I grew up in Fort Erie, Ontario but have made Guelph my home since coming here in 1982 to begin my undergraduate degree in Soil Science (yes, I am an Aggie!). I completed my Ph.D. (also at the University of Guelph) in 1993 in Environmental Soil Chemistry. From 1994 to 1999 I was on faculty in the Department of Environmental Sciences at the University of Toronto at Scarborough. In 1999 I moved back to Guelph and since then I have shifted my interest from research to teaching. I have taught many different environmental sciences courses and I also teach two online courses for the Chemistry Department.

I love teaching! I have over 20 years of experience, both in the class and online, and my students often comment on my enthusiasm. My goal is to instill in you an appreciation for, and interest in, the exciting world of chemistry. I want you to know that I really care about your learning and I will work very hard to help you successfully complete the course. I will guide you through each step of the course with the same enthusiasm and commitment as I give to my in-class courses. There will be lots of opportunity for you to interact with me and with your classmates. In fact, I am "obsessive" about reading and responding to on-line messages, so I am confident that you will feel "connected" to me and to each other.

In my spare time, I enjoy cooking, reading, running/cycling, yoga and canoeing/kayaking. On Saturday mornings you can always find me at the Guelph Farmer's Market. 😊.

I hope you enjoy our journey together – I am really looking forward to it! Please do not hesitate to contact me with questions/concerns/problems.

P.S. Feel free to call me Kim but if you are uncomfortable with this, Dr. Bolton is fine too!

Learning Resources

Required Textbook

Title: Chemistry in Focus: A molecular View of Our World

Author(s): Nivaldo J. Tro

Edition / Year: 6th Edition / 2016

Publisher: Cengage

ISBN: 9781305084476

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

<https://guelphcampus.coop/bookstore>

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

Calculator

You will require an electronic calculator with ln, exp or ex, log₁₀ and 10^x functions. Calculators or notebook computers capable of storing text information are not allowed in final examinations.

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 access your textbook on loan from 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

Learning Outcomes

Course Learning Outcomes

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

- Demonstrate understanding of the basic features of the periodic table and be able to identify and name elements, ions and various compounds;
 - Balance and explain several types of chemical reactions (specifically solubility, acid-base, and nuclear);
 - Determine the molecular structure of simple compounds using Lewis Structures.
 - Identify and name some simple carbon containing compounds (alkanes, alkenes, alkynes and aromatic compounds) in order to begin investigating organic chemistry;
 - Explain the basic properties and societal impacts of important substances including: acids and bases, radioactive elements, household products, molecules in living organisms, drugs and medicines; and
 - Describe the basic chemical processes associated with environmental problems including: global warming, ozone depletion, water contamination.
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Teaching and Learning Activities

Course Structure

The course is divided into eleven (11) units and is delivered over 12 weeks:

- Unit 01: Some Fundamental Chemical Principles
- Unit 02: Atoms and Elements
- Unit 03: Compounds and Chemical Reactions
- Unit 04: Chemical Bonding
- Unit 05: Organic Chemistry
- Unit 06: Acids and Bases
- Unit 07: Household Chemicals

- Unit 08: Biochemistry and the Chemistry of Pharmaceuticals
- Unit 09: Chemistry of Food
- Unit 10: Nuclear Chemistry
- Unit 11: Chemistry of the Environment

Each course unit is broken down into a number of topics. Each topic generally involves reading several sections in the textbook and completing a variety of activities, some graded, some ungraded.

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: Some Fundamental Chemical Principles

Week 1 – Monday, January 6 to Sunday, January 12

Readings

- Textbook: Chapters 1 and 2
- Website: Unit 01 course 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.
- Textbook Problems:
 - Chapter 1: 5, 6, 9, 12-16, 23, 27, 29, 31, 35, 37, 39
 - Chapter 2: 4, 12, 15, 17, 19, 21, 25, 27, 29, 31, 33, 35, 37, 39, 41, 43

Assessments

- There are no Assessments for this Unit. You will be quizzed on the Unit 01 content in the Unit 02 Quiz.

Unit 02: Atoms and Elements

Week 2 – Monday, January 13 to Sunday, January 19

Readings

- Textbook: Chapter 3
- Website: Unit 02 course content

Activities

- Textbook Problems:
 - Chapter 3: 5, 12, 15, 17, 19, 21, 23, 25, 27, 29, 31, 33, 35, 41, 43, 45, 47

Assessments

- **Graded Homework Assignment 1** (Submit via **Dropbox**)
Due: Sunday, January 19 by 11:59 pm ET
- **Unit 02 Quiz** (covers material from Units 01 and 02, chapters 1, 2, & 3)
Opens: Monday, January 13 at 12:01 am ET
Closes: Sunday, January 26 at 11:59 pm ET

Important: Unit quizzes open at the beginning of the week and remain open for 2 weeks.

Unit 03: Compounds and Chemical Reactions

Week 3 – Monday, January 20 to Sunday, January 26

Readings

- Textbook: Chapter 4
- Website: Unit 03 course content

Activities

- Textbook Problems:
 - Chapter 4: 5, 7, 15, 17, 19, 21, 23, 27, 29, 31, 37, 39, 41, 43 a,b,c, 49, 51, 53 a,b

Assessments

- **Graded Homework Assignment 2** (Submit via **Dropbox**)
Due: Sunday, January 26 by 11:59 pm ET
- **Quizzes**

- **Unit 02 Quiz (Chapters 1, 2 and 3)**
Closes: Sunday, January 26 at 11:59 pm ET
- **Unit 03 Quiz (Chapter 4)**
Opens: Monday, January 20 at 12:01 am ET
Closes: Sunday, February 2 at 11:59 pm ET

Unit 04: Chemical Bonding

Week 4 – Monday, January 27 to Sunday, February 2

Readings

- Textbook: Chapter 5
- Website: Unit 04 course content

Activities

- Textbook Problems:
 - Chapter 5: 1, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 33

Assessments

- **Graded Homework Assignment 3 (Submit via Dropbox)**
Due: Sunday, February 2 by 11:59 pm ET
- **Quizzes**
 - **Unit 03 Quiz (Chapter 4)**
Closes: Sunday, February 2 at 11:59 pm ET
 - **Unit 04 Quiz (Chapter 5)**
Opens: Monday, January 27 at 12:01 am ET
Closes: Sunday, February 9 at 11:59 pm ET

Unit 05: Organic Chemistry

Week 5 – Monday, February 3 to Sunday, February 9

Readings

- Textbook: Chapter 6
- Website: Unit 05 course content

Activities

- Textbook Problems:
 - Chapter 6: 3, 9, 11, 12, 15, 16, 21, 29, 31, 39, 41, 43, 45, 47, 49, 51, 55, 57, 59

Assessments

- **Graded Homework Assignment 4** (Submit via **Dropbox**)
Due: Sunday, February 9 by 11:59 pm ET
- **Quizzes**
 - **Unit 04 Quiz (Chapter 5)**
Closes: Sunday, February 9 at 11:59 pm ET
 - **Unit 05 Quiz (Chapter 6)**
Opens: Monday, February 3 at 12:01 am ET
Closes: Sunday, February 16 at 11:59 pm ET

Unit 06: Acids and Bases

Week 6 – Monday, February 10 to Sunday, February 16

Readings

- Textbook: Chapter 13
- Website: Unit 06 course content

Activities

- Textbook Problems:
 - Chapter 13: 2, 3, 5, 7, 10, 12, 13, 17, 20, 21, 29, 31, 33, 35, 37, 39, 41

Assessments

- **Graded Homework Assignment 5** (Submit via **Dropbox**)
Due: Sunday, February 16 by 11:59 pm ET
- **Quizzes**
 - **Unit 05 Quiz (Chapter 6)**
Closes: Sunday, February 16 at 11:59 pm ET
 - **Unit 06 Quiz (Chapter 13)**
Opens: Monday, February 10 at 12:01 am ET
Closes: Sunday, March 1 at 11:59 pm ET

Winter Break: Monday, February 17 to Sunday, February 23

Unit 07: Household Chemicals

Week 7 – Monday, February 24 to Sunday, March 1

Readings

- Textbook:

- Chapter 15
- Chapter 14: Sections 14.2 to 14.3
- Website: Unit 07 course content

Activities

- Textbook Problems:
 - Chapter 14: 4, 5, 11, 23, 25, 27, 29, 31
 - Chapter 15: 1 to 44, 45, 47, 49, 51, 53, 57, 59

Assessments

- **Quizzes**
 - **Unit 06 Quiz (Chapter 13)**
Closes: Sunday, March 1 at 11:59 pm ET
 - **Unit 07 Quiz (Chapters 15 and 14, only sections 14.2 and 14.3)**
Opens: Monday, February 24 at 12:01 am ET
Closes: Sunday, March 8 at 11:59 pm ET
- **Online Midterm Exam** (Chapters 1 to 6, and 13)
Opens: Saturday, February 29 at 12:01 am ET
Closes: Sunday, March 1 at 11:59 pm ET

Unit 08: Biochemistry and the Chemistry of Pharmaceuticals

Weeks 8 and 9 – Monday, March 2 to Sunday, March 15

Readings

- Textbook:
 - Chapter 16: Sections 16.1 to 16.6
 - Chapter 17: Sections 17.1 to 17.3, 17.5, 17.6, 17.8, 17.10, 17.11
- Website: Unit 08 content

Activities

- Textbook Problems:
 - Chapter 16: 2 to 22, 45, 47, 49, 53, 55, 57
 - Chapter 17: 1 to 6, 9 to 23, 25, 26, 27, 32 to 37, 47 to 52, 65, 67

Assessments

- **Quizzes**
 - **Unit 07 Quiz (Chapters 15 and 14, only sections 14.2 and 14.3)**
Closes: Sunday, March 8 at 11:59 pm ET
 - **Unit 08 Quiz (selected sections of Chapters 16 and 17)**
Opens: Monday, March 2 at 12:01 am ET
Closes: Sunday, March 22 at 11:59 pm ET

Unit 09: Chemistry of Food

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

Readings

- Textbook: Chapter 18
- Website: Unit 09 course content

Activities

- Textbook Problems:
 - Chapter 18: 1 to 55, 57, 59, 61, 63, 65, 67, 71

Assessments

- **Quizzes**
 - **Unit 08 Quiz (selected sections of Chapters 16 and 17)**
Closes: Sunday, March 22 at 11:59 pm ET
 - **Unit 09 Quiz (Chapter 18)**
Opens: Monday, March 16 at 12:01 am ET
Closes: Sunday, March 29 at 11:59 pm ET

Unit 10: Nuclear Chemistry

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

Readings

- Textbook: Chapter 8 (excluding Sections 8.8 and 8.9)
- Website: Unit 10 course content

Activities

- Textbook Problems:
 - Chapter 8: 1 to 6, 8, 11, 17, 18, 19, 24 to 30, 31, 33, 35, 37, 39, 41, 47, 49, 51

Assessments

- **Factsheet Assignment** (Submit via **Dropbox**)
Due: Tuesday, March 24 by 11:59 pm ET
- **Graded Homework Assignment 6** (Submit via **Dropbox**)
Due: Sunday, March 29 by 11:59 pm ET
- **Quizzes**
 - **Unit 09 Quiz (Chapter 18)**
Closes: Sunday, March 29 at 11:59 pm ET
 - **Unit 10 Quiz (Chapter 8, excluding sections 8.8 and 8.9)**
Opens: Monday, March 23 at 12:01 am ET
Closes: Friday, April 3 at 12:01 am ET

Unit 11: Chemistry of the Environment

Week 12 – Monday, March 30 to Friday, April 3

Readings

- Textbook:
 - Chapter 11: Sections 11.5 and 11.6, 11.9 to 11.11
 - Chapter 9: Sections 9.7 to 9.10, 9.12
 - Chapter 12: Sections 12.7 to 12.15
- Website: Unit 11 course content

Activities

- Textbook Problems:
 - Chapter 9: 13, 18, 20 to 30
 - Chapter 11: 25 to 36
 - Chapter 12: 13, 16 to 21, 23, 25

Assessments

- **Quizzes**
 - **Unit 10 Quiz (Chapter 8, excluding sections 8.8 and 8.9)**
Closes: Friday, April 3 at 11:59 pm ET
 - **Unit 11 Quiz (selected sections of Chapters 9, 11 and 12)**
Opens: Monday, March 23 at 12:01 am ET
Closes: Friday, April 3 at 11:59 pm ET

- Review course material and prepare for final exam.
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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
Quizzes (online)	10%
Graded Homework Assignments	15%
Midterm Exam (online)	20%
Factsheet Assignment	15%
Final Exam	40%
Total	100%

Assessment Descriptions

Quizzes

There will be 10 (ten) online quizzes delivered through the **Quizzes** tool (found in the Tools dropdown list in the course navbar). Only the top six (6) quizzes will be used to determine your grade. The questions on these quizzes are multiple choice and are on the assigned material from the textbook chapters. You are only allowed one attempt at each quiz. You will be allowed 90 minutes to complete each quiz.

Graded Homework Assignments

You will complete longer calculation questions where you will need to show all of your work. You will submit these electronically to the appropriate **Dropbox** folders (see Assessments for instructions on how to submit these assignments).

Midterm Exam

The online midterm examination will be similar to the quizzes, but it will cover more material and it will consist of 40 questions. You are only allowed one attempt at the midterm. You will be allowed 180 minutes to complete the midterm examination.

Factsheet Assignment

You will produce an informative and interesting fact sheet on a consumer product that is no longer than 3 pages.

Final Exam

This course requires you to write a traditional sit-down final exam. Final exams are written on campus at the University of Guelph or at alternate locations for students at a distance. It will cover material from the entire course. 30% will comprise a number of multiple-choice questions similar to the ones given in the online quizzes. 70% will consist of some fill-in-the-blank and/or short answer questions.

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

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

<https://webadvisor.uoguelph.ca>

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

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

Course Technologies and Technical Support

CourseLink System Requirements

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

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

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

Technical Skills

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

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

Course Technologies

CourseLink

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

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

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

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

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 attempt to respond to your email within 24 hours.
- **Skype:** If you have a complex question you would like to discuss with your instructor, you may book a Skype meeting. Skype meetings depend on the availability of you and the instructor, and are booked on a first come first served basis.

Netiquette Expectations

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

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

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

Submission of Assignments to Dropbox

Graded Homework Assignments and the Factsheet 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 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](#).

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

Late Policy

If you choose to submit 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. Late Graded Homework Assignments will NOT be graded if they are submitted after the solutions have been posted to CourseLink.

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

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

<https://webadvisor.uoguelph.ca>

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

Rights and Responsibilities When Learning Online

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

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

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

University Standard Statements

University of Guelph: Undergraduate Policies

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

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

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

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

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

Email Communication

University of Guelph Degree Students

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

Open Learning Program Students

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

When You Cannot Meet Course Requirements

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

University of Guelph Degree Students

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

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

Open Learning Program Students

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

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

Drop Date

University of Guelph Degree Students

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 Executive 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 Executive 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>

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