CHEM*1060 Introductory Chemistry

Fall 2019

Section: DE

Department of Chemistry

Credit Weight: 0.50

Course Details

Calendar Description

This course stresses fundamental principles of chemistry and is designed for students without Grade 12 or 4U Chemistry or equivalent. Topics include: atomic theory, the periodic table, stoichiometry, properties of gases and liquids, acid-base concepts and chemical equilibria. This course is intended only for students who require the equivalent of Grade 12 or 4U Chemistry in order to proceed to CHEM*1040.

Pre-Requisite(s): None

Co-Requisite(s): None

Restriction(s): None

Method of Delivery: Online

Final Exam

Date: December 11, 2019

Time: 08:30AM - 10:30AM

Location: On campus

Instructional Support

Instructor

Dr. Kim Bolton

Email: kbolton@uoguelph.ca
Telephone: (519) 824-4120 Ext. 54266
Office: Alexander Hall (ALEX), 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 and enthusiasm for 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 online 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: Introductory Chemistry: A Foundation
Author(s): Stephen S. Zumdahl and Donald J. DeCoste
Edition / Year: 8th edition, 2015
Publisher: Cengage Learning
ISBN: 9781285199030 (hardcover)

Very Important: Do **not** purchase a used copy of the 8th **Hybrid edition** of the textbook! The Hybrid textbook does **not** contain any end-of-chapter Questions and Problems so you will not be able to practice calculations.

Package Option: Textbook plus **optional** OWLv2 Access Code
ISBN: 9781305384521

Note: A special price for University of Guelph students has been negotiated for this bundle which makes it less expensive than just the book on its own.

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/

Optional Resource

Title: OWLv2 Access code
Publisher: Cengage Learning

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

For further instructions on accessing reserve resources, visit How to Get Course Reserve Materials.

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

Tel: 519-824-4120 ext. 53621
Email: libres2@uoguelph.ca
Location: McLaughlin Library, First Floor, University of Guelph

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

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Learning Outcomes

Course Learning Outcomes

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

1. Apply the fundamentals of chemistry at the Grade 12 or 4U level to various problems;
2. Demonstrate understanding of the basic features of the periodic table and be able to identify and name elements, ions and various compounds;
3. Balance and explain various types of chemical reactions (specifically solubility, gas, acid-base and oxidation-reduction);
4. Solve quantitative calculations including stoichiometric, solution composition and ideal gas law calculations;
5. Determine the molecular structure of simple compounds using Lewis Structures;

6. Apply the concepts of chemical equilibrium and solve simple quantitative equilibrium calculations;
7. Identify and name some simple carbon containing compounds (alkanes, alkenes, alkynes and aromatic compounds) in order to begin investigating organic chemistry.

Teaching and Learning Activities

Method of Learning

This course is designed to facilitate in-depth engagement with the topic of introductory chemistry.

Course Structure

This course is divided into eleven (11) units:

- **Unit 01:** Measurements and Calculations
- **Unit 02:** Elements, Atoms and Ions
- **Unit 03:** Chemical Reactions
- **Unit 04:** Molecular Formulas and the Mole
- **Unit 05:** Atomic Theory and Chemical Bonding (this is a two-week unit)
- **Unit 06:** Gases: PV=nRT and Gas Stoichiometry
- **Unit 07:** Solutions: Molarity, Dilutions and Reactions
- **Unit 08:** Acids and Bases
- **Unit 09:** Equilibrium
- **Unit 10:** Oxidation-Reduction Reactions and Electrochemistry
- **Unit 11:** Introduction to Organic Chemistry

What to Expect for Each Unit

Each of the units is structured in a similar manner. To obtain the best results, the tasks should be completed in the following order:

- Complete the assigned Textbook readings
- Work through the Unit Concepts
    - Read the online content
    - Complete the Concept Learning Activities
    - Complete the assigned Questions and Problems from the Textbook
    - Watch the Big Ideas Video
    - Participate in the Unit Discussion (optional)
- Complete the Graded Activities

- Write the Unit Quiz (applies to **Units 02-10**)
- Complete the Graded Calculation Assignment (applies to **Units 04, 06, 07** and **09**)
- Complete the optional OWL Homework (only if you purchased the OWLv2 Access Code)

Note: It is strongly recommended that you follow the course **Schedule**. The **Schedule** outlines what you should be working on during each week of the course.

Schedule

Unit 01: Measurements and Calculations

Week 1 – Thursday, September 5 to Sunday, September 15

Readings

- It is recommended that the required **Textbook** readings are completed in the following order:
  - All of Chapter 1
  - Concept 1.1 – Chapter 2, Sections 2.1 to 2.3
  - Concept 1.2 – Chapter 2, Sections 2.4 and 2.5
  - Concept 1.3 – Chapter 2, Section 2.6
  - Concept 1.4 – Chapter 2, Section 2.7
  - Concept 1.5 – Chapter 2, Section 2.8
- **Unit 01** course website content

Activities

- Complete learning activities for each concept
- Complete assigned Questions and Problems from the Textbook
- Watch the **Unit 01** Big Ideas Video
- Participate in **Unit 01** Discussion (optional)

Assessments

- **Optional OWL Homework**
  - **Unit 01 OWL Homework**
    Opens: Thursday, September 5 at 12am (ET)
    Closes: Sunday, September 22 at 11:59pm (ET) (Week 2)

  Important: OWL Homework is only available if you purchased the OWLv2 Access Code.

  Access the OWL website via the OWL link in the **Tools** dropdown on the navbar.

Unit 02: Elements, Atoms and Ions

Week 2 – Monday, September 16 to Sunday, September 22

Readings

- It is recommended that the required **Textbook** readings are completed in the following order:
  - Concept 2.1 – Chapter 4, Sections 4.1 to 4.4
  - Concept 2.2 – Chapter 4, Sections 4.5 to 4.7
  - Concept 2.3 – Chapter 4, Sections 4.8 and 4.9
  - Concept 2.4 – Chapter 4, Sections 4.10 and 4.11
  - Concept 2.5 – All of Chapter 5 (You are not responsible for the material in Section 5.6, Naming Acids, but you might want to read this section)
- **Unit 02** course website content

Activities

- Complete learning activities for each concept
- Complete assigned Questions and Problems from the Textbook
- Watch the **Unit 02** Big Ideas Video
- Participate in **Unit 02** Discussion (optional)

Assessments

- **Quizzes**
  - **Unit 02 Quiz (covers content from Units 01 & 02)**
    Opens: Monday, September 16 at 12am (ET)
    Closes: Sunday, September 29 at 11:59pm (ET) (Week 3)

  Important: Unit quizzes open at the beginning of the week and will remain open for 2 weeks.
- **Optional OWL Homework**
  - **Unit 01 OWL Homework**
    Closes: Sunday, September 22 at 11:59pm (ET)
  - **Unit 02 OWL Homework**
    Opens: Monday, September 16 at 12am (ET)
    Closes: Sunday, September 29 at 11:59pm (ET) (Week 3)

Unit 03: Chemical Reactions

Week 3 – Monday, September 23 to Sunday, September 29

Readings

- It is recommended that the required Textbook readings are completed in the following order:
  - Concept 3.1 –All of Chapter 6

- Concept 3.2 – Chapter 7, Sections 7.1 and 7.2
- Concept 3.3 – Chapter 7, Section 7.3
- Concept 3.4 – Chapter 7, Section 7.4
- Concept 3.5 – Chapter 7, Section 7.5
- Concept 3.6 – Chapter 7, Sections 7.6 and 7.7

- **Unit 03** course website content

Activities

- Complete learning activities for each concept
- Complete assigned Questions and Problems from the Textbook
- Watch the **Unit 03** Big Ideas Video
- Participate in **Unit 03** Discussion (optional)

Assessments

- **Quizzes**
  - **Unit 02 Quiz**
    Closes: Sunday, September 29 at 11:59pm (ET)
  - **Unit 03 Quiz**
    Opens: Monday, September 23 at 12am (ET)
    Closes: Sunday, October 6 at 11:59pm (ET) (Week 4)
- **Optional OWL Homework**
  - **Unit 02 OWL Homework**
    Closes: Sunday, September 29 at 11:59pm (ET)
  - **Unit 03 OWL Homework**
    Opens: Monday, September 23 at 12am (ET)
    Closes: Sunday, October 6 at 11:59pm (ET) (Week 4)

Unit 04: Molecular Formulas and the Mole

Week 4 – Monday, September 30 to Sunday, October 6

Readings

- It is recommended that the required Textbook readings are completed in the following order:
  - Concept 4.1 – Chapter 8, Sections 8.1 to 8.5
  - Concept 4.2 – Chapter 8, Section 8.6 to 8.9
  - Concept 4.3 – Chapter 9, Sections 9.1 to 9.3
  - Concept 4.4 – Chapter 9, Sections 9.4 to 9.

- **Unit 04** course website content

Activities

- Complete learning activities for each concept

- Complete assigned Questions and Problems from the Textbook
- Watch the **Unit 04** Big Ideas Video
- Participate in **Unit 04** Discussion (optional)

Assessments

- **Quizzes**
  - **Unit 03 Quiz**
    Closes: Sunday, October 6 at 11:59pm (ET)
  - **Unit 04 Quiz**
    Opens: Monday, September 30 at 12am (ET)
    Closes: Sunday, October 13 at 11:59pm (ET) (Week 5)
- **Graded Calculations**
  - **Unit 04 Graded Calculation Assignment**
    You should be working on this now
    Due: Sunday, October 13 at 11:59pm (ET) (Week 5)
- **Optional OWL Homework**
  - **Unit 03 OWL Homework**
    Closes: Sunday, October 6 at 11:59pm (ET)
  - **Unit 04 OWL Homework**
    Opens: Monday, September 30 at 12am (ET)
    Closes: Sunday, October 13 at 11:59pm (ET) (Week 5)

Unit 05: Atomic Theory and Chemical Bonding

Weeks 5 & 6 – Monday, October 7 to Sunday, October 20

Readings

- It is recommended that the required Textbook readings are completed in the following order:

  Week 5:

  - Concept 5.1 – Chapter 11, Sections 11.1 to 11.4
  - Concept 5.2 – Chapter 11, Sections 11.5 to 11.8
  - Concept 5.3 – Chapter 11, Sections 11.9 to 11.11

  Week 6:

  - Concept 5.4 – Chapter 12, Sections 12.1 to 12.3
  - Concept 5.5 – Chapter 12, Sections 12.4 and 12.5
  - Concept 5.6 – Chapter 12, Sections 12.6 and 12.7
  - Concept 5.7 – Chapter 12, Sections 12.8 to 12.10

- **Unit 05** course website content

Activities

- Complete learning activities for each concept
- Complete assigned Questions and Problems from the Textbook
- Watch the **Unit 05** Big Ideas Video
- Participate in **Unit 05** Discussion (optional)

Assessments

- **Quizzes**
    - **Unit 04 Quiz**
      Closes: Sunday, October 13 at 11:59pm (ET) (Week 5)
    - **Unit 05 Quiz**
      Opens: Monday, October 7 at 12am (ET)
      Closes: Sunday, October 27 at 11:59pm (ET) (Week 7)
- **Graded Calculations**
    - **Unit 04 Graded Calculation Assignment**
      Finish and submit to the Dropbox
      Due: Sunday, October 13 at 11:59pm (ET) (Week 5)
- **Optional OWL Homework**
    - **Unit 04 OWL Homework**
      Closes: Sunday, October 13 at 11:59pm (ET) (Week 5)
    - **Unit 05 OWL Homework**
      Opens: Monday, October 7 at 12am (ET)
      Closes: Sunday, October 27 at 11:59pm (ET) (Week 7)

Unit 06: Gases: PV=nRT and Gas Stoichiometry

Week 7 – Monday, October 21 to Sunday, October 27

Readings

- It is recommended that the required Textbook readings are completed in the following order:
    - Concept 6.1 – Chapter 13, Sections13.1 to 13.5
    - Concept 6.2 – Chapter 13 Section 13.6
    - Concept 6.3 – Chapter 13, Sections 13.7 to 13.9
    - Concept 6.4 – Chapter 13, Section 13.10
- **Unit 06** course website content

Activities

- Complete learning activities for each concept
- Complete assigned Questions and Problems from the Textbook
- Watch the **Unit 06** Big Ideas Video
- Participate in **Unit 06** Discussion (optional)

Assessments

- **Quizzes**
    - **Unit 05 Quiz**
      Closes: Sunday, October 27 at 11:59pm (ET)
    - **Unit 06 Quiz**
      Opens: Monday, October 21 at 12am (ET)
      Closes: Sunday, November 3 at 11:59pm (ET) (Week 8)
    - **Online Midterm Examination**
      (Covers **Units 01 - 05**; Chapters 2, 4, 5, 6, 7, 8, 9, 11 and 12)
      Opens: Friday, October 25 at 12am (ET)
      Closes: Sunday, October 27 at 11:59pm (ET)
- **Graded Calculations**
    - **Unit 06 Graded Calculation Assignment**
      You should be working on this.
      Due: Sunday, November 3 at 11:59pm (ET) (Week 8)
- **Optional OWL Homework**
    - **Unit 05 OWL Homework**
      Closes: Sunday, October 27 at 11:59pm (ET)
    - **Unit 06 OWL Homework**
      Opens: Monday, October 21 at 12am (ET)
      Closes: Sunday, November 3 at 11:59pm (ET) (Week 8)

Unit 07: Solutions: Molarity, Dilutions and Reactions

Week 8 – Monday, October 28 to Sunday, November 3

Readings

- It is recommended that the required Textbook readings are completed in the following order:
    - Concept 7.1 – Chapter 15, Sections15.1 to 15.4
    - Concept 7.2 – Chapter 15, Section 15.5
    - Concept 7.3 – Chapter 15, Sections 15.6 and 15.7

- **Unit 07** course website content

Activities

- Complete learning activities for each concept
- Complete assigned Questions and Problems from the Textbook
- Watch the **Unit 07** Big Ideas Video
- Participate in **Unit 07** Discussion (optional)

Assessments

- **Quizzes**
  - **Unit 06 Quiz**
    Closes: Sunday, November 3 at 11:59pm (ET)
  - **Unit 07 Quiz**
    Opens: Monday, October 28 at 12am (ET)
    Closes: Sunday, November 10 at 11:59pm (ET) (Week 9)

- **Graded Calculations**
  - **Unit 06 Graded Calculation Assignment**
    Finish and submit to the Dropbox
    Due: Sunday, November 3 at 11:59pm (ET)
  - **Unit 07 Graded Calculation Assignment**
    You should be working on this.
    Due: Sunday, November 10 at 11:59pm (ET) (Week 9)

- **Optional OWL Homework**
  - **Unit 06 OWL Homework**
    Closes: Sunday, November 3 at 11:59pm (ET)
  - **Unit 07 OWL Homework**
    Opens: Monday, October 28 at 12am (ET)
    Closes: Sunday, November 10 at 11:59pm (ET) (Week 9)

Unit 08: Acids and Bases

Week 9 – Monday, November 4 to Sunday, November 10

Readings

- It is recommended that the required Textbook readings are completed in the following order:
  - Concept 8.1 – Chapter 16, Sections16.1 and 16.2
  - Concept 8.2 – Chapter 16, Sections 16.3 to 16.5
  - Concept 8.3 – Chapter 16, Section 16.6

- **Unit 08** course website content

Activities

- Complete learning activities for each concept
- Complete assigned Questions and Problems from the Textbook
- Watch the **Unit 08** Big Ideas Video
- Participate in **Unit 08** Discussion (optional)

Assessments

- **Quizzes**
  - **Unit 07 Quiz**
    Closes: Sunday, November 10 at 11:59pm (ET)
- **Graded Calculations**
  - **Unit 07 Graded Calculation Assignment**
    Finish and submit to the Dropbox
    Due: Sunday, November 10 at 11:59pm (ET)
- **Optional OWL Homework**
  - **Unit 07 OWL Homework**
    Closes: Sunday, November 10 at 11:59pm (ET)
  - **Unit 08 OWL Homework**
    Opens: Monday, November 4 at 12am (ET)
    Closes: Sunday, November 17 at 11:59pm (ET) (Week 10)

Unit 09: Equilibrium

Week 10 – Monday, November 11 to Sunday, November 17

Readings

- It is recommended that the required Textbook readings are completed in the following order:
  - Concept 9.1 – Chapter 17, Sections 17.1 to 17.4
  - Concept 9.2 – Chapter 17, Sections 17.5 and 17.6
  - Concept 9.3 – Chapter 17, Section 17.7
  - Concept 9.4 – Chapter 17, Sections 17.8 and 17.9
- **Unit 09** course website content

Activities

- Complete learning activities for each concept
- Complete assigned Questions and Problems from the Textbook
- Watch the **Unit 09** Big Ideas Video
- Participate in **Unit 09** Discussion (optional)

Assessments

- **Quizzes**
    - **Unit 09 Quiz (covers content from Units 08 & 09)**
      Opens: Monday, November 11 at 12am (ET)
      Closes: Sunday, November 24 at 11:59pm (ET) (Week 11)
- **Graded Calculations**
    - **Unit 09 Graded Calculation Assignment**
      You should be working on this.
      Sunday, November 24 at 11:59pm (ET) (Week 11)
- **Optional OWL Homework**
    - **Unit 08 OWL Homework**
      Closes: Sunday, November 17 at 11:59pm (ET)
    - **Unit 09 OWL Homework**
      Opens: Monday, November 11 at 12am (ET)
      Closes: Sunday, November 24 at 11:59pm (ET) (Week 11)

Unit 10: Oxidation-Reduction Reactions and Electrochemistry

Week 11 – Monday, November 18 to Sunday, November 24

Readings

- It is recommended that the required Textbook readings are completed in the following order:
    - Concept 10.1 – Chapter 18, Sections 18.1 to 18.4
    - Concept 10.2 – Chapter 18, Sections 18.5 to 18.8
- **Unit 10** course website content

Activities

- Complete learning activities for each concept
- Complete assigned Questions and Problems from the Textbook
- Watch the **Unit 10** Big Ideas Video
- Participate in **Unit 10** Discussion (optional)

Assessments

- **Quizzes**
    - **Unit 09 Quiz**
      Closes: Sunday, November 24 at 11:59pm (ET)

- **Unit 10 Quiz**
  Opens: Monday, November 18 at 12am (ET)
  Closes: Friday, November 29 at 11:59pm (ET) (Week 12)

- **Graded Calculations**
  - **Unit 09 Graded Calculation Assignment**
    Finish and submit to the Dropbox
    Due: Sunday, November 24 at 11:59pm (ET)

- **Optional OWL Homework**
  - **Unit 09 OWL Homework**
    Closes: Sunday, November 24 at 11:59pm (ET)
  - **Unit 10 OWL Homework**
    Opens: Monday, November 18 at 12am (ET)
    Closes: Friday, November 29 at 11:59pm (ET) (Week 12)

Unit 11: Introduction to Organic Chemistry

Week 12 – Monday, November 25 to Friday, November 29

Readings

- It is recommended that the required Textbook readings are completed in the following order:
  - Concept 11.1 – Chapter 20, Sections 20.1 to 20.4
  - Concept 11.2 – Chapter 20, Section 20.7
  - Concept 11.3 – Chapter 20, Sections 20.8 and 20.9

- **Unit 11** course website content

Activities

- Complete learning activities for each concept
- Complete assigned Questions and Problems from the Textbook
- Watch the **Unit 11** Big Ideas Video
- Participate in **Unit 11** Discussion (optional)
- Take the **ungraded Unit 11** practice quiz
  Available: Monday 12am to the end of exam period

Assessments

- **Please Note:** All closing dates for Graded Activities in **Units 10** and **11** are set for the last day of classes.
- **Quizzes**
  - **Unit 10 Quiz**
    Closes: Friday, November 29 at 11:59pm (ET)

- **Optional OWL Homework**
  - **Unit 10 OWL Homework**
    Closes: Friday, November 29 at 11:59pm (ET)
  - **Unit 11 OWL Homework**
    Opens: Monday, November 18 at 12am (ET)
    Closes: Friday, November 29 at 11:59pm (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	Scheme 1 Weight	Scheme 2 Weight*
Optional OWL Homework (8th edition textbook only)	10	0
Mini-Quizzes (Best 5 out of 8)	20	20
Midterm Examination	20	25
Graded Calculations	10	10
Final Examination	40	45
Total	**100%**	**100%**

*Note: If you did not purchase the book bundle or the OWLv2 Access Code, you will have to follow Scheme 2.

Assessment Descriptions

Optional OWL Homework (8th edition textbook only)

If you purchased a new bundle textbook or the OWLv2 Access Code alone, you will have access to the online web learning (OWL) site. This means that you have the option to complete the OWL interactive online homework. Chemistry is not a subject which can be easily learned by simply reading a book. To consolidate your understanding you must work with, and use, the concepts discussed in the course. Interactive homework assignments are a way to keep up with the course and test your understanding.

Mini-Quizzes

There will be eight (8) graded online quizzes delivered on the website. The questions on these quizzes are multiple-choice and cover material from the assigned text chapters.

Midterm Examination

The online midterm examination will be similar to the quizzes, but it will cover more material and it will consist of 40 questions.

Graded Calculations

The online quizzes and the online midterm are made up entirely of multiple-choice and true/false questions. However, the final exam will also contain several longer calculation questions where you will need to show all of your work. In order for you to practice these types of questions, I would like to give you the opportunity to submit some graded calculation questions.

Final Exam

This course requires you to write a traditional sit-down final exam. Final exams are written on campus at the University of Guelph or at alternate locations for students at a distance. The final examination will be 2 hours long and in a sit-down format. It will cover material from the entire course.

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

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

https://webadvisor.uoguelph.ca

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

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

Course Technologies and Technical Support

CourseLink System Requirements

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

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

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

Technical Skills

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

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

Course Technologies

CourseLink

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

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

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

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

Cengage's OWL

This course will use Cengage's Online Web Learning (OWL) site for the Optional OWL Homework assignments. Visit the Cengage website to learn about the company's Privacy Statement and commitment to Accessibility.

http://www.cengage.com/legal/#privacy

https://www.cengage.com/accessibility/

Technical Support

If you need any assistance with the software tools or the CourseLink website, contact CourseLink Support.

CourseLink Support
University of Guelph
Day Hall, Room 211
Email: courselink@uoguelph.ca
Tel: 519-824-4120 ext. 56939
Toll-Free (CAN/USA): 1-866-275-1478

Walk-In Hours (Eastern Time):
Monday thru Friday: 8:30 am–4:30 pm

Phone/Email Hours (Eastern Time):
Monday thru Friday: 8:30 am–8:30 pm
Saturday: 10:00 am–4:00 pm
Sunday: 12:00 pm–6:00 pm

Course Specific Standard Statements

Acceptable Use

The University of Guelph has an Acceptable Use Policy, which you are expected to adhere to.

https://www.uoguelph.ca/ccs/infosec/aup

Communicating with Your Instructor

During the course, your instructor will interact with you on various course matters on the course website using the following ways of communication:

- **Announcements:** The instructor will use **Announcements** on the Course Home page to provide you with course reminders and updates. Please check this section frequently for course updates from your instructor.
- **Ask Your Instructor Discussion:** Use this discussion forum to ask questions of your instructor about content or course-related issues with which you are unfamiliar. If you encounter difficulties, the instructor is here to help you. Please post general course-related questions to the discussion forum so that all students have an opportunity to review the response. To access this discussion forum, select **Discussions** from the **Tools** dropdown menu.
- **Email:** If you have a conflict that prevents you from completing course requirements, or have a question concerning a personal matter, you can send your instructor a private message by email. The instructor will respond to your email within 48 to 72 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

The **Graded Calculations** assignment for this course should be submitted electronically via the online **Dropbox** tool. When submitting your assignment 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 poof 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

Graded activities in this course will NOT be accepted late.

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

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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 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.

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.