

# Outline for ITAL\*1060 DE01 F20

## Guidelines for Reviewing this Outline

As of Fall 2017, all online course offerings now include an Outline in PDF format that replaces the HTML Outline that was previously used in courses. This new Outline allows instructors and students to quickly access information in one document that can easily be downloaded, saved, and printed. The separate Schedule page in CourseLink no longer exists; all assessment due dates have been incorporated into the new Outline. Below are some guidelines to keep in mind when reviewing the Outline.

- The Outline has been customized to each course and includes information that was previously available to students in the CourseLink site. If any information is missing or needs to be updated, please use the [track changes feature in Word](#) to mark your edits.
- The Outline is organized into nine sections which should not be rearranged, removed, or reformatted. If you have any questions or concerns about the organization or formatting of the Outline, please contact the Online Course Preparation team at [onlinecourseprep@opened.uoguelph.ca](mailto:onlinecourseprep@opened.uoguelph.ca).
- The Outline contains some information that is standard across online courses at the University of Guelph. The information in the following sections should only be modified if there is an error.
- **Course Details:** calendar description, pre-requisite(s), co-requisite(s), restriction(s), and method of delivery.
- **Course Technologies and Technical Support:** CourseLink requirements, accessibility and privacy policies for technologies used in the course, and contact information for CourseLink Support.
- **Course Specific Standard Statements:** acceptable use, netiquette expectations, submitting assignments to Dropbox, obtaining grades and feedback, and rights and responsibilities when learning online.
- The **University Standard Statements** are derived from the Undergraduate / Graduate Calendars and are incorporated as per the [AVPA's Course Outline Checklist](#).
- There may be text in the Outline highlighted in yellow. This is information that the Online Course Preparation team has identified as missing or requiring confirmation. Please update the information accordingly.

Please review the Outline thoroughly and submit your approved version electronically with the [Fall 2020 DE Course Preparation Survey](#) by the due date provided in the

**preparation email.** Information about your Graduate Teaching Assistants and the date and time of the final exam can be added to the Outline at a later date.

Once you submit the Outline, the Online Course Preparation team will convert it into an accessible PDF file and upload it to the course website. This cover page will not be included in the final version of the Outline that is posted to CourseLink.



## ITAL\*1060 Introductory Italian

Fall 2020

Section: DE01

School of Languages and Literatures

Credit Weight: 0.50

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### Course Details

#### Calendar Description

This is a beginning course in Italian providing the fundamentals of grammar, structure and idiom. Introduction to aspects of Italian life and culture through audio-visual aids.

**Pre-Requisite(s):** None

**Co-Requisite(s):** None

**Restriction(s):** Not available to students who have credit for 4U Italian or equivalent.

**Method of Delivery:** Online

#### Final Exam

**Date:** TBA

**Time:** TBA

**Location:** TBA

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## Instructional Support

### Instructor

**Name:** Enrica Aurora Cominetti

**Email:** [ecominet@uoguelph.ca](mailto:ecominet@uoguelph.ca)

**Office Hours:** Office hours will take place via WebEx. Links to access WebEx office hour sessions will be made available via announcements in CourseLink. Students will need a microphone and audio connection to participate in WebEx office hours.

Enrica Aurora Cominetti is currently a Sessional Lecturer at University of Guelph. She was born in Crema, Italy, in 1990. She received an M.A. in Translation Studies [Dean's List for Academic Excellence] from University College London, London, United Kingdom in 2016. In 2018 she earned an Erasmus Mundus Joint M.A. in Crossways in Cultural Narratives from Université de Perpignan Via Domitia, Perpignan, France, University of Guelph, Guelph, ON Canada, and Universidade NOVA de Lisboa, Lisbon, Portugal. As an International Intern, she taught Italian language and culture at UofG from September 2018 until April 2020. In July 2020, she obtained an M.Ed. in Didactics and Promotion of Italian Language and Culture to Foreigners from Università Ca' Foscari Venezia, Venice, Italy,

### Teaching Assistant(s)

**Name:** TBA

**Email:** TBA

**Name:** TBA

**Email:** TBA

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## Learning Resources

### Required Textbook

**Title:** Introductory Italian I (eTextbook)

**Author(s):** Sandra Parmegiani

**Edition / Year:** 2019

**Publisher:** Top Hat

**ISBN:** 9781774121405

The eTextbook is an exclusively digital book. It may be purchased at

<https://app.tophat.com/e/365233>

### 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>

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# Learning Outcomes

## Course Learning Outcomes

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

1. Recognize basic spoken Italian;
2. Communicate in basic Italian using familiar everyday expressions related to practical needs;
3. Introduce yourself in Italian;
4. Interpret simple sentences and expressions written in Italian;
5. Write simple sentences in Italian.

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# Teaching and Learning Activities

## Course Structure

This course consists of 12 units where each unit focuses on a specific grammar topic. It is important to study the material on a regular basis. Each topic builds upon the previous; it is paramount to devote some time to studying the new concepts every week.

The 12 units are as follows:

- Unit 01: Introduction and Pronunciation
- Unit 02: Nouns and articles
- Unit 03: Buono e bello
- Unit 04: Quanto? Quale?
- Unit 05: Verbi in –are
- Unit 06: Preposizioni
- Unit 07: Verbi in –ere e –ire
- Unit 08: Molto, poco, troppo
- Unit 09: Sapere e conoscere
- Unit 10: Pronomi diretti
- Unit 11: Passato prossimo
- Unit 12: Review

## What to Expect for Each Unit

Each unit of the course features the following:

- **Textbook and its connected activities.** The textbook and its activities focus on the different language abilities (oral and written).
- **Additional learning activities.** The goal is to provide you with the same type of experience you would have in class during the tutorials. These entertaining activities are designed as a way to revisit differently the concepts already studied in the book.
- **Short reflections** to reflect on the newly learned topics.
- **Top Hat Online Exercises** to be completed weekly on the online platform ([Top Hat](#)). Unlike the online exercises that form an integral part of each unit in the textbook, these exercises are worth 35% of the final evaluation for this course.

## 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 in a timely manner and succeed in this course.

### Unit 01: Introduction and Pronunciation

#### Week 1 – Thursday, September 10 to Sunday, September 20

##### Readings

- Italian (Italy) Textbook: Capitolo 1, Capitolo 2: Essere, Essere + Pronomi, c'è', ci sono, numeri 0-10.
- Website: Unit 01 content
- Read text “Learning Styles”

##### 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.
- Complete all activities within the Unit 01 content

##### Assessments

- **Short Reflection 1**

Opens: Thursday, September 10 at 12:01 am ET

Closes: Sunday, September 20 at 11:59 pm ET

## **Unit 02: Nouns and Articles**

### **Week 2 – Monday, September 21 to Sunday, September 27**

#### **Readings**

- Italian (Italy) Textbook: Capitolo 2 Nomi (Nouns), Nomi Maschili (Masculine Nouns), Nomi Femminili (Feminine Nouns), Capitolo 2 Articoli Indeterminativi (Indefinite Articles), Capitolo 3 Articoli Determinativi (definite articles)
- Website: Unit 02 content

#### **Activities**

- Complete all activities within the Unit 02 content
- Articoli: Flow chart
- Articoli: Drag and Drop
- A Word A Week: “Ciao!”

#### **Assessments**

- **Top Hap Online Exercises** Capitolo 1 and 2  
Opens: Monday, September 21 at 12:01 am ET  
Closes: Sunday, October 4 at 11:59 pm ET

## **Unit 03: Buono e bello**

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

#### **Readings**

- Italian (Italy) Textbook: Capitolo 3 Avere (to have), A list of common expressions with avere, Capitolo 4 Aggettivi, The position of Italian Adjectives, Buono e Bello
- Website: Unit 03 content

#### **Activities**

- Complete all activities within the Unit 03 content
- Tables 3.2 and 3.3 for buono and bello and comparison with the articles
- Video: Formal and Informal address in Italian
- A Word A Week: Idiomatic expressions with “Bocca” (mouth)



## Assessments

- **Short Reflection 2**  
Opens: Monday, September 28 at 11:59 pm ET  
Closes: Sunday, October 4 at 11:59 pm ET
- **Top Hat Online Exercises** Capitolo 3 and 4 (selection)  
Opens: Monday, September 28 at 12:01 am ET  
Closes: Sunday, October 11 at 11:59 pm ET

## Unit 04: Quanto? Quale?

### Week 4 – Monday, October 5 to Sunday, October 11

#### Readings

- Italian (Italy) Textbook: Capitolo 5 Espressioni Interrogative, Capitolo 7 Numeri 11-30
- Website: Unit 04 content

#### Activities

- Complete all activities within the Unit 04 content
- Number Chase
- A Word A Week: “Tombola!”

#### Assessments

- **Mini-Assignment 1: The Interview**  
Opens: Monday, October 5 at 12:01 am ET  
Closes: Sunday, October 11 at 11:59 pm ET
- **Top Hat Online Exercises** Capitolo 5 (selection)  
Opens: Monday, October 5 at 12:01 am ET  
Closes: Sunday, October 18 at 11:59 pm ET

## Unit 05: Verbi in -are

### Week 5 – Monday, October 12 to Sunday, October 18

#### Readings

- Italian (Italy) Textbook: Capitolo 5 Verbi (Italian Verbs: An Introduction) La concordanza soggetto-verbo
- Website: Unit 05 content

#### Activities

- Complete all activities within the Unit 05 content

- Turn the Dial Activity
- A Word A Week: “Magari”

### Assessments

- **Short Reflection 3**  
Opens: Monday, October 12 at 12:01 am ET  
Closes: Sunday, October 18 at 11:59 pm ET
- **Top Hat Online Exercises** Capitolo 5 (selection)  
Opens: Monday, October 5 at 12:01 am ET  
Closes: Sunday, October 18 at 11:59 pm ET

## Unit 06: Preposizioni

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

#### Readings

- Italian (Italy) Textbook: Capitolo 5 Verbi irregolari in –are, Capitolo 6 Verbs of the “prima coniugazione” (regular and irregular), Capitolo 4 Preposizioni (Italian Prepositions), Capitolo 5 Preposizioni “in,” “a” e il verbo “andare,” Capitolo 6 La preposizione “da,” Capitolo 6 La preposizione “con,” “su,” “per” “tra,” Capitolo 6 Preposizioni articolate and Preposizioni avverbiali
- Website: Unit 06 content
- Read text “The Days of the Week”

#### Activities

- Complete all activities within the Unit 06 content
- Turn the Dial activity
- A Word A Week: “Fare!”

#### Assessments

- **Mini-Assignment 2: Your Schedule**  
Opens: Monday, October 19 at 12:01 am ET  
Closes: Sunday, October 25 at 11:59 pm ET
- **Top Hat Online Exercises** from Capitoli 4 (selection), 5 (selection), and 6 (selection)  
Opens: Monday, October 19 at 12:01 am ET  
Closes: Sunday, November 8 at 11:59 pm ET

## Unit 07: Verbi in -ere e -ire

### Week 7 – Monday, October 26 to Sunday, November 1

## Readings

- Italian (Italy) Textbook: Capitolo 7 Seconda coniugazione. Verbi regolari in –ere. Terza coniugazione. Verbi regolari in –ire. Verbi della terza coniugazione in –isc. Capitolo 8 “Il Partitivo”
- Website: Unit 07 content

## Activities

- Complete all activities within the Unit 07 content
- Turn the Dial Activity
- A Word A Week: “Caffè”

## Assessments

- **Short Reflection 4**  
Opens: Monday, October 26 at 12:01 am ET  
Closes: Sunday, November 1 at 11:59 pm ET
- **Top Hat Online Exercises** Capitolo 7 and Capitolo 8  
Opens: Monday, October 26 at 12:01 am ET  
Closes: Sunday, November 15 at 11:59 pm ET

## Unit 08: Molto, poco, troppo

### Week 8 – Monday, November 2 to Sunday, November 8

## Readings

- Italian (Italy) Textbook: Capitolo 9 Molto, troppo, poco. Aggettivi e avverbi, Capitolo 4 Aggettivi Possessivi
- Website: Unit 08 content

## Activities

- Complete all activities within the Unit 08 content
- Video recipe: Tiramisù
- Fill in the blanks of the transcript of the video recipe
- A Word A Week: “I dolci”

## Assessments

- **Mini-Assignment 3: Video Recipe**  
Opens: Monday, November 2 at 12:01 am ET  
Closes: Sunday, November 8 at 11:59 pm ET

- **Top Hat Online Exercises** Capitolo 9 (selection) and Capitolo 4 (selection)  
Opens: Monday, November 8 at 12:01 am ET  
Closes: Sunday, November 22 at 11:59 pm ET

## Unit 09: Sapere e conoscere

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

#### Readings

- Italian (Italy) Textbook: Capitolo 8 Sapere e Conoscere, Capitolo 7 Il verbo “bere”, Capitolo 8 Verbi irregolari in –ere and –ire
- Website: Unit 09 content

#### Activities

- Complete all activities within the Unit 09 content
- Video recipe: Tiramisù
- Read the text “Italian Contemporary Film Festival in Toronto” (ICFF) and review the use of sapere and conoscere
- A Word A Week: People you “know”

#### Assessments

- **Short Reflection 5**  
Opens: Monday, November 9 at 12:01 am ET  
Closes: Sunday, November 15 at 11:59 pm ET
- **Top Hat Online Exercises** Capitolo 7 and 8  
Opens: Monday, November 9 at 12:01 am ET  
Closes: Sunday, November 22 at 11:59 pm ET

## Unit 10: Pronomi diretti

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

#### Readings

- Italian (Italy) Textbook: Capitolo 8 L’oggetto diretto (A gentle introduction), Capitolo 7 I mesi, Capitolo 9 Pronomi Diretti, Pronomi diretti con ecco
- Website: Unit 10 content
- Read the text “Months and Dates”

#### Activities

- Complete all activities within the Unit 10 content

- A Word A Week: Names of the months

### **Assessments**

- **Mini-Assignment 4: Important Dates in Canada**  
Opens: Monday, November 16 at 12:01 am ET  
Closes: Sunday, November 22 at 11:59 pm ET
- **Top Hat Online Exercises** Capitoli 7,8 and 9 (selections)  
Opens: Monday, November 16 at 12:01 am ET  
Closes: Sunday, November 29 at 11:59 pm ET

## **Unit 11: Passato prossimo**

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

#### **Readings**

- Italian (Italy) Textbook: Capitolo 9 Passato prossimo con “avere”, ‘Posizione pronomi diretti con il passato prossimo
- Website: Unit 11 content

#### **Activities**

- Complete all activities within the Unit 11 content
- Video: Past tenses

#### **Assessments**

- **Top Hat Online Exercises** Capitolo 9  
Opens: Monday, November 23 at 12:01 am ET  
Closes: Friday, December 4 at 11:59 pm ET

## **Unit 12: Revision**

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

#### **Readings**

- Italian (Italy) Textbook: Review all chapter readings
- Review all unit content

#### **Activities**

- Review all activities within the previous units
- Review for final exam

#### **Assessments**

- **Mini-Assignment 5: Answer the Questions**  
Opens: Monday, November 29 at 12:01 am ET  
Closes: Friday, December 4 at 11:59 pm ET
- **Top Hat Online Exercises Capitolo 9**  
Opens: Monday, November 23 at 12:01 am ET  
Closes: Friday, December 4 at 11:59 pm 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**

<b>Assessment Item</b>	<b>Weight</b>	<b>Learning Outcomes</b>
Top Hat Online Exercises	35%	1-5
Short Reflections	15%	2, 4
Mini-Assignments	25%	1-5
Final Exam	25%	1-5
<b>Total</b>	<b>100%</b>	

## Assessment Descriptions

### Top Hat Online Exercises

At the beginning of each chapter students will be assigned a certain number of exercises accessible through the Top Hat online platform. Students are expected to follow the topics covered in the course to complete the exercises.

### Short Reflections

During weeks 1, 3, 5, 7 and 9, you will be asked to write a short (150 words) reflection in English on a topic that is related to the material covered during that week. The rubric for these reflections is to be found attached to the relative week's announcement. You are encouraged to sometimes attempt to write your reflection in Italian in order to practise your newly-acquired linguistic skills. The language component will not be graded for this

assignment. Whenever there is no specific title for the assignment, the discussion activity will be based on the AWAW (A Word a Week) section of that week.

The aim of this assignment is to reflect on the topics of the unit and how we learn. You are not required to do research for this assignment: it is a short reflection paper.

You will receive full marks for taking the time to reflect upon the given topic and write a coherent piece that respects the instructions in terms of length and topic. Please make sure you always give examples in Italian.

### **Mini-Assignments**

These assignments are less structured activities to test the students' skills in all the required abilities (listening, speaking, reading and writing in Italian).

### **Final Exam**

The final examination will be administered via **Top Hat**. The final exam is scheduled for **Mon, 14/12/2020, 2:30-4:30 pm ET**. More details about the final exam will be communicated at a later stage.

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## **Course Technology Requirements and Technical Support**

### **CourseLink System Requirements**

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

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

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

### **WebEx System Requirements**

This course uses WebEx for virtual office hours. Visit [WebEx for system requirements](#). To participate in a WebEx session, you will need:

- Microphone and audio connection for calling in
- Webcam if wishing to be seen via video conferencing
- Windows:
  - Windows 7 Service Pack 1 or later
  - 2 GB of RAM minimum
- Mac:
  - MacOS 10.12 or later
  - 2 GB of RAM minimum

### **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](mailto: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

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## 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.
- **Chat:** If you have a complex question you would like to discuss with your instructor, you may book a Chat meeting. Skype meetings may be available depending 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 Reflections and Mini Assignments 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 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.

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

## **Obtaining Grades and Feedback**

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

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

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

<https://webadvisor.uoguelph.ca>

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

## **Rights and Responsibilities When Learning Online**

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

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

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

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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](mailto: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>

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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](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.