UNIVERSITY of GUELPH

ITAL*1060 Introductory Italian

Summer 2022

Section: DE01

School of Languages and Literatures

Credit Weight: 0.50

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: Saturday, August 13, 2022

Time: 8:30 AM to 10:30 AM ET

Location: Online via **Top Hat**

Instructional Support

Instructor

Enrica Aurora Cominetti
Email: ital1060@uoguelph.ca
Telephone: (519) 824-4120 Ext. 56887
Office: MacKinnon Building, Room 267

Enrica Aurora Cominetti has been teaching Italian language and culture at University of Guelph since 2017. She holds a B.A. in Foreign Languages and Literatures (English, French and Swedish) from Università degli Studi di Milano, an M.A. in Translation Studies [Dean's List for Academic Excellence] from University College London, an Erasmus Mundus Joint M.A. in Crossways in Cultural Narratives from Université de Perpignan Via Domitia, University of Guelph, Universidade NOVA de Lisboa, and an M.Ed. in Didactics and Promotion of Italian Language and Culture to Foreigners from Università Ca' Foscari Venezia. She has collaborated with the Canadian Association for Italian Studies (CAIS) as Contributing Editor of *Quaderni d'italianistica*—CAIS's official journal—and Conference Planner. In 2021, she published "Il *Cooperative Learning* nella classe di lingua seconda come strumento di incremento della motivazione" ["Cooperative Learning in the second-language classroom as a tool to increase motivation"] on *Bollettino Itals*—Università Ca' Foscari Venezia's bimonthly journal. She has also been a speaker and session organizer at multiple conferences, such as "InnoConf21" (University of Reading), "Canadian Association for Italian Studies 2021 and 2022 Conferences,""4th Modern Languages Teaching Forum" (University of Kent), "Beyond the Right Turn: Narrating Resistance" (University of British Columbia) and "The Proximity of Cultures in Literature" (University of British Columbia)

Office Hours via **Zoom**. by appointment only. See **Communicating with Your Instructor.**

Learning Resources

Required Textbook

Title: Introductory Italian I (eTextbook)
Author(s): Sandra Parmegiani
Edition / Year: 2019
Publisher: Top Hat
ISBN (Top Hat Pro): 9780986615108
ISBN (eTextbook)**:** 9781774121405

Course Materials

This course requires the purchase of a **Top Hat** subscription to complete the course activities and/or assessments. It is your responsibility to ensure that you have all of the required materials for the course.

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

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.

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: Introduzione e pronuncia
- Unit 02: Nomi e articoli
- 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: Ripasso

What to Expect for Each Unit

Each unit of the course features the following:

- eTextbook and its connected activities which focus on the different language abilities (oral and written).
- Additional learning activities which are designed as a way to revisit differently the concepts already studied in the eTextbook.
- Short Reflections to reflect on the newly learned topics.
- Mini-Assignments to apply your listening, speaking, reading and writing skills in Italian.
- Top Hat Online Exercises to be completed weekly on the online platform. 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: Introduzione e pronuncia

Week 1 – Thursday, May 12 to Sunday, May 22

Readings

- Top Hat:

    o Introductory Italian I (eTextbook): Capitolo 1, Capitolo 2: Essere (to be), C'è, Ci sono, Numeri (Numbers) 0-10.

    o Language Module: What is Language? How Do Languages Work?

- Website:

    o Unit 01 content

    o Read the text "Learning Styles"

Activities

- Familiarize yourself with the course website by selecting **Start Here** on the navbar.

- Ensure you have access to **Top Hat.**

- 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: Monday, May 16 at 12:01 am ET
    Closes: Sunday, May 22 at 11:59 pm ET

- **Unit 01 Top Hat Online Exercises**

    Capitolo 1 and Capitolo 2

    Opens: Monday, May 16 at 12:01 am ET
    Closes: Sunday, May 29 at 11:59 pm ET

    Language Module: What is Language? How Do Languages Work?

    Opens: Monday, May 16 at 12:01 am ET
    Closes: Sunday, May 29 at 11:59 pm ET

Note: You have two weeks to complete all of the Top Hat Online Exercises in this Unit.

Unit 02: Nomi e articoli

Week 2 – Monday, May 23 to Sunday, May 29

Readings

- Top Hat:

    - Introductory Italian I (eTextbook): Capitolo 2 Nomi (Nouns), Nomi maschili (Masculine Nouns), Nomi femminili (Feminine Nouns). 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

- Unit 01 Top Hat Online Exercises due. Please refer to Unit 01 above.

Unit 03: Buono e bello

Week 3 – Monday, May 30 to Sunday, June 5

Readings

- Top Hat:

    - Introductory Italian I (eTextbook): Capitolo 3 Avere (to have), Numeri 11-100, A list of common expressions with "avere," Domande (How to ask a polite question in Italian), Ecco, Frasi negative (Negative Sentences), Capitolo 4 Aggettivi, The position of Italian Adjectives, Before or After the Noun?, Buono e Bello.

    - Language Module: Word Formation and Sentence Structure

- 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: "Bocca"

Assessments

- **Short Reflection 2**

  Opens: Monday, May 30 at 11:59 pm ET
  Closes: Sunday, June 5 at 11:59 pm ET

- **Unit 03 Top Hat Online Exercises**

  Capitolo 3 (selection) and Capitolo 4 (selection)

  Opens: Monday, May 30 at 12:01 am ET
  Closes: Sunday, June 12 at 11:59 pm ET

  Language Module: Word Formation and Sentence Structure

  Opens: Monday, May 30 at 12:01 am ET
  Closes: Sunday, June 12 at 11:59 pm ET

  Note: You have two weeks to complete all of the Top Hat Online Exercises in this Unit.

Unit 04: Quanto? Quale?

Week 4 – Monday, June 6 to Sunday, June 12

Readings

- Top Hat:

  - Introductory Italian I (eTextbook): Capitolo 4 Aggettivi Possessivi, Capitolo 5 Espressioni Interrogative.

- 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, June 6 at 12:01 am ET
  Closes: Sunday, June 12 at 11:59 pm ET

- Unit 03 Top Hat Online Exercises due. Please refer to Unit 03 above.

- **Unit 04 Top Hat Online Exercises**

  Capitolo 4 (selection) and Capitolo 5 (selection)

  Opens: Monday, June 6 at 12:01 am ET
  Closes: Sunday, June 19 at 11:59 pm ET

  Note: You have two weeks to complete all of the Top Hat Online Exercises in this Unit.

Unit 05: Verbi in -are

Week 5 – Monday, June 13 to Sunday, June 19

Readings

- Top Hat:

  - Introductory Italian I (eTextbook): Capitolo 5 Verbi (Italian verbs: an introduction), Prima coniugazione - Verbi regolari in –are, La concordanza soggetto-verbo.

  - Language Module: The Sounds of Language

- 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, June 13 at 12:01 am ET
  Closes: Sunday, June 19 at 11:59 pm ET

- Unit 04 Top Hat Online Exercises due. Please refer to Unit 04 above.

- **Unit 05 Top Hat Online Exercises**

  Language Module: The Sounds of Language

  Opens: Monday, June 13 at 12:01 am ET
  Closes: Sunday, June 26 at 11:59 pm ET

  Note: You have two weeks to complete the Language Module in this Unit.

Unit 06: Preposizioni

Week 6 – Monday, June 20 to Sunday, June 26

Readings

- Top Hat:

  - Introductory Italian I (eTextbook): Capitolo 5 Verbi irregolari in –are, Capitolo 6 Il verbo "dare," Espressioni con il verbo "fare," Capitolo 4 Preposizioni (Italian Prepositions), Capitolo 5 Preposizioni "in," "a" e il verbo "andare," Capitolo 6 La preposizione "da," La preposizione "con," "su," "per" "tra," Preposizioni articolate, Preposizioni avverbiali.

  - Language Module: Languages in Context

- Website:

  - Unit 06 content

  - Read the 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, June 20 at 12:01 am ET
  Closes: Sunday, June 26 at 11:59 pm ET

- Unit 05 Top Hat Online Exercises due. Please refer to Unit 05 above.

- **Unit 06 Top Hat Online Exercises**

  Capitolo 4 (selection), Capitolo 5 (selection), and Capitolo 6 (selection)

  Opens: Monday, June 20 at 12:01 am ET
  Closes: Sunday, July 3 at 11:59 pm ET

Language Module: Languages in Context

Opens: Monday, June 20 at 12:01 am ET
Closes: Sunday, July 3 at 11:59 pm ET

Note: You have two weeks to complete all of the Top Hat Online Exercises in this Unit.

Unit 07: Verbi in -ere e -ire

Week 7 – Monday, June 27 to Sunday, July 3

Readings

- Top Hat:

    o Introductory Italian I (eTextbook): Capitolo 7 Seconda coniugazione, Verbi regolari in –ere, Terza coniugazione, Verbi regolari in –ire, Verbi della terza coniugazione in –isc, Il verbo "partire" / Organizzare un viaggio, L'ora, Capitolo 8 Il Partitivo.

- Website:

    o 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, June 27 at 12:01 am ET
    Closes: Sunday, July 3 at 11:59 pm ET

- Unit 06 Top Hat Online Exercises due. Please refer to Unit 06 above.

- **Unit 07 Top Hat Online Exercises**

    Capitolo 7 and Capitolo 8 (selection)

    Opens: Monday, June 27 at 12:01 am ET
    Closes: Sunday, July 10 at 11:59 pm ET

    Note: You have two weeks to complete all of the Top Hat Online Exercises in this Unit.

Unit 08: Molto, poco, troppo

Week 8 – Monday, July 4 to Sunday, July 10

Readings

- Top Hat:

    o Introductory Italian I (eTextbook): Capitolo 9 Molto, troppo, poco. Aggettivi e avverbi.

- Website:

    o 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, July 4 at 12:01 am ET
  Closes: Sunday, July 10 at 11:59 pm ET

- Unit 07 Top Hat Online Exercises due. Please refer to Unit 07 above.

- **Unit 08 Top Hat Online Exercises**

  Capitolo 9 (selection)

  Opens: Monday, July 4 at 12:01 am ET
  Closes: Sunday, July 17 at 11:59 pm ET

  Note: You have two weeks to complete all of the Top Hat Online Exercises in this Unit.

Unit 09: Sapere e conoscere

Week 9 – Monday, July 11 to Sunday, July 17

Readings

- Top Hat:

    o Introductory Italian I (eTextbook): Capitolo 8 Sapere e Conoscere, Capitolo 7 Il verbo "bere," Capitolo 8 Verbi irregolari in –ere and –ire.

- Website:

    - Unit 09 content

    - Read the text "Italian Contemporary Film Festival in Toronto" (ICFF).

Activities

- Complete all activities within the Unit 09 content

- Review the use of Sapere and Conoscere

- A Word A Week: "People you 'know'"

Assessments

- Unit 08 Top Hat Online Exercises due. Please refer to Unit 08 above.

- **Unit 09 Top Hat Online Exercises**

    Capitolo 7 and Capitolo 8 (selection)

    Opens: Monday, July 11 at 12:01 am ET
    Closes: Sunday, July 24 at 11:59 pm ET

    Note: You have two weeks to complete all of the Top Hat Online Exercises in this Unit.

Unit 10: Pronomi diretti

Week 10 – Monday, July 18 to Sunday, July 24

Readings

- Top Hat:

    - Introductory Italian I (eTextbook): Capitolo 8 L'oggetto diretto (A gentle introduction), Capitolo 7 I mesi, Capitolo 9 'Pronomi Diretti,' 'Pronomi diretti + 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, July 18 at 12:01 am ET
  Closes: Sunday, July 24 at 11:59 pm ET

- Unit 09 Top Hat Online Exercises due. Please refer to Unit 09 above.

- **Unit 10 Top Hat Online Exercises**

  Capitolo 8 and Capitolo 9 (selection)

  Opens: Monday, July 18 at 12:01 am ET
  Closes: Sunday, July 31 at 11:59 pm ET

  Note: You have two weeks to complete all of the Top Hat Online Exercises in this Unit.

Unit 11: Passato prossimo

Week 11 – Monday, July 25 to Sunday, July 31

Readings

- Top Hat:

  - Introductory Italian I (eTextbook): Capitolo 9 passato prossimo con "avere," Participi passati irregolari, Posizione pronomi diretti con il passato prossimo.

- Website:

  - Unit 11 content

Activities

- Complete all activities within the Unit 11 content

- Video: Past tenses

Assessments

- **Short Reflection 5**

  Opens: Monday, July 25 at 12:01 am ET
  Closes: Sunday, July 31 at 11:59 pm ET

- Unit 10 Top Hat Online Exercises due. Please refer to Unit 10 above.

- **Unit 11 Top Hat Online Exercises**

  Capitolo 9 (selection)

  Opens: Monday, July 25 at 12:01 am ET
  Closes: Sunday, August 7 at 11:59 pm ET

  Note: You have two weeks to complete all of the Top Hat Online Exercises in this Unit.

Unit 12: Ripasso

Week 12 – Monday, August 1 to Monday, August 8

Readings

- Top Hat:

  o Introductory Italian I (eTextbook): Review all chapter readings

- Website:

  o 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, August 1 at 12:01 am ET
  Closes: Sunday, August 7 at 11:59 pm ET

- Unit 11 Top Hat Online Exercises due. Please refer to Unit 11 above.

Assessments

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

Table 1: Course Assessments

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

Assessment Descriptions

Top Hat Online Exercises

At the beginning of each eTextbook 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 11, students will be asked to write a short (100-150 words) reflection in English related to the material covered during that week. The aim of these short reflections is to discuss the topics studied as well as the related learning process. Students are not required to do research for this assignment: the main task is to reflect upon the given subject and write a coherent piece that respects the instructions in terms of length and topic.

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

This course requires you to write an online final exam. The two-hour exam will be scheduled by the university during the examination period.

The final exam will consist of fill-in-the-blank or short answer questions which will test your knowledge of the course content and will be based on assigned course activities and textbook readings.

The final exam will be delivered online via **Top Hat**. The exam is 2 hours in length and will be held on **Saturday, August 13, 2022**

University of Guelph degree and associate diploma students must check [WebAdvisor](https://webadvisor.uoguelph.ca) for their examination schedule. Open Learning program students must check the [Open Learning Program Final Examination Schedule](http://opened.uoguelph.ca/student-resources/Open-Learning-Program-Final-Exam-Schedule) for their examination schedule.

https://webadvisor.uoguelph.ca

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

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

Course Technology Requirements and Technical Support

CourseLink System Requirements

You are responsible for ensuring that your computer system meets the necessary [system requirements](https://opened.uoguelph.ca/student-resources/system-and-software-requirements). Use the [browser check](https://courselink.uoguelph.ca/d2l/systemCheck) tool to ensure your browser settings are compatible and up to date. (Results will be displayed in a new browser window).

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

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

Top Hat

Top Hat is a web-based platform for learning activities and assessments. Review the [Student: Quick Start Guide](https://support.tophat.com/s/article/Student-Top-Hat-Overview-and-Getting-Started-Guide) to complete a check that ensures your computer meets the requirements.

https://support.tophat.com/s/article/Student-Top-Hat-Overview-and-Getting-Started-Guide

Zoom Requirements

This course may use **Zoom** as a video communication tool. A Webcam, headphones/speakers may be needed. Review the [Zoom information for students (uoguelph)](https://support.opened.uoguelph.ca/students/courselink/tools/content/zoom) to ensure that your computer meets the technical requirements.

https://support.opened.uoguelph.ca/students/courselink/tools/content/zoom

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 **Discussions**, **Dropbox**, **Grades**, and **Quizzes** (the instructions for this are given in your course);

- Access, navigate, and search the Internet using a web browser (e.g., Chrome, Firefox, Safari);

- Perform online research using various search engines (e.g., Google) and library databases.

Technical Support

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

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

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

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

Course Specific Standard Statements

Acceptable Use

The University of Guelph has an [Acceptable Use Policy](https://www.uoguelph.ca/ccs/infosec/aup), 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.

- **Online meeting:** If you have a complex question you would like to discuss with your instructor, you may book an online meeting via **Zoom**. These online 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;

- Sharing your username and password; and

- Recording lectures without the permission of the instructor.

Submission of Assignments to Dropbox

The Short 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 recommends you save your assignments to a cloud-based file storage (e.g., Google Docs), or send them to your email account, so that, should something happen to your computer, the assignment could still be submitted on time or re-submitted.

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

If, for some reason, you have a technical difficulty when submitting your assignment electronically, please contact your instructor or [CourseLink Support](https://support.opened.uoguelph.ca/contact).

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

Late Policy

If you choose to submit your individual assignments to the **Dropbox** tool late, the full allocated mark will be reduced by 5% per day after the deadline for the submission of the assignment to a limit of six days at which time access to the **Dropbox** folder will be closed.

Extensions will be considered for medical reasons or other extenuating circumstances. If you require an extension, discuss this with your 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

University Standard Statements

University of Guelph: Undergraduate Policies

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

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

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

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

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

Email Communication

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

When You Cannot Meet Course Requirements

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

University of Guelph Degree Students

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

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

Open Learning Program Students

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

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

Drop Date

University of Guelph Degree Students

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

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

Open Learning Program Students

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

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

Copies of Assignments

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

Accessibility

University of Guelph Degree Students

The University promotes the full participation of students who experience disabilities in their academic programs. To that end, the provision of academic accommodation is a shared responsibility between the University and the student.

When accommodations are needed, the student is required to first register with Student Accessibility Services (SAS). Documentation to substantiate the existence of a disability is required; however, interim accommodations may be possible while that process is underway.

Accommodations are available for both permanent and temporary disabilities. It should be noted that common illnesses such as a cold or the flu do not constitute a disability.

Use of the SAS Exam Centre requires students to make a booking at least 14 days in advance, and no later than November 1 (fall), March 1 (winter) or July 1 (summer). Similarly, new or changed accommodations for online quizzes, tests and exams must be approved at least a week ahead of time.

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

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 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.

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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](https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconduct.shtml) is detailed in the Undergraduate Calendar.

https://www.uoguelph.ca/registrar/calendars/undergraduate/current/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).

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.

Disclaimer

Please note that the ongoing COVID-19 pandemic may necessitate a revision of the format of course offerings, changes in classroom protocols, and academic schedules. Any such changes will be announced via CourseLink and/or class email.

This includes on-campus scheduling during the semester, mid-terms and final examination schedules. All University-wide decisions will be posted on the COVID-19 website and circulated by email.

https://news.uoguelph.ca/2019-novel-coronavirus-information/

Illness

Medical notes will not normally be required for singular instances of academic consideration, although students may be required to provide supporting documentation for multiple missed assessments or when involving a large part of a course (e.g., final exam or major assignment).

Covid-19 Safety Protocols

For information on current safety protocols, follow these links:

How U of G Is Preparing for Your Safe Return

Guidelines to Safely Navigate U of G Spaces

Please note, these guidelines may be updated as required in response to evolving University, Public Health or government directives.

https://news.uoguelph.ca/return-to-campuses/how-u-of-g-is-preparing-for-your-safe-return/

https://news.uoguelph.ca/return-to-campuses/spaces/#ClassroomSpaces