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# PHIL\*2600 Business and Professional Ethics

# Winter 2023

Section: DE

Department of Philosophy

Credit Weight: 0.50

## Course Details

### Calendar Description

This course examines ethical and evaluative issues relating to business and professional practices, and is intended for students registered in a science or professional program, but without a background in philosophy. Topics to be explored include the nature of values and ethical systems, duties and rights, private and public goods, the consumer movement, social marketing, corporate social accounting, private right and professional responsibility.

**Pre-Requisite(s):** 2.00 credits or (1 of PHIL\*1000, PHIL\*1010, PHIL\*1050)

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

**Restriction(s):** None

**Method of Delivery:** Online

**Final Exam**

**Date:** Monday, April 17, 2023

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

Note: Please read the important information about exam timing in the **Assessment Description** section under **Final Exam** in this Outline.

**Location:** Online via the **Quizzes** tool in CourseLink using Respondus LockDown Browser

## Instructional Support

**Instructor**

**Natalie Evans**

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

Natalie Evans has a PhD in Philosophy from the University of Waterloo and completed her BA and MA at the University of Guelph. She has over 16 years of teaching experience at the University level and has developed a number of online courses for Universities and Colleges in philosophy and applied ethics. She published an edited volume on animals and business ethics in 2022 (the first of its kind) and is a Fellow at the Oxford Centre for Animal Ethics.

**Office Hours** via **Zoom:** Students may book office hours by appointment. Please note that further details will be posted in the **Announcements**. See also **Communicating with Your Instructor.**

**Teaching Assistant(s)**

**Name:** Nour Abuhsan

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

**Name:** April Moratto

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## Learning Resources

### Required Textbook

**Title:** Canadian Business and Society: Ethics, Responsibilities, & Sustainability

**Author(s):** Robert W. Sexty

**Edition / Year:** 5th edition / 2020

**Publisher:** McGraw Hill

**ISBN (print}:** 9781260065916

**ISBN (180-day eBook}:** 9781260332780

You may purchase the textbook at the [Guelph Campus Co-op Bookstore](http://www.guelphcampus.coop/bookstore) or the [University of Guelph Bookstore](http://www.bookstore.uoguelph.ca/). 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/

### Course Website

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

https://courselink.uoguelph.ca

**Ares**

For this course, you may 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](https://www.lib.uoguelph.ca/find/course-reserves-ares).

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](mailto:libres2@uoguelph.ca)  
Location: McLaughlin Library, First Floor, University of Guelph

https://www.lib.uoguelph.ca/find/course-reserves-ares

## Learning Outcomes

### Course Learning Outcomes

This course examines ethical and evaluative issues relating to business and professional practices, and is intended for students registered in a science or professional program, but without a background in philosophy. Topics to be explored include the nature of values and ethical systems, duties and rights, private and public goods, the consumer movement, social marketing, corporate social accounting, private right and professional responsibility.

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

1. Analyze what characterizes a particular business situation as an ethical situation
2. Assess the importance of business ethics in a global economy while respecting individual employees and their work-life balance
3. Use terminology like capitalism, globalization, sustainability, corporate social responsibility, stakeholder theory, corporate accountability, corporate citizenship, and civil society organizations as they relate to business and professional ethics
4. Outline key normative ethical theories and apply these theories to real-world situations
5. Evaluate the role that governments should play in regulating businesses
6. Identify multiple stakeholders in society and assess the extent to which businesses owe them moral consideration
7. Evaluate the notion of corporate social responsibility along with how it can be implemented, measured, and reported by businesses

## Teaching and Learning Activities

### Method of Learning

### In 1970 Milton Friedman said that the social responsibility of business to increase its profits. Put another way, businesses are there to make money, not be socially conscious. The business community has been wrestling with this comment ever since. On one level, it seems obvious that a business should concern itself with making a profit, but what if that profit comes as a result of displacing indigenous groups in Africa to put in a new mine or converting eco-systems to produce export crops that make local residents dependent on foreign trade to feed themselves? Does a business not bear some responsibility in these situations that goes beyond profit making? Or should a business simply be concerned with ensuring that its practices are within the bounds of law and the rest of the problems can be dealt with by lawmakers for example? These are some of the questions that we will address in this course. By the end of the course, you will have a familiarity with the predominant ethical theories and be able to apply those theories to situations in the business world. These theoretical tools will help to deepen and broaden your understanding of the ethical situation, not just to be more critical thinkers, but to understand how the decision maker, the business, stakeholders, and the general public are implicated in business issues. The point is to develop a set of competencies that ask us to think more critically about our activities; to ask who is involved, to what extent, who is responsible, what is the impact on my sense of self, my workplace, my society, my world?

### Course Structure

### This has five units in total. Unit length varies depending on the range of materials to be covered.

### Units 01: Introduction to Business Ethics (two weeks in length)

### Unit 02: Ethics, Capitalism, and Stakeholders (three weeks in length)

### Unit 03: Ethics and Social Responsibility (three weeks in length)

### Unit 04: Influencing Canadian Business (two weeks in length)

### Unit 05: The Environment and Globalization (two weeks in length)

### What to Expect for Each Unit

Each unit consists of several pages in a single module.

Every unit begins with an Overview section. In this section you will find an introduction to the unit, a section that helps you begin to situate your past knowledge and experiences with the unit’s materials, and the unit learning outcomes.

Two to three unit content pages follow the Overview section. These pages provide commentary on the unit outcomes and assigned materials. Each content page is focused on a discrete topic related to the unit learning outcomes. Embedded on the content pages are learning activities designed to help you begin thinking about how to apply course concepts in real-world contexts.

Each unit contains a Case Analysis. The Case analysis provides insight into specific philosophical approaches to the unit’s subject matter.

Units are concluded in the Wrap-up section. This section summarizes the unit’s key learnings and prompts you to revisit the unit learning outcomes as a way for you to check your understanding of the unit’s materials.

### Schedule

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

**Unit 01:** **Introduction to Business Ethics**

#### Weeks 1 and 2 – Monday, January 9 to Sunday, January 22

**Readings**

* Chapters 1 and 5

**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 unit learning activities
* Complete unit Case Analysis

**Assessments**

* Quiz #1: Opens Friday, January 20 at 8:00 AM ET and closes Sunday, January 22 at 11:59 PM ET

**Unit 02: Ethics, Capitalism, and Stakeholders**

#### Weeks 3, 4, and 5 – Monday, January 23 to Sunday, February 12

**Readings**

* Chapters 2, 3, and 4

**Activities**

* Complete unit learning activities
* Complete unit Case Analysis

**Assessments**

* Complete Discussion #1 by Sunday, February 6 at 11:59 PM ET
* Quiz #2: Opens Friday, February 10 at 8:00 AM ET and closes Sunday, February 12 at 11:59 PM ET

**Unit 03: Ethics and Social Responsibility**

#### Weeks 6, 7, and 8– Monday, February 13 to Sunday, March 12

**Note:** **Winter Break – Monday, February 21 to Sunday, February 27**

**Readings**

* Chapters 7, 8, and 9

**Activities**

* Complete unit learning activities
* Complete unit Case Analysis

**Assessments**

* Midterm Exam: Opens Friday, February 17 at 8:00 AM ET and closes Friday, February 17 at 11:59 PM ET
* Complete Discussion #2 by Sunday, March 12 at 11:59 PM ET
* Quiz #3: Opens Friday, March 10 at 8:00 AM ET and closes Sunday, March 12 at 11:59 PM ET

**Unit 04: Influencing Canadian Business**

#### Weeks 9 and 10 – Monday, March 13 to Sunday, March 26

**Readings**

* Chapters 10 and 12

**Activities**

* Complete unit learning activities
* Complete unit Case Analysis

**Assessments**

* Quiz #4: Opens Friday, March 17 at 8:00 AM ET and closes Sunday, March 19 at 11:59 PM ET
* Major Paper due in Dropbox by Sunday, March 27 at 11:59 PM ET

**Unit 05: The Environment and Globalization**

#### Weeks 11 and 12 – Monday, March 27 to Monday, April 10

**Readings**

* Chapters 14 and 15

**Activities**

* Complete unit learning activities
* Complete unit Case Analysis

**Assessments**

* Complete Discussion #3 by Sunday, April 9 at 11:59 PM ET
* Quiz #5: Opens Friday, April 7 at 8:00 AM ET and closes Sunday, April 9 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

| Assessment Item | Weight | Learning Outcomes |
| --- | --- | --- |
| Weekly Quizzes (5 at 3% each) | 15% | 1-5 |
| Discussion Participation (any 2 of 3 at 5% each) | 10% | 1, 4 |
| Midterm Exam | 20% | 1, 2, 3 |
| Major Paper | 25% | 2, 3, 5 |
| Final Exam | 30% | 1-5 |
| **Total** | **100%** |  |

### Assessment Descriptions

#### Weekly Quizzes

#### There are five online quizzes that test your comprehensive of the content covered in this course. Each quiz covers specific content from the course, including unit content, textbook readings, and resources available through Ares. The quizzes will cover the learning material from the following units:

* Quiz 1: Unit 01
* Quiz 2: Unit 02
* Quiz 3: Unit 03
* Quiz 4: Unit 04
* Quiz 5: Unit 05

#### Discussion Participation

#### An important aspect of the learning experience in this course is the online discussions which require you to respond to different topic questions. This experience provides you with the opportunity to share the knowledge you gained in the course and to engage in a dialogue with your classmates. Although there are three discussions available to participate in, you should only participate in a total of two (any two).

#### Midterm Exam

#### The midterm for this course will test your knowledge on the first two units of the course. It will focus on key concepts, terms, theories and arguments from units 01 and 02. Some of the questions will be taken from previous quizzes and some will be new. It will include both a section of multiple choice and true/false questions, as well as some short-written answers.

#### Major Paper

The major essay is a written analysis of a particular ethical issue related to your own life that demonstrates a business ethics issue. For this assignment you will be expected to take one of your own experiences and relate it to business ethics in such a way as to demonstrate your understanding of both how to identify an ethical issue and how to analyze it using the ethical theories you’ve learned in the course so far.

**Final Exam**

This course requires the use of Respondus LockDown Browser to proctor your online final exam within CourseLink. Use of Lockdown Browser has been implemented to maintain the academic integrity of the final exam. You must [download and install LockDown Browser](http://www.respondus.com/lockdown/download.php?id=273932365) to complete the practice test and final exam.

The final exam will be cumulative and cover all course material from all the units and all required readings. Question types will include multiple choice, true and false, and short-answer. The exam will be 2 hours and will occur during the exam period, as scheduled by the university. More information about the final exam will be posted in the course Announcements closer to the end of the course.

The final exam will be delivered online via the **Quizzes** tool. The exam is 2 hours in length and will be held on **Monday, April 17, 2023**.

To accommodate students who may be located in various time zones, the exam will be available beginning at **11:30 am** until **12:30 pm** Eastern Time (ET). You can enter the exam at any point during this window of time but will only have 2 hours to complete it from when you start writing. For example, if you start writing the exam by **12:00 pm** you will have until **2:00 pm** to complete it. After **12:30 pm** ET you will no longer be able to enter the exam environment.

Similar to a sit-down exam where you must arrive prior to the start of the exam, it is highly recommended that you enter the online exam environment in Respondus at least 20-30 minutes before the end of the available window to allow enough time for you to complete the Respondus Startup Sequence and ensure that you have the full two hours for the exam.

Please be sure to review the Using Respondus Lockdown Browser instructions by selecting **Content** on the navbar to locate **Assessments** in the table of contents panel.

**Important Note**: There is a mandatory practice test that you are required to take before the online exam. The purpose of the practice test is to ensure that Respondus LockDown Browser is set up properly and that you are comfortable using the software.

If you have any questions regarding the use of Respondus Lockdown Browser or if you encounter any technical issues during the practice test or final exam, please contact CourseLink Support at [courselink@uoguelph.ca](mailto:courselink@uoguelph.ca) or 519-824-4120 ext. 56939.

University of Guelph degree and associate diploma students must check [WebAdvisor](https://www.uoguelph.ca/webadvisor) 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.aspx) for their examination schedule.

http://www.respondus.com/lockdown/download.php?id=273932365

https://www.uoguelph.ca/webadvisor

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](https://opened.uoguelph.ca/student-resources/system-and-software-requirements). Use the [browser check](http://courselink.uoguelph.ca/d2l/tools/system_check/systemcheck.asp?ou=6605) tool to ensure your browser settings are compatible and up to date. (Results will be displayed in a new browser window).

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

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

### Respondus LockDown Browser Requirements

Respondus LockDown Browser is a locked browser for taking quizzes in CourseLink. It prevents you from printing and copying; using other operating software; using search engines (e.g., going to another URL); communicating via instant messaging; and it blocks non-web-related software (e.g., Adobe PDF, Microsoft Word).

In order to use Respondus LockDown Browser, your computer system must meet the following [system and software requirements](https://opened.uoguelph.ca/student-resources/system-and-software-requirements#Respondus-LockDown-Browser-and-Monitor).

If you have any questions about the system and software requirements, contact [CourseLink Support](https://support.opened.uoguelph.ca/contact).

https://opened.uoguelph.ca/student-resources/system-and-software-requirements#Respondus-LockDown-Browser-and-Monitor

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

**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 **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

## Course Specific Standard Statements

### Acceptable Use

The University of Guelph has an [Acceptable Use Policy](http://www.uoguelph.ca/cio/content/aup-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.
* **Online meeting:** If you have a complex question you would like to discuss with your instructor, you may book an online meeting.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

All written assignments for this course should be submitted electronically via the online **Dropbox** tool. When submitting your assignments using the **Dropbox** tool, do not leave the page until your assignment has successfully uploaded. To verify that your submission was complete, you can view the submission history immediately after the upload to see which files uploaded successfully. The system will also email you a receipt. Save this email receipt as proof of submission.

Be sure to keep a back-up copy of all of your assignments in the event that they are lost in transition. In order to avoid any last-minute computer problems, your instructor strongly recommend you save your assignments to a cloud-based file storage (e.g., Google Docs), or send to your email account, so that should something happen to your computer, the assignment could still be submitted on time or re-submitted.

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

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

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 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 [32TWebAdvisor](https://www.uoguelph.ca/webadvisor)32T (using your U of G central ID). Open Learning program students should log in to the [OpenEd Student Portal](https://courses.opened.uoguelph.ca/portal/logon.do?method=load) to view their final grade (using the same username and password you have been using for your courses).

https://www.uoguelph.ca/webadvisor

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).

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

### Turnitin Originality Check

In this course, your instructor will be using Turnitin, integrated with the CourseLink **Dropbox** tool, to detect possible plagiarism, unauthorized collaboration or copying as part of the ongoing efforts to maintain academic integrity at the University of Guelph.

All individual assignments submitted to the **Dropbox** tool will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site.

## 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](http://www.uoguelph.ca/registrar/calendars/undergraduate/current/) 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](http://opened.uoguelph.ca/en/students/open-learning-program-calendar.asp) 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.

### 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](http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml) 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](http://opened.uoguelph.ca/en/students/open-learning-program-calendar.asp) 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](http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-drop.shtml).

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/en/students/open-learning-program-calendar.asp).

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](mailto:accessibility@uoguelph.ca) or visit the [Accessibility Services website](https://wellness.uoguelph.ca/accessibility/).

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](mailto:jessica.martin@uoguelph.ca). 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](mailto:jessica.martin@uoguelph.ca) 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](http://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/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 [31TCOVID-19 website](https://news.uoguelph.ca/2019-novel-coronavirus-information/)31T 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](https://news.uoguelph.ca/return-to-campuses/how-u-of-g-is-preparing-for-your-safe-return/)

[Guidelines to Safely Navigate U of G Spaces](https://news.uoguelph.ca/return-to-campuses/spaces/#ClassroomSpaces)

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