

# Outline for FRHD\*1010 Human Development

## Guidelines for Reviewing this Outline

Starting in the Fall 2017 semester, all online course offerings will include an Outline in PDF format that replaces the HTML Outline that was previously used in the course. This new Outline will allow instructors and students to quickly access information in one document that can easily be downloaded, saved, and printed. The Schedule page and 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 2017 Course Preparation Survey](#) on or before **Monday, July 10, 2017**. 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.



## FRHD\*1010 Human Development

Fall 2017

Section: DE

Department of Family Relations and Applied Nutrition

Credit Weight: 0.50

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### Course Details

#### Calendar Description

This course is an introduction to the study of the development of the individual throughout the life cycle. Emphasis will be placed on the interrelationships between physiological, sociological and psychological aspects of normal human development.

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

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

**Restriction(s):** Not available to Child, Youth, & Family or Child, Youth, & Family Co-op majors.

**Method of Delivery:** Online

#### Final Exam

**Date:** TBA

**Time:** TBA

**Location:** On campus.

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### Instructional Support

#### Instructor

**Susan Chuang**

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

**Telephone:** (519) 824-4120 Ext. 58389

**Office:** MacDonald Institute (MINS), Room 133D

I am an Associate Professor at the University of Guelph, Ontario, Canada. I received my baccalaureate in Criminology and Sociology at the University of Toronto, Ontario. At the University of Rochester, New York, I received a Masters of Science in Elementary Education, and a Masters of Science and Doctorate in Human Development. I then received post-doctoral training at the National Institutes of Health, Maryland.

My lines of research include parenting, fathering, parent-child relationships, child and adolescent development, and school readiness in various sociocultural contexts (e.g., cross-cultural work on Asian and Latino countries, including Canada, China, Hong Kong, Taiwan, Paraguay, and the United States). My area of expertise also focuses on settlement and immigration issues of youth and families.

I collaborate with various local and national organizations and leads community-based projects across Canada. I conduct various workshops on various topics, including, but not limited to, parenting, parent-child relationships, youth development, academic studying tips and strategies. Audiences have ranged from youth to young adults to parents with children of all ages.

I have co-edited various books (with Dr. Robert Moreno, Syracuse University, NY), including *On New Shores: Understanding Immigrant Fathers in North America* (2008) and *Immigrant Children: Change, Adaptation, and Cultural Transformation* with Lexington Books. I co-edited on two special issues, *Sex Roles* (2009) (with Dr. Catherine Tamis-LeMonda, New York University, NY) and the *Journal of Family Psychology* (2009) (with Dr. Uwe Gielen, St. Francis College, NY) that focused on families and immigration.

I am currently the Series Editor for Springer Science+Business Media on the *Advances on Immigrant Family Research*. The first edited book for the series is *Gender Roles in Immigrant Families* (2013) (with Dr. Catherine Tamis-LeMonda).

I organize international conferences, *On New Shores* conferences, on immigrant families. These conferences include leading scholars from various disciplines as well as non-academic delegates (e.g., community and governmental agencies).

## Teaching Assistant(s)

**Name:** TBA

**Email:**

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## Learning Resources

### Required Textbook

**Title:** Invitation to the Life Span

**Author(s):** Kathleen Stassen Berger & Susan S. Chuang

**Edition / Year:** 2<sup>nd</sup> Canadian edition, 2014

**Publisher:** Worth Publishers

**ISBN:** 978-1464141980

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

<https://guelphcampus.coop/bookstore>

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

## Course Website

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

<https://courselink.uoguelph.ca/shared/login/login.html>

## Ares

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

For further instructions on accessing reserve resources, visit [How to Get Course Reserve Materials](#).

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

Tel: [519-824-4120](tel:519-824-4120) ext. 53621

Email: [libres2@uoguelph.ca](mailto:libres2@uoguelph.ca)

Location: McLaughlin Library, First Floor, University of Guelph

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

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## Learning Outcomes

### Course Learning Outcomes

This course is designed to provide students with a greater understanding of human development across the life span from a cultural perspective. With a chronological approach, human development will focus on specific stages of life (prenatal, infancy, early childhood, school-age, adolescence, and young, middle, and late adulthood) and death. Various topical issues such as physical, cognitive, and socioemotional development will also be discussed.

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

1. Describe basic theoretical approaches to development from a cultural perspective;
2. Identify basic research methodologies and issues surrounding conducting research;

3. Describe developmental stages of growth and development across the life-span;
  4. Identify developmental issues that affect parents, children, and extended family systems in varying multicultural and diverse societies; and
  5. Recognize current developmental research, practices, and policies.
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## Teaching and Learning Activities

### Course Structure

Unit 01: Introduction to Human Development

Unit 02: Understanding Research Methods

Unit 03: Pre-Conception to Birth

Unit 04: Infancy

Unit 05: Early Childhood

Unit 06: Middle Childhood

Unit 07: Adolescence

Unit 08: Adulthood – Part 1

Unit 09: Adulthood – Part 2

Unit 10: Late Adulthood

Unit 11: Death and Dying

### Schedule

#### Unit 01: Introduction to Human Development

#### Week 1 – Thursday, September 7 to Sunday, September 17

##### Readings

- Website: Unit 01 Content
- Textbook: Chapter 1 (pp. 1-33)

##### Activities

- Familiarize yourself with the course website by reviewing the **Start Here** section of the course.
- Review the **Outline** and **Assessments** sections on the course website to learn about course expectations, assessments, and due dates.

##### Assessments

- **Unit 01 Discussion**  
Opens: Thursday, September 7 at 12:01 am ET

Closes: Sunday, September 17 at 11:59 pm ET

## **Unit 02: Understanding Research Methods**

### **Week 2 – Monday, September 18 to Sunday, September 24**

#### **Readings**

- Website: Unit 02 Content
- Textbook: Chapter 1 (pp. 33-44)

#### **Assessments**

- **Unit 02 Discussion**  
Opens: Monday, September 18 at 12:01 am ET  
Closes: Sunday, September 24 at 11:59 pm ET

## **Unit 03: Conception to Birth**

### **Week 3 – Monday, September 25 to Sunday, October 1**

#### **Readings**

- Website: Unit 03 Content
- Textbook: Chapter 2

#### **Assessments**

- **Unit 03 Discussion**  
Opens: Monday, September 25 at 12:01 am ET  
Closes: Sunday, October 1 at 11:59 pm ET

## **Unit 04: First Two Years**

### **Week 4 – Monday, October 2 to Sunday, October 8**

#### **Readings**

- Website: Unit 04 Content
- Textbook: Chapters 3 and 4

#### **Assessments**

- **Unit 04 Discussion**  
Opens: Monday, October 2 at 12:01 am ET  
Closes: Sunday, October 8 at 11:59 pm ET

## **Unit 05: Early Childhood**

### **Week 5 – Monday, October 9 to Sunday, October 15**

#### **Readings**

- Website: Unit 05 Content

- Textbook: Chapters 5 and 6

### **Assessments**

- **Unit 05 Discussion**  
Opens: Monday, October 9 at 12:01 am ET  
Closes: Sunday, October 15 at 11:59 pm ET

## **Unit 06: Middle Childhood**

### **Week 6 – Monday, October 16 to Sunday, October 22**

#### **Readings**

- Website: Unit 06 Content
- Textbook: Chapters 7 and 8

#### **Assessments**

- **Unit 06 Discussion**  
Opens: Monday, October 16 at 12:01 am ET  
Closes: Sunday, October 22 at 11:59 pm ET
- **Major Assignment** optional submission of 1 page for feedback  
Due: Thursday, October 19 at 4:00 pm ET

## **Unit 07: Adolescence**

### **Week 7 – Monday, October 23 to Sunday, October 29**

#### **Readings**

- Website: Unit 07 Content
- Textbook: Chapters 9 and 10

#### **Assessments**

- **Unit 07 Discussion**  
Opens: Monday, October 23 at 12:01 am ET  
Closes: Sunday, October 29 at 11:59 pm ET
- **Quiz**  
Opens: Thursday, October 26 at 12:00 am ET  
Closes: Friday, October 27 at 11:59 pm ET

## **Unit 08: Adulthood – Part I**

### **Week 8 – Monday, October 30 to Sunday, November 5 (40<sup>th</sup> Class Day: Friday, November 3)**

#### **Readings**

- Website: Unit 08 Content

- Textbook: Chapters 11 and 12

### **Assessments**

- **Unit 08 Discussion**  
Opens: Monday, October 30 at 12:01 am ET  
Closes: Sunday, November 5 at 11:59 pm ET

## **Unit 09: Adulthood – Part II**

### **Week 9 – Monday, November 6 to Sunday, November 12**

#### **Readings**

- Website: Unit 09 Content
- Textbook: Chapter 13

#### **Assessments**

- **Unit 09 Discussion**  
Opens: Monday, November 6 at 12:01 am ET  
Closes: Sunday, November 12 at 11:59 pm ET

## **Unit 10: Late Adulthood**

### **Week 10 – Monday, November 13 to Sunday, November 19**

#### **Readings**

- Website: Unit 10 Content
- Textbook: Chapter 14 and 15

#### **Assessments**

- **Unit 10 Discussion**  
Opens: Monday, November 13 at 12:01 am ET  
Closes: Sunday, November 19 at 11:59 pm ET

## **Unit 11: Death and Dying**

### **Weeks 11 & 12– Monday, November 20 to Friday, December 1**

#### **Readings**

- Website: Unit 11 Content
- Textbook: Epilogue

#### **Assessments**

- **Unit 11 Discussion**  
Opens: Monday, November 21 at 12:01 am ET  
Closes: Sunday, November 26 at 11:59 pm ET
- **Major Assignment**

## Assessment

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

**Table 1: Course Assessment**

<b>Assessment Item</b>	<b>Weight</b>
Online Quiz	15%
Major Assignment	30%
Discussions	10%
Final Exam	45%
<b>Total</b>	<b>100%</b>

### Assessment Descriptions

#### Online Quiz

There will be one online non-cumulative quiz on Chapters 1 to 8. The quiz will be available for 48-hours, however once beginning the quiz you will have 45-minutes to complete the quiz. There will be 60 questions.

#### Major Assignment

You will create a *Book of Knowledge* which will be based on the required textbook.

#### Discussions

Students will be graded for at least 10 of the discussions to a maximum of 1% per unit.

#### Final Exam

This course requires you to write a traditional sit-down final exam. Final exams are written on campus at the University of Guelph or at alternate locations for students at a distance. The final exam is **non-cumulative** (Chapters 9 – 15) and will consist of multiple choice questions.

It is assumed that all DE students will be writing their final examination on campus at the University of Guelph. University of Guelph degree and associate diploma students must check

[WebAdvisor](#) for their examination schedule. Open Learning program students must check the [Open Learning Program Final Examination Schedule](#) for their examination schedule.

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

<https://webadvisor.uoguelph.ca/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=2188266810>

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

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

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## Course Technologies and Technical Support

### CourseLink System Requirements

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

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

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

### Technical Skills

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

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

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

## Course Technologies

### CourseLink

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

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

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

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

### 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 2-3 business days.

## 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 major assignment for this course can be submitted electronically via the online **Dropbox** tool OR dropped off at the Professor's office (MINS 133D) (See News in Courselink for more information). 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 to 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 in the schedule section of this outline. 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% (out of 30%)** 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. NO projects will be accepted late after 5 business days.

## 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/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=2526105680>

<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**

The last date to drop one-semester courses, without academic penalty, is indicated on the Schedule section of this course outline. [Review the Undergraduate Calendar for regulations and procedures for Dropping Courses.](#)

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

### **Open Learning Program Students**

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

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

## **Copies of Assignments**

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

## **Accessibility**

The University of Guelph is committed to creating a barrier-free environment. Providing services for students is a shared responsibility among students, faculty and administrators. This relationship is based on respect of individual rights, the dignity of the individual and the University community's shared commitment to an open and supportive learning environment.

### **University of Guelph Degree Students**

Students requiring service or accommodation, whether due to an identified, ongoing disability or a short-term disability should contact Accessibility Services as soon as possible.

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

accessibility@uoguelph.ca

<https://wellness.uoguelph.ca/accessibility/>

## Open Learning Program Students

If you are an Open Learning program student who requires academic accommodation, please [contact the Academic Assistant to the Director](#). Please ensure that you contact us before the end of the first week of your course (every semester) in order to avoid any delays in support. Documentation from a health professional is required for all academic accommodations. Please note that all information provided will be held in confidence.

If you require textbooks produced in an alternate format (e.g., DAISY, Braille, large print or eText), please [contact the Academic Assistant to the Director](#) at least two months prior to the course start date. If contact is not made within the suggested time frame, support may be delayed. It is recommended that you refer to the course outline before beginning your course in order to determine the required readings.

The provision of academic accommodation is a shared responsibility between OpenEd and the student requesting accommodation. It is recognized that academic accommodations are intended to “level the playing field” for students with disabilities.

jessica.martin@uoguelph.ca

## Academic Misconduct

The University of Guelph is committed to upholding the highest standards of academic integrity and it is the responsibility of all members of the University community – faculty, staff, and students – to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting an environment that discourages misconduct. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection.

Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

The [Academic Misconduct Policy](#) is detailed in the Undergraduate Calendar.

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

## 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.