UNIVERSITY of GUELPH

HTM*3180 Casino Operations Management

Summer 2018

Section: DE01

School of Hospitality, Food and Tourism Management

Credit Weight: 0.50

Course Details

Calendar Description

This course examines the application of business management principles and procedures within casinos. Major topics include: the global and Canadian casino industries, regulation and control, casino accounting and statistics, casino marketing, security and surveillance, human resources, customer service, and specific casino operational management components.

Pre-Requisite(s): (1 of BUS*2090, HROB*2090, HROB*2100, ACCT*2230)

Co-Requisite(s): None

Restriction(s): This is a Priority Access Course. Some restrictions may apply during some time periods. Please contact the department for more information. Students must be legal age of 19 or over.

Method of Delivery: Online

Final Exam

There is no final exam in this course

Instructional Support

Instructor

Alison Crerar

Email: acrerar@uoguelph.ca
Telephone: (519) 824-4120 & 58710
Office: Macdonald Stewart Hall (MACS), Room 206

Alison came to University of Guelph to study Applied Human Nutrition and liked the Guelph area so much she decided to stay. She joined the School of Hospitality, Food and Tourism Management eighteen years ago as the food lab coordinator and instructor, helping students understand the scientific reactions that happen during cooking. In that time, she has obtained her Master's degree and has extended her passion for teaching to Fanshawe College and Conestoga College.

Alison has two teenagers that keep her busy most evenings by chauffeuring them around to their various jobs and activities. Alison enjoys cooking, biking, gardening, hiking, and cross-country skiing (when there's snow).]

Teaching Assistant(s)

Name: TBA
Email: TBA

Learning Resources

Required Textbook

Title: Casino Operations Management
Author(s): Kilby, J., Fox, J., and Lucas, A.F.
Edition / Year: Second Edition / 2006
Publisher: John Wiley and Sons
ISBN: 9780470073643

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/

Required Course Reader

Title: HTM*3180 DE Casino Operations Management Course Reader
Edition / Year: 2009
Publisher: Open Learning and Educational Support

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

Learning Outcomes

Course Learning Outcomes

Casino Operations Management is a business course designed to examine casino operations. The course covers such topics as gaming history, regulation and control, sociological impacts of gaming, marketing, financial management, electronic and table games in casinos, and the future of casinos in Canada and globally. Such topics as food and beverage, entertainment, event management and customer service within the casino environment are also addressed.

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

1. Explain the historical framework of the development of the global and Canadian Gaming and Casino Industries;

2. Develop and demonstrate an understanding of gaming and casino industries terminology and its application;

3. Develop and demonstrate an understanding of gaming systems and procedures;

4. Identify and describe the operating characteristics of electronic and table gaming;

5. Analyze and explain the organizational structure and staffing models of a casino;

6. Identify and describe the functional relationships among the departments in a casino;

7. Describe the functions of various casino departments in relation to the guest service cycle;

8. Develop an appreciation of the complexities and multiplicity of casino management; and

9. Realize the value of exchanging views on a wide range of topical gaming industry related issues.

Teaching and Learning Activities

Course Structure

In this course you will have the opportunity to use a variety of learning methods. Each unit will have readings for you to complete on a specific topic. These readings will be from the prescribed text, the course reader and possibly on the Internet. To aid in your understanding and comprehension of the subject material there are learning activities, discussion activities, a group research project and a comprehensive essay. The **Discussions** are an essential component of this course and is a virtual space where you can discuss topics with each other and as a class. You will find this to be a useful tool to get to know and interact with your classmates.

The concepts and issues of this course are presented in the following twelve units:

- Unit 01: Introduction & History of the Gaming Industry

- Unit 02: Global Casino Industry

- Unit 03: Canadian Casino Industry

- Unit 04: Regulation & Control of the Canadian Casino Industry

- Unit 05: Sociological Impact of Gaming

- Unit 06: Casino Operations Management

- Unit 07: Electronic & Table Games

- Unit 08: Security & Surveillance within Casinos; Casino Design & Management; & Recruitment & Training

- Unit 09: Casino Accounting and Statistics

- Unit 10: Casino Services: Food & Beverage; Entertainment & Event Management; & Customer Service

- Unit 11: Casino Marketing

- Unit 12: Future of the Casino Industry & Revision

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 & History of the Gaming Industry

Week 1 – Thursday, May 10 to Sunday, May 20

Readings

- Course website: Unit 01 Commentary

- Textbook: Ch. 1, pp. 1- 12

- Course Reader: Unit 01

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.

- Discussion Activity 1

Assessments

- Begin **Assignment 1: Introduce Yourself** (**Discussions**)
  Opens: Thursday, May 10 at 12:01 am ET
  Closes: Sunday, June 3 at 11:59 pm ET

Unit 02: Global Casino Industry

Week 2 – Monday, May 21 to Sunday, May 27

Readings

- Course website: Unit 02 Commentary

Activities

- Discussion Activity 2

- Learning Activity: Singapore Integrated Reports

- Learning Activity: Urbino

Assessments

- Continue **Assignment 1: Introduce Yourself** (**Discussions**)
  Opens: Thursday, May 10 at 12:01 am ET
  Closes: Sunday, June 3 at 11:59 pm ET

- Begin **Assignment 2: Casino Visit** (by visiting a casino)
  Due: Sunday, June 24 at 11:59 pm ET

- Begin **Assignment 4: Research Project** (by selecting a research topic)
  Topic Approval Submission due Sunday, June 3 by 11:59 pm ET

Unit 03: Canadian Casino Industry

Week 3 – Monday, May 28 to Sunday, June 3

Readings

- Course website: Unit 03 Commentary

- Course Reader: Unit 03

Activities

- Discussion Activity 3

- Learning Activity: Gaming News Canada

Assessments

- **Assignment 1: Introduce Yourself** (**Discussions**)
  Opens: Thursday, May 10 at 12:01 am ET
  Closes: Sunday, June 3 at 11:59 pm ET

- Continue **Assignment 2: Casino Visit**
  Due: Sunday, June 24 at 11:59 pm ET

- Submit **Assignment 4: Topic Approval Submission** to **Dropbox**
  Due: Sunday, June 3 by 11:59 pm ET

Unit 04: Regulation & Control of the Canadian Casino Industry

Week 4 – Monday, June 4 to Sunday, June 10

Readings

- Course website: Unit 04 Commentary

- Textbook: Ch. 2, pp. 13 - 33

- Course Reader: Unit 04

Activities

- Learning Activity: Gaming Associations and Agencies

- Discussion Activity 4

Assessments

- Continue **Assignment 2: Casino Visit**
  Due: Sunday, June 24 at 11:59 pm ET

- Continue **Assignment 4: Research Project**
  Due: Sunday, July 15 at 11:59 pm ET

Unit 05: Sociological Impact of Gaming

Week 5 – Monday, June 11 to Sunday, June 17

Readings

- Course website: Unit 05 Commentary & Activities

- Course Reader: Unit 05

Activities

- Learning Activity: Ontario Problem Gambling Research Centre

- Discussion Activity 5

Assessments

- Contribute to **Assignment 3: Open-for-Discussion – Problem Gambling**
  Opens: Monday, June 11 at 12:01 am ET
  Closes: Sunday, June 24 at 11:59 pm ET

- Continue **Assignment 2: Casino Visit**
  Due: Sunday, June 24 at 11:59 pm ET

- Continue **Assignment 4: Research Project**
  Due: Sunday, July 15 at 11:59 pm ET

Unit 06: Casino Operations Management

Week 6 – Monday, June 18 to Sunday, June 24

Readings

- Course website: Unit 06 Commentary

- Textbook: Chapter 4, pp. 43 - 60

- Course Reader: Unit 06

Activities

- Discussion Activity 6

Assessments

- Contribute to **Assignment 3: Open-for-Discussion – Problem Gambling**
  Opens: Monday, June 11 at 12:01 am ET
  Closes: Sunday, June 24 at 11:59 pm ET

- Submit **Assignment 2: Casino Visit** to **Dropbox**
  Due: Sunday, June 24 at 11:59 pm ET

- Continue **Assignment 4: Research Project**
  Due: Sunday, July 15 at 11:59 pm ET

Unit 07: Electronic & Table Games

Week 7 – Monday, June 25 to Sunday, July 1

Readings

- Course website: Unit 07 Commentary

- Textbook: Ch. 7, pp. 107 - 140; Ch. 8, pp. 141 - 166; Ch. 9, pp. 176 - 191

Activities

- Learning Activity: Experience the Games

- Discussion Activity 7

Assessments

- Continue **Assignment 4: Research Project**
  Due: Sunday, July 15 at 11:59 pm ET

Unit 08: Security & Surveillance within Casinos; Casino Design & Management; & Recruitment & Training

Week 8 – Monday, July 2 to Sunday, July 8 *(40th Class Day: Friday, July 6)*

Readings

- Course website: Unit 08 Commentary

- Course Reader: Unit 08

Activities

- Learning Activity: Casino Observations

- Discussion Activity 8

Assessments

- Continue **Assignment 4: Research Project**
  Due: Sunday, July 15 at 11:59 pm ET

Unit 09: Casino Accounting and Statistics

Week 9 – Monday, July 9 to Sunday, July 15

Readings

- Course website: Unit 09 Commentary

- Textbook: Ch. 5, pp. 61- 83; Ch.6, pp. 83 - 105; Ch.10, pp.193 - 205; Ch. 11, pp. 207- 218; Ch. 12, pp. 219 - 239; Ch. 13, pp. 241 - 254; Ch. 19, pp. 357- 376

Activities

- Discussion Activity 9

Assessments

- Submit **Assignment 4: Research Project** to **Dropbox**
  Due: Sunday, July 15 at 11:59 pm ET

Unit 10: Casino Services: Food & Beverage, Entertainment & Event Management, & Customer Service

Week 10 – Monday, July 16 to Sunday, July 22

Readings

- Course website: Unit 10 Commentary

- Course Reader: Unit 10

Activities

- Discussion Activity 10

Assessments

- Contribute to **Assignment 5: Open-for-Discussion – Marketing**
  Opens: Monday, July 16 at 12:01 am ET
  Closes: Sunday, July 29 at 11:59 pm ET

Unit 11: Casino Marketing

Week 11 – Monday, July 23 to Sunday, July 29

Readings

- Course website: Unit 11 Commentary

- Textbook: Ch. 14, pp. 255 - 282; Ch. 15, pp. 283 - 300; Ch. 16, pp. 301- 318

- Course Reader: Unit 11

Assessments

- Contribute to **Assignment 5: Open-for-Discussion – Marketing**
  Opens: Monday, July 16 at 12:01 am ET
  Closes: Sunday, July 29 at 11:59 pm ET

Unit 12: Future of the Casino Industry & Revision

Week 12 – Monday, July 30 to Friday, August 3

Readings

- Course website: Unit 12 Commentary

- Course Reader: Unit 12

Activities

- Discussion Activity 12

- Summary of Course

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
Assignment 1: Introduce Yourself	10%
Assignment 2: Casino Visit	35%
Assignment 3: Open-for-Discussion – Problem Gambling	10%
Assignment 4: Group Research Project	35%
Assignment 5: Open-for-Discussion – Marketing	10%
Total	**100%**

Assessment Descriptions

Assignment 1: Introduce Yourself

For Assignment 1, please introduce yourself in the Introduce Yourself discussion thread. The aim of this assignment is to become engaged with your classmates and get to know one another. This will be helpful for future assignment discussions. A minimum of 3 sentences must be given, quality is being graded.

Assignment 2: Casino Visit

This assignment provides an opportunity to analyze the casino industry first hand with a trip to a casino that interests you. The casino that you visit must have table games, slots, and other services such restaurants. I recommend that you visit Casino Rama, Fallsview Casino, or Caesars Windsor for your casino visit and essay assignment.

The assignment consists of three parts: 1) visit to a casino; 2) construction of a Casino Observation Table; and 3) an essay about what interested you most about the casino you visited.

Assignment 3: Open-for-Discussion – Problem Gambling

This assignment requires you to actively participate in the **Discussions** based on the questions provided in the **Assessments** (found in the Table of Contents in CourseLink).

Assignment 4: Group Research Project

Each group will select a topic to research that relates to casino operations management. Group members must coordinate all activities and responsibilities to ensure continuity of subject matter and equitable distribution and delegation of tasks. A private forum has been set up in the **Discussions** for each group.

Assignment 5: Open-for-Discussion – Marketing

This assignment requires you to actively participate in the **Discussions** based on the questions provided in the **Assessments** (found in the Table of Contents in CourseLink).

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, download, and open attachments);

- Navigate the CourseLink learning environment and use the essential tools, such as **Dropbox**, **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.

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

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.

- **Skype:** If you have a complex question you would like to discuss with your instructor, you may book a Skype meeting. Skype meetings depend on the availability of you and the instructor, and are booked on a first come first served basis.

Netiquette Expectations

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

Inappropriate online behaviour will not be tolerated. Examples of inappropriate online behaviour include:

- Posting inflammatory messages about your instructor or fellow students;

- Using obscene or offensive language online;

- Copying or presenting someone else's work as your own;

- Adapting information from the Internet without using proper citations or references;

- Buying or selling term papers or assignments;

- Posting or selling course materials to course notes websites;

- Having someone else complete your quiz or completing a quiz for/with another student;

- Stating false claims about lost quiz answers or other assignment submissions;

- Threatening or harassing a student or instructor online;

- Discriminating against fellow students, instructors, and/or TAs;

- Using the course website to promote profit-driven products or services;

- Attempting to compromise the security or functionality of the learning management system; and

- Sharing your username and password.

Submission of Assignments to Dropbox

Assignments 2 and 4 should be submitted electronically via the online **Dropbox** tool. When submitting your assignments using the **Dropbox** tool, do not leave the page until your assignment has successfully uploaded. To verify that your submission was complete, you can view the submission history immediately after the upload to see which files uploaded successfully. The system will also email you a receipt. Save this email receipt as proof of submission.

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

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

If, for some reason, you have a technical difficulty when submitting your assignment electronically, please contact your instructor or CourseLink Support.

http://spaces.uoguelph.ca/ed/contact-us/

Late Policy

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

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

Obtaining Grades and Feedback

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

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

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

https://webadvisor.uoguelph.ca

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

Rights and Responsibilities When Learning Online

For distance education (DE) courses, the course website is considered the classroom and the same protections, expectations, guidelines, and regulations used in face-to-face

settings apply, plus other policies and considerations that come into play specifically because these courses are online.

For more information on your rights and responsibilities when learning in the online environment, visit [Rights and Responsibilities](http://opened.uoguelph.ca/student-resources/rights-and-responsibilities).

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](https://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/student-resources/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-amisconduct.shtml

Copyright Notice

Content within this course is copyright protected. Third party copyrighted materials (such as book chapters and articles) have either been licensed for use in this course, or have been copied under an exception or limitation in Canadian Copyright law.

The fair dealing exemption in Canada's Copyright Act permits students to reproduce short excerpts from copyright-protected materials for purposes such as research, education, private study, criticism and review, with proper attribution. Any other copying, communicating, or distribution of any content provided in this course, except as permitted by law, may be an infringement of copyright if done without proper license or the consent of the copyright owner. Examples of infringing uses of copyrighted works would include uploading materials to a commercial third party web site, or making paper or electronic reproductions of all, or a substantial part, of works such as textbooks for commercial purposes.

Students who upload to CourseLink copyrighted materials such as book chapters, journal articles, or materials taken from the Internet, must ensure that they comply with Canadian Copyright law or with the terms of the University's electronic resource licenses.

For more information about students' rights and obligations with respect to copyrighted works, review Fair Dealing Guidance for Students.

http://www.lib.uoguelph.ca/sites/default/files/fair_dealing_policy_0.pdf

Plagiarism Detection Software

Students should be aware that faculty have the right to use software to aid in the detection of plagiarism or copying and to examine students orally on submitted work. For students found guilty of academic misconduct, serious penalties, up to and including suspension or expulsion from the University can be imposed.

Recording of Materials

Presentations which are made in relation to course work—including lectures—cannot be recorded or copied without the permission of the presenter, whether the instructor, a classmate or guest lecturer. Material recorded with permission is restricted to use for that course unless further permission is granted.