



# MGMT\*2150 Introduction to Canadian Business Management

Winter 2018

Section: DE01

School of Hospitality, Food and Tourism Management

Credit Weight: 0.50

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## Course Details

### Calendar Description

This is an introductory course in the fundamentals of business management in Canada. Students will be exposed to the basic functions of business and management. This course will also cover small business and entrepreneurship, forms of business ownership, competing in the global business environment and the economic and political realities of business in Canada today. Note: Students registered in the B.Comm program are required to select MGMT\*1000 Introduction to Business.

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

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

**Equate(s):** HTM\*2150

**Restriction(s):** MGMT\*1000

**Method of Delivery:** Online

### Final Exam

There is no final exam in this course.

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# Instructional Support

## Instructor

**Dr. Cathy Leitch**

**Email:** leitchc@uoguelph.ca

Cathy Leitch is from Wisconsin and moved to southern Ontario after marrying her Canadian husband in 2010. Prior to moving to Ontario, Dr. Leitch was an Associate Professor of Management & Entrepreneurship at the University of Wisconsin – Parkside. She completed her Ph.D. in Management with an emphasis in Family Business and Organizational Behavior from Texas Tech University in 1999. In addition to UW-P, she has taught at the University of St. Thomas (MN), the University of Nebraska – Lincoln, and the University of Wisconsin – Whitewater. Dr. Leitch's primary research interest is family business and she has published in various journals and conference proceedings. Dr. Leitch also has many years of entrepreneurial experience in family business.

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## Learning Resources

### Required Textbook

**Title:** The Future of Business

**Author(s):** Norm Althouse, Laura Allan, and Christopher Hartt

**Edition / Year:** 5th Edition / 2017

**Publisher:** Nelson Education

**ISBN:** 9780176570255

The textbook is available in print format for a 2-hour sign-out. It can be picked up from the Reserve Desk at the McLaughlin Library. In **Ares**, see "Reserve Item Details" for the location, status, and call number of this item. Note the call number displayed for this item and show it to Reserve Desk staff.

You may purchase the textbook at the [Guelph Campus Co-op Bookstore](https://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](#) (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 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**

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

1. Demonstrate general knowledge and understanding of the fundamental concepts and principles of business associated with six key functional areas: Accounting, Finance, Operations, Human Resources, Marketing, and Management (General and Strategic).
2. Describe the roles of small business and entrepreneurship in job growth and demonstrate general knowledge of the principles of starting a business and analyzing businesses.
3. Explain the significance of the macro environment to the success of businesses.
4. Demonstrate general knowledge and understanding of the political, economic, social, technological and global environments.
5. Display self-management skills by keeping up with and meeting course requirements
6. Analyze and evaluate class concepts with peer learners in discussion forums.

7. Analyze and evaluate ethics and socially responsible practices in the workplace through peer discussions.
  8. Apply course concepts to news as it applies to real world businesses.
  9. Apply strategic management and other course concepts to your career planning including your vision, goals and objectives.
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## Teaching and Learning Activities

### Method of Learning

The course is structured to provide you with an introduction to many different facets of business and the business environment. It will include online discussions, quizzes, a business news analysis, and a personal strategic plan. Ungraded activities are also provided for self-assessment purposes. You will be encouraged to bring examples from your own background and experience in ways that relate directly to course material. See **Assessments** for more details.

### Course Structure

This course is divided into six (6) units:

- Unit 01 (1 week): Canadian Business Environment – Politics and Economics
- Unit 02 (2 weeks): Canadian Business Environment – Social, Technology, and Global Business
- Unit 03 (2 weeks): Entrepreneurship, Small Business, and Analyzing the Business
- Unit 04 (2 weeks): Management
- Unit 05 (2 weeks): Human Resources and Marketing
- Unit 06 (3 weeks): Operations, Accounting and Finance

### What to Expect for Each Unit

All of the six units are structured in a similar manner. There are required readings, instructor's notes and self-guided (ungraded) activities. Some units also include discussions and assignments. Each unit ends with an opportunity to test your knowledge (ungraded) where you will define key terms and concepts. This will help you make sure you understand what you are reading and help you prepare for the quizzes and the assignments.

At the end of each week, you will also find a handy checklist to help keep you on track.

Note: It is strongly recommended that you follow the Schedule. The Schedule outlines what you should be working on during each week of the course. By following the

Schedule, you will be better prepared to complete course assignments and will be able to participate more effectively in the online discussions.

### **Instructor's Notes**

Each unit contains instructor's notes. These notes will be used to supplement the material in the textbook and required readings. My notes will focus only on a few of the more complex issues and concepts discussed in the weekly readings. Where appropriate, I will also expand on the concepts and give additional examples to help with your understanding.

An important part of online learning is staying actively engaged with your classmates throughout the semester. Think of the course website as your online learning community!

This course has been designed so that you may work collaboratively through the online discussion forums. Check out the discussion questions to see if there is one you can answer early in the week so that you can be engaged in the discussion through-out the week.

### **Discussions**

Here are the discussion forums for this course:

- **Introduction:** Take some time to share some information about yourself and your career goals with your discussion group and learn more about your classmates in your group.
- **Discussions:** There are nine (9) weeks of discussion. Discussions are required in Units 01, 02, 03, 04, 05. For more information, please refer to **Assessments**.
- **Class Forums:** These discussion forums are where to post direct inquiries to the course instructor or class-wide messages.
  - **Ask your Instructor:** Use this forum for questions about specific content, readings, assignments, or other questions or comments. Your instructor will monitor this area frequently and respond to questions or concerns.
  - **Ask your Classmates:** Use this forum for any questions or comments that you want to discuss with the whole class.

You can access the discussion forums by clicking on **Discussions**. Remember to check the discussion forums often.

### **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: Canadian Business Environment – Politics and Economics

### Week 1 – Monday, January 8 to Sunday, January 14

#### Readings

- Textbook: Prologue
  - "A Guide to your Future Success in Business" contains several self-tests.
  - Take as many of the self-tests as you can to help you to understand yourself better.
- Textbook: Part I – Introduction to Business
- Textbook: Part II – The Business Environment
  - Chapter 1 - Political Environment: Government's Impact on Business
    - Chapter 1 contains a "making ethical choices" case. Review and reflect on how you would answer this question.
  - Chapter 2 - Economic Environment: The Fundamental Connection
    - Chapter 2 includes a critical thinking case. Read and answer the questions.
- CourseLink: Instructor's Notes
  - Concept 1: Government's Role in Business
  - Concept 2: Monopolistic Competition

#### 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.
- Confirm your access to the course reserve materials by selecting **Ares** on the navbar.
- Activity 1.1: Video and Reflection (select **Ares** on the navbar)
  - The Progression of Economic Value
- Activity 1.2: Short Answer Self-Test Questions
- Activity 1.3: Key Concepts

- Ungraded Quiz (select **Quizzes** from the Tools dropdown list in the navbar)

### **Assessments**

- **Introduction: Brief Biography with Career Goals**  
Closes: Sunday, January 14 at 11:59 pm ET
- Contribute to **Discussion Week 1**  
Closes: Sunday, January 28 at 11:59 pm ET

## **Unit 02: Canadian Business Environment – Social, Technology, and Global Business**

### **Week 2 – Monday, January 15 to Sunday, January 21**

#### **Readings**

- Textbook: Chapter 3 - Social Environment: Trends, Corporate Responsibility, and Business Ethics
  - Chapter 3 contains “Creating the Future of Business” about a local social entrepreneur. Read the case and reflect on how you would answer the questions.
- Ares:
  - BK Communique Author Lists Blog. Five Companies That Are Not What You Thought They Would Be
    - Good Company Authors Rate Companies based on Good Employer, Good Seller and Good Steward.
  - Council of Canadians. Maude Barlow
    - Explore and read about Maude Barlow and the Council of Canadians (explore the links and website – read things that interest you)
  - Ethisphere. Ethisphere Announces 124 Companies to Make the 2017 World’s Most Ethical Companies List
    - Ethisphere ranks companies based on their ethics. Explore the companies as well as the methodology of how they are ranked
  - Ethisphere. World’s Most Ethical Companies Honorees
- CourseLink: Instructor’s Notes
  - Concept 1: Social Responsibility and Stakeholders

## Activities

- Activity 2.1: Videos and Reflection (select **Ares** on the navbar)
  - Animated story of “Good Company”
  - Authors of “Good Company”

## Assessments

- **Plan for Success**  
Closes: Sunday, January 21 at 11:59 pm ET (submit using **Dropbox**)
- Continue contributing to **Discussion Weeks 1 and 2**  
Closes: Sunday, January 28 at 11:59 pm ET

## Week 3 – Monday, January 22 to Sunday, January 28

### Readings

- Textbook: Chapter 4 - Technological Environment: Managing Technology
  - Chapter 4 contains a "making ethical choices" case. Review and reflect on how you would answer this question.
- Textbook: Chapter 5 - International Environment: The Global Marketplace
  - At the end of Chapter 5, there is a critical thinking case. Read and reflect on your answers to the questions.
- Ares:
  - Not so simple; Brexit and trade
  - How to make Brexit manageable
- CourseLink: Instructor's Notes
  - Concept 1: Technology Change
  - Concept 2: Globalization

## Activities

- Activity 3.1: Videos and Reflection (select **Ares** on the navbar)
  - Global Business Issues (Segment 2)
  - Global Marketing (Segment 1)
- Activity 3.2: Video and Reflection (select **Ares** on the navbar)
  - How Brexit Could Actually Make the EU Stronger



- Activity 3.3: Short Answer Self-Test Questions
- Activity 3.4: Key Concepts

### Assessments

- **Quiz 1**  
Opens: Thursday, January 25, 2017 at 12:01 am ET  
Closes: Sunday, January 28, 2017 at 11:59 pm ET
- Continue contributing to **Discussion Weeks 1, 2 & 3**  
Closes: Sunday, January 28 at 11:59 pm ET

## Unit 03: Entrepreneurship, Small Business, and Analyzing the Business

### Week 4 – Monday, January 29 to Sunday, February 4

#### Readings

- Textbook: Chapter 6 - Entrepreneurship and Small Business
  - Read Chapter 6 "Sustainable Business, Sustainable World" box and reflect on the critical thinking questions. If you are interested in becoming an entrepreneur, take the self- assessments at the end of the chapter.
- CourseLink: Instructor's Notes
  - Concept 1: Entrepreneurship and Social Entrepreneurship

#### Activities

- Activity 4.1: Videos and Reflection (select **Ares** on the navbar)
  - Kauffman Sketchbook – "Three Things"
  - Steve Jobs' Advice for Entrepreneurs

#### Assessments

- Contribute to **Discussion Week 4**  
Closes: Sunday, February 11 at 11:59 pm ET

### Week 5 – Monday, February 5 to Sunday, February 11

#### Readings

- Textbook: Chapter 7 - Understanding the Business: Analysis
  - Read the Making Ethical Choices and reflect on your answer to the question.
- Textbook: Chapter 8 - Forms of Business Ownership

- If you are interested in becoming a franchisee, there are self-assessment questions near the end of chapter 8.
- Ares: Social Business
  - Muhammad Yunus created the business form and concept of "Social business". In this article he defines what it is and what its purpose is.
- CourseLink: Instructor's Notes
  - Concept 1: Porter's Five Forces
  - Concept 2: Forms of Business Ownership

### Activities

- Activity 5.1: Videos and Reflection (select **Ares** on the navbar)
  - Breaking the Wall of Poverty: How Social Business Allows a Future for Humankind That Is Sustainable and Joyful
  - Creating Business to Solve Problems (Segment 4)
  - Philosophy of a Social Business (Segment 7)
- Activity 5.2: Short Answer Self-Test Questions
- Activity 5.3: Key Concepts

### Assessments

- Continue contributing to **Discussion Weeks 4 & 5**  
Closes: Sunday, February 11 at 11:59 pm ET
- Submit **2 selected discussion posts from Units 1, 2 & 3 to Dropbox**  
Due: Sunday, February 11 at 11:59 pm ET

## Unit 04: Management

### Week 6 – Monday, February 12 to Sunday, February 18

#### Readings

- Textbook: Chapter 9 - Management and Leadership in Today's Organization
  - Read the "Sustainable Business, Sustainable World" for this chapter. Reflect on the answers to the critical thinking questions.
- Ares: The Strategic Plan is Dead. Long Live Strategy (optional)

- Your text introduces you to strategic planning. This article gives you some additional ways to think about it. Do you agree with the author's view? Why or why not?
- CourseLink: Instructor's Notes
  - Concept 1: Strategic Planning

### **Activities**

- Activity 6.1: Videos and Reflection (select **Ares** on the navbar)
  - Steve Jobs talks about managing people
  - Richard St. John's 8 secrets of success
  - Leadership Styles – Geese, Eagles & Turkeys

### **Assessments**

- **Business News Analysis**  
Due: Wednesday, February 14, 2017 at 11:59 pm ET (submit using **Dropbox**)
- **Quiz 2**  
Opens: Thursday, February 15, 2017 at 12:01 am ET  
Closes: Sunday, February 18, 2017 at 11:59 pm ET
- Contribute to **Discussion Week 6**  
Closes: Sunday, March 4 at 11:59 pm ET

***Winter Break: Monday, February 19 to Sunday, February 25***

**Week 7 – Monday, February 26 to Sunday, March 4**

### **Readings**

- Textbook: Chapter 10 - Designing Organizational Structures
  - Chapter 10 contains a "making ethical choices" case. Review and reflect on how you would answer this question.
- Textbook: Chapter 11 - Motivating Employees
  - Read "Investing in Employees" and reflect on the critical thinking questions.
- CourseLink: Instructor's Notes
  - Concept 1: Degree of Centralization
  - Concept 2: Expectancy Theory

## Activities

- Activity 7.1: Videos and Reflection (select **Ares** on the navbar)
  - Daniel Pink on Motivation
  - Daniel Pink – One Sentence Project
- Activity 7.2: Short Answer Self-Test Questions
- Activity 7.3: Key Concepts

## Assessments

- Continue contributing to **Discussion weeks 6 & 7**  
Closes: Sunday, March 4 at 11:59 pm ET

## Unit 05: Human Resources and Marketing

### Week 8 – Monday, March 5 to Sunday, March 11 (*40<sup>th</sup> Class Day: Friday, March 9*)

#### Readings

- Textbook: Chapter 12 - Managing Human Resources and Labour Relations
  - Review the Sustainable Business, Sustainable World box and reflect on how you would respond to the critical thinking questions.
- CourseLink: Instructor's Notes
  - Concept 1: Labour Relations

#### Activities

- Activity 8.1: Video and Reflection (select eReserve on the navbar)
  - Putting the Human back into Human Resources. Mary Schaefer. TEDx Wilmington

#### Assessments

- Contribute to **Discussion Week 8**  
Closes: Sunday, March 18 at 11:59 pm ET

### Week 9 – Monday, March 12 to Sunday, March 18

#### Readings

- Textbook: Chapter 13 - Marketing: The Customer Focus
  - In this chapter, "Making Strong Connection with Market Pays Off" discusses some things that Tim Horton's is doing. Review and reflect on how you would answer the critical thinking questions.

- Textbook: Chapter 14 - Creating Marketing Strategies
  - Chapter 14 contains a "making ethical choices" case. Review and reflect on how you would answer this question.
- CourseLink: Instructor's Notes
  - Concept 1: Core Value Proposition
  - Concept 2: 4 Ps

### Activities

- Activity 9.1: Videos and Reflection (select **Ares** on the navbar)
  - What is Branding?
  - Value based pricing
  - 9 Pricing Rules for Entrepreneurs
  - Economics – Externalities
- Activity 9.2: Short Answer Self-Test Questions
- Activity 9.3: Key Concepts

### Assessments

- **Quiz 3**  
 Opens: Thursday, March 15, 2017 at 12:01 am ET  
 Closes: Sunday, March 18, 2017 at 11:59 pm ET
- Continue contributing to **Discussion Weeks 8 & 9**  
 Closes: Sunday, March 18 at 11:59 pm ET
- Submit **2 selected discussion posts from Units 4 & 5** to Dropbox  
 Due: Sunday, March 18 at 11:59 pm ET

## Unit 06: Operations, Accounting and Finance

### Week 10 – Monday, March 19 to Sunday, March 25

#### Readings

- Textbook: Chapter 15 - Achieving World-Class Operations Management
  - While reading this chapter, review the Sustainable Business, Sustainable World box and reflect on how you would respond to the critical thinking questions.
- CourseLink: Instructor's Notes

- Concept 1: Supply Chain Management

### Activities

- Activity 10.1: Videos and Reflection (select **Ares** on the navbar)
  - Operations Management
  - Emirates Catering

## Week 11 – Monday, March 26 to Sunday, April 1

### Readings

- Textbook: Chapter 16 - Accounting for Financial Success
  - This chapter includes a "Sustainable Business, Sustainable World" box. Review and reflect on how you would answer the critical thinking questions.
- Textbook: Chapter 17 - Understanding Money and the Canadian Financial System
  - This chapter includes a "Sustainable Business, Sustainable World" box. Review and reflect on how you would answer the critical thinking questions.
- Ares: Yahoo Canada Finance (optional)
  - Browse through the various articles and data. What did you learn from the articles?
- CourseLink: Instructor's Notes
  - Concept 1: Financial Statements
  - Concept 2: Triple Bottom Line

### Activities

- Activity 11.1: Videos and Reflection (select **Ares** on the navbar)
  - What is Accounting?
  - CGAs: Canada's Accounting Business Leaders
  - Banking Explained – Money and Credit

### Assessments

- **Personal Strategic Plan** (submit to **Dropbox**)  
Due: Wednesday, March 28, 2017 at 11:59 pm ET

## Week 12 – Monday, April 2 to Friday, April 6

### Readings

- Textbook: Chapter 18 - Finance: Maximizing the Value
  - This chapter includes an "Expanding around the globe" box. Review and reflect on the critical thinking questions.
- Textbook: Appendix "A Basic Understanding of Our Legal System"
- CourseLink: Instructor's Notes
  - Concept 1: Debt vs. Equity Financing

### Activities

- Activity 12.1: Video and Reflection (select **Ares** on the navbar)
  - Warrant Buffet on Risk Management
- Activity 12.2: Short Answer Self-Test Questions
- Activity 12.3: Key Concepts

### Assessments

- **Quiz 4**  
Opens: Wednesday, April 4, 2017 at 12:01 am ET  
Closes: Friday, April 6, 2017 at 11:59 pm ET

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## Assessments

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

**Table 1: Course Assessments**

<b>Assessment Item</b>	<b>Weight</b>	<b>Learning Outcomes</b>
Brief Biography with Career Goals	1%	9
Plan for Success	1%	5
Discussions (9 weeks graded twice x 10%)	20%	1,2,3,4,5,6 and 7
Quizzes (4 x 12%)	48%	1,2,4,5
Business News Analysis Paper	15%	2,3,4,5,8
Personal Strategic Plan	15%	1,4,9
<b>Total</b>	<b>100%</b>	

## **Assessment Descriptions**

### **Brief biography with Career Goals**

Introduce yourself to your discussion group; in addition to some basic facts like your year in school and your major, please include your current career goals and how you see that this course fits in with them.

### **Plan for Success**

This one page document is your plan for how you will succeed in MGMT2150DE. After familiarizing yourself with the course - plan for how you will work through the course during the semester and what learning opportunities you will commit to doing. Include what grade you are intending to work for (grades are earned, not given) and how you intend to achieve that grade - your plan for success in the course.

### **Discussions**

You will be assigned to a group at the beginning of the course. The purpose of the group is to facilitate a smaller discussion environment. Being in a group will allow you to get to know a small section of your classmates in a way that being swallowed up in a large group of students would not permit. Only members of your group will be able to see your posts.

The more time you spend discussing the material of the course together in your group, the better prepared you will be for the major assignments in the course. Try to talk together as often as possible. This will improve your understanding of the material and your grades will probably improve.

### **Business News Analysis**



You will read articles in the business newspapers and press regularly that relate to class readings and for this assignment, you will select three (3) articles that best illustrate what you have learned and discuss the concepts from the text and how the article enhances your understanding of the course materials. Thus, you will make the linkages between course concepts and real-world business news.

### **Personal Strategic Plan**

In this assignment, you will apply course concepts about strategic planning, including SWOT, vision, mission, goals and objectives to your life and career planning. You may use bullet points for parts of the assignment, such as for your SMART goals or your SWOT. Please work to be thorough, but concise.

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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, 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.

## Course Technologies

### Ares

The library's Ares Course Reserve system is a software solution that provides you with access to digital resources used in your course. The system also provides information on print resources placed at the physical reserve desk at the library. Accessibility and privacy policy statements do not exist for this software.

### 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/>

### Turnitin

The Turnitin tool is used in this course and is integrated with the **Dropbox** tool. To learn more about [Turnitin's privacy pledge](#) and [Turnitin's commitment to accessibility](#), please visit their website.

[http://turnitin.com/en\\_us/about-us/privacy](http://turnitin.com/en_us/about-us/privacy)

[http://turnitin.com/en\\_us/about-us/accessibility](http://turnitin.com/en_us/about-us/accessibility)

## 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](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.

### 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

All 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](#).

<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>

## 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.

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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](mailto:accessibility@uoguelph.ca)

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

## **Open Learning Program Students**

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

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

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

[jessica.martin@uoguelph.ca](mailto: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.