



# MGMT\*2150 Introduction to Canadian Business Management

Fall 2022

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; Not available to students in the B.Comm. program.

**Method of Delivery:** Online

### Final Exam

**Date:** Thursday, December 15, 2022

**Time:** 8:30 am to 10:30 am ET

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

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

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## Instructional Support

### Instructor

**Mir Lotfi**

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

Mir Lotfi received his PhD from McMaster University in 2016, and an MBA from Sharif University of Technology in 2009. He has been teaching MGMT2150 and various other business courses such as strategic management, entrepreneurship, and international business for several years. In addition to lecturing, he has been involved in frequent consultancy projects with huge enterprises such as Mapna and Kayson in Iran, and entrepreneurial start-ups such as Farmerline in Ghana.

**Office Hours via Zoom :** Students may opt to drop into office hours with previous appointments. Please note that further details will be posted in the **Announcements**. See also **Communicating with Your Instructor**.

### Teaching Assistant(s)

**Name:** TBD

**Email:** TBD

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## Learning Resources

### Required Textbook

**Title:** Business

**Author(s):** William M. Pride, Robert J. Hughes, Jack R. Kapoor, Norm Althouse, and Laura Allan

**Edition / Year:** 1st Edition / 2020

**Publisher:** Nelson Education

**ISBN (E-book only):** 9781774746899

**ISBN (E-book Plus Optional MindTap Access Code):** 9780176876814

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://bookstore.coop/>

<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>

## **Ares**

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

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

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

Tel: 519-824-4120 ext. 53621

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

Location: McLaughlin Library, First Floor, University of Guelph

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

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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; and
  8. Apply course concepts to news as it applies to real world businesses.
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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, a business news analysis, a personal strategic plan, and a final exam. 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): World of Business and Economics
- Unit 02 (2 weeks): Ethics, Social Responsibility, and International 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 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.

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. The notes will focus only on a few of the

more complex issues and concepts discussed in the weekly readings. Where appropriate, concepts will be expanded on and additional examples will be provided 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** in the **Tools** dropdown menu on the navbar. 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: World of Business and Economics

#### Week 1 – Thursday, September 8 to Sunday, September 18

##### Readings

- Textbook: Lesson 1 – Exploring the World of Business and Economics
- CourseLink: Instructor's Notes

- 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.
- Complete the **Practice Test** using Respondus through the **Quizzes** tool.
- Activity 1.1: Videos and Reflection (select **Ares** on the navbar)
  - The Progression of Economic Value

### Activities

- **Group Introduction: Brief Biography with Career Goals** (via **Discussions**)

### Assessments

- Contribute to **Discussion Week 1**  
Closes: Sunday, September 18 at 11:59 pm ET
- Complete the Ungraded Practice Quiz for Unit 01  
Closes: Sunday, September 18 at 11:59 pm ET

## Unit 02: Ethics, Social Responsibility, and International Business

### Week 2 – Monday, September 19 to Sunday, September 25

#### Readings

- Textbook: Lesson 2 – Being Ethical and Socially Responsible
- Ares:
  - BK Communique Author Lists Blog. Five Companies That Are Not What You Thought They Would Be
  - Ethisphere. Ethisphere Announces 124 Companies to Make the 2017 World's Most Ethical Companies List
  - Ethisphere. World's Most Ethical Companies Honorees
- CourseLink: Instructor's Notes

#### Activities

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

#### Assessments

- Contribute to **Discussion Week 2**  
Closes: Sunday, September 25 at 11:59 pm ET

## Unit 02: Ethics, Social Responsibility, and International Business

### Week 3 – Monday, September 26 to Sunday, October 2

#### Readings

- Textbook: Lesson 3 – Exploring Global Business
- Ares:
  - Not so simple; Brexit and trade
  - How to make Brexit manageable
- CourseLink: Instructor's Notes

#### Activities

- Activity 3.1: Videos and Reflection (select **Ares** on the navbar)
  - Business ethics: Global business [Segment 2]
  - Marketing to global consumer: Global Business [Segment 1]
- Activity 3.2: Video and Reflection (select **Ares** on the navbar)
  - How Brexit Could Actually Make the EU Stronger

#### Assessments

- **Quiz 1**  
Opens: Monday, September 26 at 12:01 am ET  
Closes: Sunday, October 2 at 11:59 pm ET  
**Note:** You are strongly encouraged to take the Quiz during CourseLink Support hours in case of technical difficulties. See **Technical Support** in this Outline.
- Contribute to **Discussion Week 3**  
Closes: Sunday, October 2 at 11:59 pm ET

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

### Week 4 – Monday, October 3 to Sunday, October 9

#### Readings

- Textbook: Lesson 5 – Considering Small Business, Entrepreneurship and Franchises
- CourseLink: Instructor's Notes

#### 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, October 9 at 11:59 pm ET

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

#### Week 5 – Monday, October 10 to Sunday, October 16

##### Readings

- Textbook: Lesson 4 – Choosing a Form of Business Ownership
- 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

##### Activities

- Activity 5.1: Videos and Reflection (select **Ares** on the navbar)
  - Creating Business to Solve Problems (Segment 4)
  - Philosophy of a Social Business (Segment 7)

##### Assessments

- Contribute to **Discussion Week 5**  
Closes: Sunday, October 16 at 11:59 pm ET
- Submit **Discussion posts** and **reflection** to **Dropbox**  
**Due:** Sunday, October 16 at 11:59 pm ET

Submit two selected discussion posts and one reply from **Discussion Weeks 1 through 5**. Include a reflection paragraph (250 words max) describing what you learned from the discussions and what you will do differently for the next round of discussions.

### Unit 04: Management

#### Week 6 – Monday, October 17 to Sunday, October 23

##### Readings

- Textbook: Lesson 6 – Understanding the Management Process
- Ares:
  - The Strategic Plan is Dead. Long Live Strategy
    - 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?
  - Top Non Profits: 30 example vision statements
- CourseLink: Instructor's Notes

##### 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

- **Quiz 2**  
Opens: Monday, October 17 at 12:01 am ET  
Closes: Sunday, October 23 at 11:59 pm ET
- Contribute to **Discussion Week 6**  
Closes: Sunday, October 23 at 11:59 pm ET

## Unit 04: Management

### Week 7 – Monday, October 24 to Sunday, October 30

#### Readings

- Textbook: Lesson 7 – Creating a Flexible Organization
- CourseLink: Instructor's Notes

#### Activities

- Activity 7.1: Videos and Reflection (select **Ares** on the navbar)
  - The four pillars of a decentralized society. Johann Gevers. TEDxZug
  - Corporate Culture – Leader's Secret Asset. Harald Port. TEDxLugano
- Activity 7.2: Key Concepts

### Assessments

- Contribute to **Discussion Week 7**  
Closes: Sunday, October 30 at 11:59 pm ET
- **Business News Analysis**  
Due: Sunday, October 30 at 11:59 pm ET (submit using **Dropbox**)

## Unit 05: Human Resources and Marketing

### Week 8 – Monday, October 31 to Sunday, November 6

#### Readings

- Textbook:
  - Lesson 9 – Attracting and Retaining the Best Employees
  - Lesson 10 – Motivating Employees and Teams
  - Lesson 11 – Enhancing Employee-Management Relations
- CourseLink: Instructor's Notes

#### Activities

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

### Assessments

- Contribute to **Discussion Week 8**  
Closes: Sunday, November 6 at 11:59 pm ET

## Unit 05: Human Resources and Marketing

### Week 9 – Monday, November 7 to Sunday, November 13

#### Readings

- Textbook:
  - Lesson 12 – Building Customer Relationships through Effecting Marketing
  - Lesson 14 - Managing Distribution and Pricing
  - Lesson 15 - Developing Integrated Marketing Communications
- CourseLink: Instructor's Notes

#### 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: Key Concepts

### Assessments

- **Quiz 3**  
Opens: Monday, November 7 at 12:01 am ET  
Closes: Sunday, November 13 at 11:59 pm ET
- Contribute to **Discussion Week 9**  
Closes: Sunday, November 13 at 11:59 pm ET

## Unit 06: Operations, Accounting and Finance

### Week 10 – Monday, November 14 to Sunday, November 20

#### Readings

- Textbook:
  - Lesson 8 - Producing Quality Goods and Services
  - Lesson 13 - Developing and Managing Products

- Lesson 16 - Exploring Business Technology
- CourseLink: Instructor's Notes

### Activities

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

### Assessments

- Submit **Discussion posts** and **reflection** to **Dropbox**  
**Due:** Sunday, November 20 at 11:59 pm ET

Submit two selected discussion posts and one reply from **Discussion Weeks 6 through 9**. Include a reflection paragraph (250 words max) describing what you learned from the discussions and what you would do differently if there was another round of discussions. Submit this to **Dropbox**

## Unit 06: Operations, Accounting and Finance

### Week 11 – Monday, November 21 to Sunday, November 27

#### Readings

- Textbook:
  - Lesson 17 - Using Accounting and Financial Information
  - Lesson 18 - Understanding Money, Banking, and Credit
- Ares: Yahoo Canada Finance (optional)
  - Browse through the various articles and data. What did you learn from the articles?
- CourseLink: Instructor's Notes

#### 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

## Unit 06: Operations, Accounting and Finance

### Week 12 – Monday, November 28 to Friday, December 2

#### Readings

- Textbook:
  - Lesson 19 - Recognizing the Basics of Financial Management
  - Lesson 20 - Understanding Personal Finance and Investments

- CourseLink: Instructor's Notes

### Activities

- Activity 12.1: Videos and Reflection (select **Ares** on the navbar)
  - Warren Buffet: Just Looking at the Price Is not Investing
- Activity 12.2: Key Concepts

### Assessments

- **Quiz 4**  
 Opens: Monday, November 28 at 12:01 am ET  
 Closes: Friday, December 2 at 11:59 pm ET

## Assessments

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

**Table 1: Course Assessments**

| <b>Assessment Item</b>                   | <b>Weight</b> | <b>Learning Outcomes</b> |
|--|---------------|--------------------------|
| Discussions (9 weeks graded twice x 15%) | 30%           | 1, 2, 3, 4, 5, 6, and 7  |
| Quizzes (4 X 5% each)                    | 20%           | 1, 4, 5, and 8           |
| Business News Analysis Paper             | 20%           | 2, 3, 4, 5, and 8        |
| Final Exam                               | 30%           | 1, 2, 3, 4, 5, 6 and 7   |
| <b>Total</b>                             | <b>100%</b>   |                          |

## Assessment Descriptions

### 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.

Posts of approximately 150 to 200 words would be appropriate: one post for answering one question. 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.

The two submissions to Dropbox (one for Weeks 1 through 5 and the second for Weeks 6 through 9) will include two selected discussion posts and one reply. You will also include a reflection paragraph (250 words max) describing what you learned from the discussions and what you would do differently.

Brief biography with Career Goals Discussion Post: 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.

## **Quizzes**

Quizzes equate to 20% of your final grade. This course requires the use of Respondus LockDown Browser and Monitor (webcam) to proctor your online quizzes within CourseLink. There will be four (4) graded quizzes worth 5% each and graded out of 24 or 25.

- **Quiz 1** will cover the material from Weeks 1-3 (25 questions).
- **Quiz 2** will cover the material from Weeks 4-6 (24 questions).
- **Quiz 3** will cover the material from Weeks 7-9 (25 questions).
- **Quiz 4** will cover the materials from Weeks 10-12 (24 questions).

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

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

CourseLink Support hours are as follows:

- Monday to Friday: 8:30 a.m. to 8:30 p.m.
- Saturday: 10:00 a.m. to 4:00 p.m.
- Sunday: 12:00 p.m. to 6:00 p.m.

Please be aware that if you take the Quizzes outside these hours and experience any difficulties, you will not have access to CourseLink Support.

## **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 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. The submission will consist of 3 newspaper articles, and each article should be about one page (Arial or Times New Roman, 12pt, single spacing).

## Final Exam

This course requires the use of Respondus LockDown Browser and Monitor (webcam) to proctor your online final exam within CourseLink. Use of Lockdown Browser with a webcam has been implemented to maintain the academic integrity of the final exam. You must [download and install LockDown Browser and Monitor](#) to complete the practice test and final exam.

The final exam will be delivered online via the **Quizzes** tool. The exam is 2 hours in length and will be held on **Thursday, December 15, 2022**.

To accommodate students who may be located in various time zones, the exam will be available beginning at **8:30 am** until **9:30 am** Eastern Time (ET). You can enter the exam at any point during this window of time but will only have 2 hours to complete it from when you start writing. For example, if you start writing the exam by **9:00 am**, you will have until **11:00 am** to complete it. After **9:30 am** ET you will no longer be able to enter the exam environment.

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

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

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

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

University of Guelph degree and associate diploma students must check [Web Advisor](#) for their examination schedule. Open Learning program students must check the [Open Learning Program Final Examination Schedule](#) for their examination schedule.

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

<https://www.uoguelph.ca/webadvisorhttp://opened.uoguelph.ca/student-resources/Open-Learning-Program-Final-Exam-Schedule>  
<http://opened.uoguelph.ca/student-resources/final-exams>

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## Course Technology Requirements 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).

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

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

### Respondus LockDown Browser and Monitor Requirements

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

Respondus Monitor is a companion application for LockDown Browser that uses webcam and video technology to ensure academic integrity during online exams. The software captures video during the exam and allows the instructor to review the video once the exam is completed.

In order to use Respondus LockDown Browser and Monitor, you must meet the following technical requirements so that you can take the practice test and final exam:

1. Operating Systems: Windows 10, 8, 7; Mac OS X 10.10 or higher.
2. Memory: Windows 2 GB RAM; Mac 512 MB RAM.
3. For Mac users: Safari must function properly on the computer.
4. Functioning webcam and microphone. The webcam and microphone can be built into your computer or can be the type that plugs in with a USB cable. (You will be required to do an environment scan of your room, so please ensure you can move your computer, laptop or webcam for this scan.)
5. A broadband Internet connection. It is recommended that you access the Internet via a wired connection.

If you have any concerns about meeting system requirements, contact [CourseLink Support](#). They will work with you to find alternative solutions or make alternative arrangements.

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

## Zoom Requirements

This course may use **Zoom** as a video communication tool. A Webcam, headphones/speakers may be needed. Review the [Zoom information for students \(uoguelph\)](#) to ensure that your computer meets the technical requirements.

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

## Technical Skills

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

- Manage files and folders on your computer (e.g., save, name, copy, backup, rename, delete, and check properties);
- Install software, security, and virus protection;
- Use office applications (e.g., Word, PowerPoint, Excel, or similar) to create documents;
- Be comfortable uploading and downloading saved files;
- Communicate using email (e.g., create, receive, reply, print, send, download, and open attachments);
- Navigate the CourseLink learning environment and use the essential tools, such as **Dropbox**, **Quizzes**, **Discussions**, and **Grades** (the instructions for this are given in your course);
- Access, navigate, and search the Internet using a web browser (e.g., Firefox, Internet Explorer); and
- Perform online research using various search engines (e.g., Google) and library databases.

## Technical Support

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

### CourseLink Support

University of Guelph

Day Hall, Room 211

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

Tel: 519-824-4120 ext. 56939

Toll-Free (CAN/USA): 1-866-275-1478

### Walk-In Hours (Eastern Time):

Monday thru Friday: 8:30 am–4:30 pm

### Phone/Email Hours (Eastern Time):



Monday thru Friday: 8:30 am–8:30 pm  
Saturday: 10:00 am–4:00 pm  
Sunday: 12:00 pm–6:00 pm

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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 48 to 72 hours.
- **Online meeting:** If you have a complex question you would like to discuss with your instructor, you may book an online meeting. Online meetings depend on the availability of you and the instructor, and are booked on a first come first served basis.

### Netiquette Expectations

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

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

- Posting inflammatory messages about your instructor or fellow students;
- Using obscene or offensive language online;
- Copying or presenting someone else's work as your own;
- Adapting information from the Internet without using proper citations or references;
- Buying or selling term papers or assignments;
- Posting or selling course materials to course notes websites;
- Having someone else complete your quiz or completing a quiz for/with another student;
- Stating false claims about lost quiz answers or other assignment submissions;
- Threatening or harassing a student or instructor online;
- Discriminating against fellow students, instructors, and/or TAs;
- Using the course website to promote profit-driven products or services;
- Attempting to compromise the security or functionality of the learning management system;
- Sharing your username and password; and
- Recording lectures without the permission of the instructor.

## Submission of Assignments to Dropbox

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

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

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

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

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

## 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://www.uoguelph.ca/webadvisor>

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

## Rights and Responsibilities When Learning Online

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

For more information on your rights and responsibilities when learning in the online environment, visit [Rights and Responsibilities](#).

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

## 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

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

### When You Cannot Meet Course Requirements

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

### University of Guelph Degree Students

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

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

### Open Learning Program Students

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

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

## **Drop Date**

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

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

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

### **Open Learning Program Students**

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

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

## **Copies of Assignments**

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

## **Accessibility**

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

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

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

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

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

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

[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 Executive Director](#). Please ensure that you contact us before the end of the first week of your course (every semester) in order to avoid any delays in support. Documentation from a health professional is required for all academic accommodations. Please note that all information provided will be held in confidence.

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

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

[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.

## **Disclaimer**

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

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

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

## **Illness**

Medical notes will not normally be required for singular instances of academic consideration, although students may be required to provide supporting documentation

for multiple missed assessments or when involving a large part of a course (e.g., final exam or major assignment).

## **Covid-19 Safety Protocols**

For information on current safety protocols, follow these links:

[How U of G Is Preparing for Your Safe Return](#)

[Guidelines to Safely Navigate U of G Spaces](#)

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

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

<https://news.uoguelph.ca/return-to-campus/spaces/#ClassroomSpaces>