



NUTR*3210 Fundamentals of Nutrition

Fall 2020

Section: DE01

Department of Human Health and Nutritional Sciences

Credit Weight: 0.50

Course Details

Calendar Description

This is the foundation course for the study of nutrition. The occurrence, uptake and metabolic role of nutrients will be discussed in relation to growth, reproduction and longevity in human subjects, domestic animals and other species.

Pre-Requisite(s): BIOC*2580

Co-Requisite(s): None

Restriction(s): None

Method of Delivery: Online

Final Exam

Date: Thursday, December 10

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

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

Instructional Support

Instructors

Dr. Justine Tishinsky

Email: jtishins@uoguelph.ca

Telephone: 519-824-4120 x53472

Office: ANNU 340

*Please note I will be working remotely during the Fall 2020 semester due to COVID-19.

Dr. Justine Tishinsky is an instructor in the Department of Human Health and Nutritional Sciences. This is her fifth time teaching NUTR*3210, and she is very passionate about nutrition and metabolism. In her spare time, you can find her backcountry hiking with her rescue dog.

Teaching Assistant

Name: Megan Kuikman

Email: mkuikman@uoguelph.ca

Learning Resources

Required Textbook

There is no required textbook for this course.

Supplementary Materials

This course includes supplementary materials. These materials are meant to supplement the required readings and course content. You can explore the materials at your own pace. To access these materials, select **Content** on the navbar to locate **Supplementary Materials** in the table of contents panel.

Course Website

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

<https://courselink.uoguelph.ca>

Ares

For this course, you 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

Location: McLaughlin Library, First Floor, University of Guelph

<https://v2.lib.uoguelph.ca/find/course-reserves-ares/how-get-course-reserve-material>

Learning Outcomes

Course Learning Outcomes

In this course, you will be exploring the foundations, or building blocks, of nutrition. You will have the opportunity to explore how macronutrients (carbohydrates, lipids, and proteins) and micronutrients (vitamins and minerals) are involved in a diverse array of biological roles, particularly in humans. By the end of this course, you will have developed a strong understanding how what we eat truly determines (or at least influences) what we are. We hope this course will encourage your interest in one of the most important determinants of health and disease. In the words of Hippocrates, “Let food be thy medicine and medicine be thy food.”

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

1. Identify and describe the compounds and elements of nutritional importance, primarily to human beings, as related to digestion, absorption, metabolism, and physiological processes;
2. Discuss relevant nutritional methodologies, including proximate analysis, digestibility, determination of protein quality and nitrogen balance, basal metabolic rate and calorimetry;
3. Apply the scientific method to the critical evaluation and management of nutritional information from a variety of sources;
4. Formulate critical solutions to nutrition-related problems that are accurate, clear, and audience-appropriate; and
5. Improve scientific literacy through the exploration of nutrition-related case studies.

Teaching and Learning Activities

Course Structure

This course examines the foundations of nutrition. Topics examined in this course include: food composition, digestive systems, energy, metabolism, macronutrients, and micronutrients.

This course consists of 12 units:

- Unit 01: Introduction
- Unit 02: Food/Feed Composition Analysis & Digestive Systems
- Unit 03: Energy
- Unit 04: Review of Intermediary Metabolism
- Unit 05: Carbohydrate Digestion, Metabolism, and Impact on Health
- Unit 06: Lipid Classification, Digestion, Metabolism, and Impact on Health
- Unit 07: Protein Classification, Digestion, Metabolism, and Impact on Health
- Unit 08: Metabolic Integration
- Unit 09: Micronutrients I
- Unit 10: Micronutrients II
- Unit 11: Micronutrients III
- Unit 12: Micronutrients IV

Unit 01 will introduce you to the history of nutritional sciences, the major nutrient classes, and nutrient intake recommendations. Unit 02 will describe how food (or animal feed) is analyzed and digested. Unit 03 will explain the energy content of food, and how this can be measured. Unit 04 will provide a review of intermediary metabolism, in which nutritional compounds are converted to cellular material. Units 05, 06, and 07 will describe the three macronutrients, carbohydrates, lipids, and proteins respectively, and how each is digested, metabolized, and impacts health. Unit 08 will integrate all of the macronutrients and look at how metabolism changes under different physiological conditions. Units 09 through 12 will explore vitamins and minerals that impact health, and will consider these according to physiological functions including binding to type II steroid hormone receptors, and functioning as antioxidants or enzyme cofactors.

What to Expect for Each Unit

There is no assigned textbook for this course. Instead, the following learning resources are provided:

- Online course notes: The online material for each unit is extremely comprehensive and provides the primary resource for learning. It is essential that you carefully review the online material for each unit every week.
- Case studies: Units 04 and 07 have associated case studies that are also accompanied by several questions and solutions. The primary purpose of the case studies is to serve as a model for the case study assignment, which you will begin in Week 9. Please note that you will not be tested on the content related to the clinical conditions presented in the two cases (glycogen storage disease in case study Unit 04, and urea cycle defect in case study Unit 07).
- Videos: Units 09, 10, and 11 include videos that describe complex topics presented in the online material, and should be watched at the appropriate point in the unit.
- Supplementary Readings: A series of supplementary readings taken from *Nutrition Action*, a popular nutrition magazine, are included for each unit. *Nutrition Action* includes articles on current topics in nutrition that are derived from academic publications and expert contributors. These readings are voluntary, and you will not be examined on their content. You can access these through **Ares**.

You should begin every unit by reading the unit outcomes. The outcomes will help guide your efforts as you work your way through the unit. Next, read through the online materials. Reading the online materials should comprise the primary learning activity for each unit.

The final activity for Units 04 and 07 should be the case study. Read through the case study and questions and solutions provided; these materials will later be used as models for the case study assignment to be submitted in Week 11.

One recurring feature in the online course notes will be the “Did You Know” boxes. They present interesting facts related to the unit topics. The information presented there is equally important to the other content presented in the notes but will NOT be tested.

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

Week 1 - Thursday, September 10 to Sunday, September 20

Readings

- Course website: Unit 01
- Ares:

- What's the catch? Why the latest study is rarely the final answer?
- Non-trivial pursuit
- Using case studies to teach science

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.
- Review Unit 01 online course notes and videos (You can access videos by selecting the **Supplementary Materials** link in the navbar)
- Complete the **Practice Test** using Respondus through the **Quizzes** tool.

Assessments

- Participate in the **Introductions Discussion (ALL students)**
Opens: Monday, September 14 at 12:01 am ET
Closes: Sunday, September 20 at 11:59 pm ET
- Participate in the **Unit 01 Discussion (Students with last names A-M)**
Opens: Monday, September 14 at 12:01 am ET
Closes: Sunday, September 20 at 11:59 pm ET

Unit 02: Food/Feed Composition Analysis & Digestive Systems

Week 2 - Monday, September 21 to Sunday, September 27

Readings

- Course website: Unit 02
- Ares:
 - Gut myths: Clearing up confusion in the GI tract

Activities

- Review Unit 02 online course notes and videos

Assessments

- Participate in the **Unit 02 Discussion (Students with last names N-Z)**
Opens: Monday, September 21 at 12:01 am ET
Closes: Sunday, September 27 at 11:59 pm ET

Unit 03: Energy

Week 3 – Monday, September 28 to Sunday, October 4

Readings

- Course website: Unit 03
- Ares:
 - Label Makeover

Activities

- Review Unit 03 online course notes and videos
- Take **Practice Test** using **Respondus LockDown Browser and Monitor** (if you haven't taken before)

Assessments

- Participate in the **Unit 03 Discussion (Students with last names A-M)**
Opens: Monday, September 28 at 12:01 am ET
Closes: Sunday, October 4 at 11:59 pm ET
- Take **Quiz #1 (all students)** using **Respondus LockDown Browser and Monitor**
Opens: Thursday, October 1 at 8:30 am ET
Closes: Thursday, October 1 at 6:30 pm ET

Unit 04: Review of Intermediary Metabolism

Week 4 – Monday, October 5 to Sunday, October 11

Readings

- Course website: Unit 04
- Ares:
 - The Changing Canadian Diet

Activities

- Review Unit 04 online course notes and videos
- Review Unit 04 Case Study: Glycogen Case – Baby Chloe

Assessments

- Participate in the **Unit 04 Discussion (Students with last names N-Z)**
Opens: Monday, October 5 at 12:01 am ET
Closes: Sunday, October 11 at 11:59 pm ET

Unit 05: Carbohydrate Digestion, Metabolism, and Impact on Health

Week 5 – Monday, October 12 to Sunday, October 18

Readings

- Course website: Unit 05
- Ares:
 - Carb loading: Do you overdo refined grains?

Activities

- Review Unit 05 online course notes and videos

Assessments

- Participate in the **Unit 05 Discussion (Students with last names A-M)**
Opens: Monday, October 12 at 12:01 am ET
Closes: Sunday, October 18 at 11:59 pm ET

Unit 06: Lipid Classification, Digestion, Metabolism, and Impact on Health

Week 6 – Monday, October 19 to Sunday, October 25

Readings

- Course website: Unit 06
- Ares:
 - Fat under fire

Activities

- Review Unit 06 online course notes and videos

Assessments

- Participate in the **Unit 06 Discussion (Students with last names N-Z)**
Opens: Monday, October 19 at 12:01 am ET
Closes: Sunday, October 25 at 11:59 pm ET
- Take **Online Midterm Exam** using **Respondus LockDown Browser and Monitor (all students)**
Opens: Thursday, October 22 at 8:30 am ET
Closes: Thursday, October 22 at 6:30 pm ET

Unit 07: Protein Classification, Digestion, Metabolism, and Impact on Health

Week 7 – Monday, October 26 to Sunday, November 1

Readings

- Course website: Unit 07
- Ares:
 - Protein: Is more better?

Activities

- Review Unit 07 online course notes and videos
- Review Unit 07 Case Study: Protein Case – Timothy

Assessments

- Participate in the **Unit 07 Discussion (Students with last names A-M)**
Opens: Monday, October 26 at 12:01 am ET
Closes: Sunday, November 1 at 11:59 pm ET
- Note your group members for the Group Case Study (select Group from Tools dropdown menu) and make preliminary contact.

Unit 08: Metabolic Integration

Week 8 – Monday, November 2 to Sunday, November 8

Readings

- Course website: Unit 08
- Ares:
 - Glimmers of Light – New Clues to Weight Gain and Loss

Activities

- Review Unit 08 online course notes and videos

Assessments

- Participate in the **Unit 08 Discussion (Students with last names N-Z)**
Opens: Monday, November 2 at 12:01 am ET
Closes: Sunday, November 8 at 11:59 pm ET
- Begin work on **Group Case Study Assignment**
Due: Sunday, November 29 at 11:59 pm ET
- Submit **Group Contract via Dropbox (all students)**
Due: Sunday, November 8 at 11:59 pm ET

Unit 09: Micronutrients I

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

Readings

- Course website: Unit 09
- Ares:
 - Breaking bad

Activities

- Review the description of micronutrients in Unit 01 prior to starting Unit 09
- Review Unit 09 online course notes and videos

Assessments

- Participate in the **Unit 09 Discussion (Students with last names A-M)**
Opens: Monday, November 9 at 12:01 am ET
Closes: Sunday, November 15 at 11:59 pm ET
- Continue working on **Group Case Study Assignment**
Due: Sunday, November 29 at 11:59 pm ET
- Take **Quiz #2 (all students)** using **Respondus LockDown Browser and Monitor**
Opens: Thursday, November 12 at 8:30 am ET
Closes: Thursday, November 12 at 6:30 pm ET

Unit 10: Micronutrients II

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

Readings

- Course website: Unit 10
- Ares:
 - Antioxidants (Mostly) Disappoint
 - Does taking vitamin C protect you from colds?

Activities

- Review Unit 10 online course notes and videos

Assessments

- Participate in the **Unit 10 Discussion (Students with last names N-Z)**
Opens: Monday, November 16 at 12:01 am ET
Closes: Sunday, November 22 at 11:59 pm ET
- Continue working on **Group Case Study Assignment**
Due: Sunday, November 29 at 11:59 pm ET

Unit 11: Micronutrients III

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

Readings

- Course website: Unit 11
- Ares:
 - The need for B12 as we get older
 - Is the folic acid in vitamins too much for you?

Activities

- Review Unit 11 online course notes and videos

Assessments

- Participate in the **Unit 11 Discussion (Students with last names A-M)**
Opens: Monday, November 23 at 12:01 am ET
Closes: Sunday, November 29 at 11:59 pm ET
- Submit **Group Case Study Assignment (all students)**
Due: Sunday, November 29 at 11:59 pm ET

Unit 12: Micronutrients IV

Week 12 – Monday, November 30 to Friday, December 4

Readings

- Course website: Unit 12
- Ares:
 - Iron and diabetes
 - How to read a multivitamin label

Activities

- Review Unit 12 online course notes and videos

Assessments

- Participate in the **Unit 12 Discussion (Students with last names N-Z)**
Opens: Monday, November 30 at 12:01 am ET
Closes: Friday, December 4 at 11:59 pm ET
- Submit **Peer Evaluation via PEAR tool for Group Case Study Assignment (all students)**
Due: Friday, December 4 at 11:59 pm ET

Assessments

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

Table 1: Course Assessments

Assessment Item	Weight	Learning Outcomes
Quizzes	10% (2 x 5% each)	1,2,3,4
Discussion Assignment	5%	1-5
Group Case Study	10%	3,4,5
Online Midterm Exam	25%	1,2,3,4
Final Exam	50%	1,2,3,4
Total	100%	

Assessment Descriptions

Quizzes

This course requires the use of Respondus LockDown Browser and Monitor (webcam) to proctor your two (2) quizzes 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.

There will be two (2) multiple-choice quizzes throughout the course. Each quiz will consist of 20 multiple-choice questions that are focused on the content of the unit readings. Each quiz is worth 5% of your final course grade. The questions themselves will require you to have a firm understanding of the module concepts and the application of these learned concepts. In total, the quizzes will account for 10% of your final grade. Quizzes are closed book; outside aids of any kind (including course notes and internet searching) are not permitted. You are meant to do these assessments on your own; any collaboration with others is considered academic misconduct.

The content of the quizzes will be as follows:

- Quiz 1: Unit 01, Unit 02 and Unit 03.
- Quiz 2: Unit 06, Unit 07 and Unit 08.

Before you take the quizzes, you must complete the **Practice Test**. The content of the practice test is not related to the course. 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. You are recommended to take the practice test as many times as you need to feel comfortable with the **LockDown Browser and Monitor** prior to the first quiz. You will have access to the practice test when the course starts. By taking the practice test, you will be able to identify and troubleshoot any technical issues early on in the course. It is also recommended that you complete the test using the computer that you will use for the quizzes, midterm and final exam to avoid any technical and connectivity issues that might arise. While there will be no mark given for completing the practice test, this activity will help you ensure you have a problem-free experience with the software before taking the assessments

Similar to a sit-down exam where you must arrive prior to the start of the quizzes, it is highly recommended that you enter the online quiz 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 time allocated for the quiz.

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.

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 or 519-824-4120 ext. 56939.

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

Discussions Assignment

The purpose of this assignment is to encourage you to engage in discussion with your peers and instructor on the topics covered in class.

You are required to post in six units (either an original post or a reply), so in total, you will make six posts which will be distributed across the 12 units of the course. If your last name starts with the letter A through M, you are expected to make a post in the Discussion forum for Units 1, 3, 5, 7, 9, and 11. If your name starts with the letter N through Z, you are expected to make a post in the Discussion forum for Units 2, 4, 6, 8, 10 and 12.

Each post should be a **minimum** of 75 words and should contribute to the discussion in a meaningful way. For example, original postings should encourage critical discussion or problem-solving, or attempt to clarify a misconception related to the unit content, while replies should present a critical and thoughtful response to the original threads.

Two of the six posts for each student **will be randomly selected for grading** (2.5% each).

You will be graded on your participation and on the quality of your posts, and will receive your grade at the end of the semester. Should you fail to make a post in either of your randomly assigned units, you will receive a grade of 0/2.5 for that post, even if you have made posts in other units. Students will **not** be informed in which units their posts will be graded, for obvious reasons. Remember that you are expected to make posts of sufficient length and critical quality in each unit; if you do this, you should receive full marks on this assignment. This assignment is meant to be opportunity for you to be engaged in the course, and the instructor will be very active in these discussion boards to encourage your participation. In total, the discussion assignments will account for 5% of your final grade.

Group Case Study

In this assignment, you will develop a novel case study with associated learning outcomes and directed questions and answers that relates to ONE of the units from 02 to 09 in this course. This assignment will consist of five parts:

- i. Your group will work together to identify learning outcomes that are uniquely oriented to the novel case study that you will develop.
- ii. Your group is asked to create an engaging vignette that reflects a real-life scenario. It may include a description of symptoms, the progression of a disorder, or a disturbance in the environment as experience by the main character.
- iii. Your group will collect supportive data in the form of figures and/or tables that will provide clues to the solution of the case.
- iv. You will provide directed questions and solutions of the case that facilitate critical thinking and problem-solving skills and are supported by appropriate scientific references.
- v. You will complete a peer evaluation to grade the participation of your group members in the assignment.

Throughout this assignment, you will work in groups of up to four students. The instructor will form the groups arbitrarily in Week 7. To see who your team members are, select the **Groups** link in the navbar.

Online Midterm Exam

This course requires the use of Respondus LockDown Browser and Monitor (webcam) to proctor your online midterm 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.

In Week 6, you will be required to take an online midterm exam. It will consist of different types of questions that cover Units 01 through 05. The questions themselves will require you to have a firm understanding of the unit concepts and the application of these learned concepts. The exam will consist of 40 multiple-choice questions; each question is worth 1 point. The midterm exam is closed book; outside aids of any kind

(including course notes and internet searching) are not permitted. You are meant to do this assessment on your own; any collaboration with others is considered academic misconduct.

The use of **Respondus LockDown Browser and Monitor** (webcam) to proctor your online midterm within CourseLink is required. Use of Lockdown Browser with a webcam has been implemented to maintain the academic integrity of the midterm.

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 time allocated for the midterm.

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 midterm. 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 midterm, please contact CourseLink Support at courselink@uoguelph.ca or 519-824-4120 ext. 56939.

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

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.

You will be required to write a cumulative final exam to demonstrate your grasp of major nutritional concepts and methodologies presented throughout the semester. This examination will be comprised of different types of questions. Examination questions will come from specific units as well as cut across multiple units; the proportion of time spent on each unit should generally represent similar proportions of examination questions. More specifically, you are responsible for all material presented in all units. As a result, your completion and participation in both graded and non-graded activities are critical to your success on the exam. We encourage you to engage fully in the unit content and are confident that your participation and commitment will be rewarded with success on the exam, and in this course.

The final exam is closed book; outside aids of any kind (including course notes and internet searching) are not permitted. You are meant to do this assessment on your own; any collaboration with others is considered academic misconduct.

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 10. To accommodate students who may be located in various time zones, the exam will be available beginning at 8:30am to 9:30am 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 9:30am 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 or final exam, please contact CourseLink Support at courselink@uoguelph.ca or 519-824-4120 ext. 56939.

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

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

<https://webadvisor.uoguelph.ca>

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

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

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).

<http://spaces.uoguelph.ca/ed/system-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 will be required to take the quizzes, midterm and final exam. 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, quizzes, midterm 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. Mac users must have Adobe Flash Player installed to Safari, even if a different browser is normally used.
5. 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.)
6. 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.

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

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

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](#), 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;
- Sharing your username and password; and
- Recording lectures without the permission of the instructor.

Submission of Assignments to Dropbox

The Group Case Study Assignment 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 Group Case Study assignment 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. Each Discussion board will be locked once the end close date/time has elapsed. Should you wish to submit a Discussion post late, you will need to email the instructor for permission; a late penalty will be applied should that post be selected for grading.

For late exam submissions to the **Quizzes** tool, your attempt will be flagged as late, and you will be prevented from making further changes to your attempt once your time ends.

Make sure you save all your responses to the exam questions. For details on how long you have to complete the quiz or exam, please see the instructions in **Assessments** on CourseLink. The **Quizzes** tool counts down your time in the upper-left hand corner. Please pay close attention to this countdown and save your answers frequently.

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>

Storage and Retention of Exam Videos

Only authorized University of Guelph faculty or staff will have access to the video of your exam. Videos will be retained for a period of one year following the completion of the course.

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

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

University of Guelph Degree Students

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

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

accessibility@uoguelph.ca

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

Open Learning Program Students

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

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

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

jessica.martin@uoguelph.ca

Academic Misconduct

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

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

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

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

Copyright Notice

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

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

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

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

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

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 and academic schedules. Any such changes will be announced via CourseLink and/or class email. 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

The University will not require verification of illness (doctor's notes) for the Fall 2020 or Winter 2021 semesters.