Course Details

Calendar Description
Using an integrated approach to studying leadership, this foundation course covers history, evolving theories, models, and research both from a theoretical point of view and practical application. This course will use a seminar style with applied workshops, class discussions, guest speakers, and student participation. Students will prepare elements of a skills portfolio and a research paper. This is a required course for the Certificate in Leadership.

Pre-Requisite(s): None
Co-Requisite(s): None
Equate(s): BUS*2010
Restriction(s): UNIV*2000
Method of Delivery: Online

Final Exam
Date: TBA
Time: TBA
Location: On campus
Instructional Support

Instructor

Jinuk Oh
Email: jinuk.oh@uoguelph.ca

Jinuk is a current candidate for a PhD in management at the University of Guelph’s Gordon S. Lang School of Business and Economics. He completed a dual degree (a Bachelor of Business Administration and a Bachelor of Arts in English Literature) and a Master of Science in Business Administration with a concentration in organizational behavior and human resources management (HRM) at Ajou University in South Korea. He is an active researcher in the areas of leadership effectiveness, employee turnover, and HRM practices in both Korean and Canadian contexts. In terms of teaching, he is a passionate teacher who wants to provide effective learning opportunities for students.

Teaching Assistant(s)

A teaching assistant will be supporting this course – once their contact information is available, we will post an announcement with how you can reach them.

Name: TBA
Email: TBA

Learning Resources

Required Textbook

Title: Leadership Theory and Practice
Author(s): Peter G. Northouse
Edition / Year: 8th edition / 2019
Publisher: Sage Publications
ISBN: 9781506362311

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

https://guelphcampus.coop/bookstore
http://www.bookstore.uoguelph.ca/

Course Website

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

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

Learning Outcomes

Course Learning Outcomes

Leadership is key to the future of individuals, organizations, communities, and nations. Many organizations in the public, private, and not-for-profit sectors are moving away from traditional management functions toward models of people/participant/employee empowerment based on various leadership models. HROB*2010: Foundations of Leadership is intended to support you in further understanding and preparing for leadership roles, situations, experiences, and/or research.

Leadership means many things to many people. While everyone seems to have their own view of what leadership is and why it is important, ideas about leadership have been the subject of great debate by philosophers throughout the ages and, more recently, the focus of inquiry by scholars in the management and organization literature. This course, however, is not only about managerial leadership – it is about leadership in all aspects of life. While we use much literature from the management field, we apply these ideas to a variety of settings and people. Our goal is that you will find here ideas and tools that will help you understand, reflect on, and develop your own leadership.

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

1. Explain the development of current and historical leadership theories and concepts through discussions and content quizzes;
2. Apply leadership theories and concepts to real-life and/or simulated situations and/or persons through discussions, activities, and group work;
3. Analyze and critically reflect on your own leadership experiences and expectations through a personal leadership portfolio, activities, and discussions; and

4. Create a Personal Leadership Portfolio (PLP) that allows you to critically reflect upon and assess your leadership development to date, as well as opportunities for future development.

Teaching and Learning Activities

Method of Learning
The teaching methods in this course include lecture materials available online as well as discussion questions, articles, and case studies. This multiplicity of methods allows students to:

- Test their understanding of theories and concepts presented in the readings.
- Use theories and concepts to analyze and solve actual problems in organizations.
- Develop skills in communicating ideas; in developing and presenting arguments, in listening to and understanding others, and in challenging others’ views in a way that advances everyone’s understanding.
- Learn to think independently, since each student must choose the theories or conceptual frameworks that best fit with the issues and problems in the case at hand.
- In this course, the role of the professor focuses on stimulating and guiding student discussion. I will review theoretical concepts but will also ask questions and encourage you to challenge and support different points of view in discussion.

Course Structure
- Unit 01: Introduction to Foundations of Leadership
- Unit 02: Trait Approaches to Leadership
- Unit 03: Skill Approaches to Leadership
- Unit 04: Behavioral Approaches to Leadership
- Unit 05: Situational Approaches to Leadership
- Unit 06: Path-Goal Approach to Leadership
- Unit 07: Transformational Approaches to Leadership
- Unit 08: Servant Leadership
• Unit 09: Team Leadership
• Unit 10: Leadership Ethics
• Unit 11: Gender and Leadership
• Unit 12: Wrap-up

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 to Foundations of Leadership

Week 1 – Thursday, September 5 to Sunday, September 15

Readings
• Website: Unit 01 Content
• Textbook: Chapter 1

Activities
• Familiarize yourself with the course website by reviewing the Start Here section of the course.
• Review the Outline and Assessments sections on the course website to learn about course expectations, assessments, and due dates.
• Introduce yourself to your group members in the Introductions Discussion.
• Complete activities from Unit 01 content.

Assessments
• Week 1 Discussion
  Opens: Thursday, September 5 at 12:00 am ET
  Closes: Sunday, September 15 at 11:59 pm ET
• Personal Leadership Portfolio Part 1
  Due: Sunday, September 15 at 11:59 pm ET

Unit 02: Trait Approaches to Leadership

Week 2 – Monday, September 16 to Sunday, September 22

Readings
• Website: Unit 02 Content
• Textbook: Chapter 2
• Note: Mini Case 2.1 is optional
Activities

- Complete activities and exercises from Unit 02 content.

Assessments

- **Quiz 1: Trait Approaches to Leadership**
  Opens: Monday, September 16 at 12:00 am ET
  Closes: Sunday, September 22 at 11:59 pm ET

- **Personal Leadership Portfolio Part 2**
  Due: Sunday, September 22 by 11:59 pm ET

- **Group Contract and Leadership Situation Proposal**
  Due: Sunday, September 22 by 11:59 pm ET

Optional

- Mini Case 2.1

### Unit 03: Skill Approaches to Leadership

#### Week 3 – Monday, September 23 to Sunday, September 29

Readings

- Website: Unit 03 Content
- Textbook: Chapter 3
- Note: Mini Case 3.3 is optional

Activities

- Complete activities from Unit 03 content.

Assessments

- **Quiz 2: Skill Approaches to Leadership**
  Opens: Monday, September 23 at 12:00 am ET
  Closes: Sunday, September 29 at 11:59 pm ET

- **Week 3 Discussion**
  Opens: Monday, September 23 at 12:00 am ET
  Closes: Sunday, September 29 at 11:59 pm ET

- **Personal Leadership Portfolio Part 3**
  Due: Sunday, September 29 by 11:59 pm ET

Optional

- Mini Case 3.3
Unit 04: Behavioral Approaches to Leadership

Week 4 – Monday, September 30 to Sunday, October 6

Readings
- Website: Unit 04 Content
- Textbook: Chapter 4
- Note: Mini Case 4.2 is optional

Activities
- Complete activities and exercises from Unit 04 content.

Assessments
- Quiz 3: Behavioral Approaches to Leadership
  Opens: Monday, September 30 at 12:00 am ET
  Closes: Sunday, October 6 at 11:59 pm ET
- Personal Leadership Portfolio Part 4
  Due: Sunday, October 6 by 11:59 pm ET

Optional
- Mini Case 4.2

Unit 05: Situational Approaches to Leadership

Week 5 – Monday, October 7 to Sunday, October 13

Readings
- Website: Unit 05 Content
- Textbook: Chapter 5
- Note: Mini Case 5.1 is optional

Activities
- Complete activities from Unit 05 content.

Assessments
- Quiz 4: Situational Approaches to Leadership
  Opens: Monday, October 7 at 12:00 am ET
  Closes: Sunday, October 13 at 11:59 pm ET
- Week 5 Discussion
  Opens: Monday, October 7 at 12:00 am ET
  Closes: Sunday, October 13 at 11:59 pm ET
• **Personal Leadership Portfolio Part 5**
  Due: Sunday, October 13 by 11:59 pm ET

**Optional**
- Mini Case 5.1

**Unit 06: Path-Goal Approach to Leadership**

**Week 6 – Monday, October 14 to Sunday, October 20**

**Readings**
- Website: Unit 06 Content
- Textbook: Chapters 6 and 7
- Note: Mini Case 6.2 is optional

**Activities**
- Complete activities from **Unit 06** content

**Assessments**
- **Quiz 5: Path-Goal Approach to Leadership**
  Opens: Monday, October 14 at 12:00 am ET
  Closes: Sunday, October 20 at 11:59 pm ET
- **Personal Leadership Portfolio Part 6**
  Due: Sunday, October 20 by 11:59 pm ET

**Optional**
- Mini Case 6.2

**Unit 07: Transformational Approaches to Leadership**

**Week 7 – Monday, October 21 to Sunday, October 27**

**Readings**
- Website: Unit 07 Content
- Textbook: Chapter 8
- Note: Mini Case 8.2 is optional

**Activities**
- Complete activities from **Unit 07** content.

**Assessments**
- **Quiz 6: Transformational Approaches to Leadership**
  Opens: Monday, October 21 at 12:00 am ET
  Closes: Sunday, October 27 at 11:59 pm ET
Week 7 Discussion
Opens: Monday, October 21 at 12:00 am ET
Closes: Sunday, October 27 at 11:59 pm ET

Personal Leadership Portfolio Part 7
Due: Sunday, October 27 by 11:59 pm ET

Optional
• Mini Case 8.2

Unit 08: Servant Leadership

Week 8 – Monday, October 28 to Sunday, November 3

Readings
• Website: Unit 08 Content
• Textbook: Chapter 10
• Unit Reading:
  o Lincoln as a Servant Leader

Activities
• Complete activities from Unit 08 content.

Assessments
• Quiz 7: Servant Leadership
  Opens: Monday, October 28 at 12:00 am ET
  Closes: Sunday, November 3 at 11:59 pm ET

• Personal Leadership Portfolio Part 8
  Due: Sunday, November 3 by 11:59 pm ET

• Group Project Part 1
  Due: Sunday, November 3 by 11:59 pm ET

Unit 09: Team Leadership

Week 9 – Monday, November 4 to Sunday, November 10

Readings
• Website: Unit 09 Content
• Textbook: Chapter 14
• Note: Mini Case 14.2 is optional

Activities
• Complete activities and exercises from Unit 09 content.

Assessments
• Quiz 8: Team Leadership  
  Opens: Monday, November 4 at 12:00 am ET  
  Closes: Sunday, November 10 at 11:59 pm ET

• Week 9 Discussion  
  Opens: Monday, November 4 at 12:00 am ET  
  Closes: Sunday, November 10 at 11:59 pm ET

• Personal Leadership Portfolio Part 9  
  Due: Sunday, November 10 by 11:59 pm ET

Optional
• Mini Case 14.2

Unit 10: Leadership Ethics

Week 10 – Monday, November 11 to Sunday, November 17

Readings
• Website: Unit 10 Content
• Textbook: Chapter 13
• Note: Mini Case 13.1 is optional

Activities
• Complete activities and exercises from Unit 10 content.
• Group Project Part 2  
  Due: Sunday, November 17 by 11:59 pm ET

Optional
• Mini Case 13.1

Assessments
• Quiz 09: Leadership Ethics  
  Opens: Monday, November 11 at 12:00 am ET  
  Closes: Sunday, November 17 at 11:59 pm ET

• Mini Case 13.1 Discussion  
  Opens: Monday, November 11 at 12:00 am ET  
  Closes: Sunday, November 17 at 11:59 pm ET

• Personal Leadership Portfolio Part 10  
  Due: Sunday, November 17 by 11:59 pm ET
Unit 11: Gender and Leadership

Week 11 – Monday, November 18 to Sunday, November 24

Readings
- Website: Unit 11 Content
- Textbook: Chapter 15

Video
- Ted Talk: Sheryl Sandberg – Why We Have Too Few Women Leaders

Activities
- Complete activities from Unit 11 content.

Assessments
- Quiz 10: Gender and Leadership
  Opens: Monday, November 18 at 12:00 am ET
  Closes: Sunday, November 24 at 11:59 pm ET
- Week 11 Discussion
  Opens: Monday, November 18 at 12:00 am ET
  Closes: Sunday, November 24 at 11:59 pm ET
- Personal Leadership Portfolio Part 11
  Due: Sunday, November 24 by 11:59 pm ET

Unit 12: Course Wrap-up

Week 12 – Monday, November 25 to Friday, November 29

Readings
- Website: Unit 12 Content

Activities
- Complete activities from Unit 12 content.

Assessments
- Personal Leadership Portfolio Part 12
  Due: Friday, November 29 by 11:59 pm ET
- Final Combined Personal Leadership Portfolio
  Due: Friday, November 29 by 11:59 pm ET

Assessment

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

### Table 1: Course Assessment

<table>
<thead>
<tr>
<th>Assessment Item</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Quizzes (Best 5 of 10 @ 2% each)</td>
<td>10%</td>
</tr>
<tr>
<td>Weekly Activities (&amp; Bi-Weekly Discussions)</td>
<td>20%</td>
</tr>
<tr>
<td>Personal Leadership Portfolio</td>
<td>25%</td>
</tr>
<tr>
<td>Group Project</td>
<td>20%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>25%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

### Assessment Descriptions

#### Weekly Quizzes

This course contains 10 quizzes that allow you to confirm your knowledge of terminology and concepts presented in the text or other readings or material. You will receive your score on the quiz at the end of the access period. Your best five scores will be counted toward your 10% total quizzes grade.

The quizzes are available from Monday morning, 12:00 am ET to Sunday evening, 11:59 pm ET. You may only attempt a quiz once and have 20 minutes from time of access to complete.

#### Weekly Activities

Each week there are a number of activities that are both mandatory (Bi-Weekly Discussions) and optional. These activities are intended to help you stay organized for the individual project and group project, as well as prepare you for the final exam.

Activities include:

1. Bi-Weekly Discussions (20%)
2. Exercises related to individual projects
3. Exercises related to group projects
4. Reflection questions
5. Optional Mini Cases

There are 6 Discussions you must participate in during Week 1, Week 3, Week 5, Week 7, Week 9, and Week 11. Each of these Discussions has two parts: Part 1 requires a
discussion post by Wednesday of that week; Part 2 requires a discussion post or response to a thread by Sunday of that week.

2 out of your 6 posts will be randomly selected and graded (1 post from Week 1, 3 or 5, and another post from Week 7, 9, and 11). Each of these posts will be worth 10% of your mark for a total of 20%.

The discussion is aimed at stimulating interaction and reflection on leadership among members of your group. Class members will be randomly assigned to groups comprising 10 students each, and each member of the group is expected to discuss the assigned question(s) (as indicated in the Course Units).

Note: The Mini Cases are optional and are a wonderful way to apply the concepts you are learning. If you feel overwhelmed by the content each week, do not feel obligated to work on the Mini Cases. Perhaps instead, make use of them by reading the cases and responding to the questions as you prepare for the Final Exam.

Personal Leadership Portfolio

Although this is the largest assignment in the course, the assignment is divided into smaller assignment components that will initially be developed and electronically submitted in draft form to their respective Dropbox folders. Please note that these drafts are not marked, and there is no penalty on late submissions of individual weekly draft submissions. However, it is highly recommended to submit these on time to make your work more manageable. At the end of the course, each of the individual assignment components will be finalized, assembled into the total Personal Leadership Portfolio, and submitted as one file. That final full submission is marked and subject to late penalties as per course policy, if applicable.

Group Project

The group project has two parts:

Part 1: In groups you are asked to identify a situation that has recently occurred in real-life that exemplifies a failure in leadership. You will produce a report that applies two leadership theories of your choice to analyze the situation and the leader. Your report will focus on the analysis of the situation and the leader, and on lessons learned about leadership from this situation. Your report should highlight observations, analysis, and/or findings and conclusions surrounding the way the theories (e.g., the leadership traits, skills, behaviors, situational, contingency, transactional, transformational, or other theories) are relevant to the identified Leader and/or Leadership situation.

Part 2: After the completion of Part 1, as a group you will answer 6 questions that encourage you to reflect and report on the processes of your group and the experiences you moved through while completing Part 1 of your project. More information can be found in the assessment descriptions in the Assessments tab on CourseLink.

Final Exam
This course has a final exam that is written on campus in person. The exam will cover the textbook, material posted on the CourseLink, reserve readings, and any other material that is included as course content.

This course requires you to write a traditional sit-down final exam. Final exams are written on campus at the University of Guelph or at alternate locations for students at a distance. The exam will consist wholly of multiple-choice and true/false questions similar to those seen in the weekly quizzes.

It is assumed that all DE students will be writing their final examination on campus at the University of Guelph. University of Guelph degree and associate diploma students must check WebAdvisor for their examination schedule. Open Learning program students must check the Open Learning Program Final Examination Schedule for their examination schedule.

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

https://webadvisor.uoguelph.ca/
http://opened.uoguelph.ca/student-resources/Open-Learning-Program-Final-Exam-Schedule
http://opened.uoguelph.ca/student-resources/final-exams

Course Technologies and Technical Support

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

http://spaces.uoguelph.ca/ed/system-requirements/
https://courselink.uoguelph.ca/d2l/systemCheck

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

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

Course Technologies

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

http://www.uoguelph.ca/web/privacy/
https://www.d2l.com/legal/privacy/
https://www.d2l.com/accessibility/standards/

Technical Support

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

CourseLink Support
University of Guelph
Day Hall, Room 211
Email: courselink@uoguelph.ca
Tel: 519-824-4120 ext. 56939
Toll-Free (CAN/USA): 1-866-275-1478

Walk-In Hours (Eastern Time):
Monday thru Friday: 8:30 am–4:30 pm

Phone/Email Hours (Eastern Time):
Monday thru Friday: 8:30 am–8:30 pm
Saturday: 10:00 am–4:00 pm
Sunday: 12:00 pm–6:00 pm
Course Specific Standard Statements

Acceptable Use
The University of Guelph has an Acceptable Use Policy, 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 24 to 48 hours (weekends and holidays excepted).

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

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

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

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

Submission of Assignments to Dropbox

All assignments, Drafts and Final versions should all 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 in the schedule section of this outline. Be sure to check the technical requirements and make sure you have the proper computer, that you have a supported browser, and that you have reliable Internet access. Remember that technical difficulty is not an excuse not to turn in your assignment on time. Do not wait until the last minute as you may get behind in your work.

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

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

Late Policy

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

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

**Obtaining Grades and Feedback**

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

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

https://webadvisor.uoguelph.ca

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

**Rights and Responsibilities When Learning Online**

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

For more information on your rights and responsibilities when learning in the online environment, visit Rights and Responsibilities.

http://opened.uoguelph.ca/student-resources/rights-and-responsibilities
University Standard Statements

University of Guelph: Undergraduate Policies

As a student of the University of Guelph, it is important for you to understand your rights and responsibilities and the academic rules and regulations that you must abide by.

If you are a registered **University of Guelph Degree Student**, consult the [Undergraduate Calendar](https://www.uoguelph.ca/registrar/calendars/undergraduate/current/) for the rules, regulations, curricula, programs and fees for current and previous academic years.

If you are an **Open Learning Program Student**, consult the [Open Learning Program Calendar](http://opened.uoguelph.ca/student-resources/open-learning-program-calendar) for information about University of Guelph administrative policies, procedures and services.

https://www.uoguelph.ca/registrar/calendars/undergraduate/current/

Email Communication

**University of Guelph Degree Students**

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

**Open Learning Program Students**

Check your email account (the account you provided upon registration) regularly for important communications, as this is the primary conduit by which the Open Learning and Educational Support will notify you of events, deadlines, announcements or any other official information.

When You Cannot Meet Course Requirements

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

**University of Guelph Degree Students**

Consult the [Undergraduate Calendar](https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml) 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.

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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

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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.