Outline for MGMT*3320 DE W19

Guidelines for Reviewing this Outline

As of Fall 2017, all online course offerings now include an Outline in PDF format that replaces the HTML Outline that was previously used in courses. This new Outline allows instructors and students to quickly access information in one document that can easily be downloaded, saved, and printed. The separate Schedule page in CourseLink no longer exists; all assessment due dates have been incorporated into the new Outline. Below are some guidelines to keep in mind when reviewing the Outline.

- The Outline has been customized to each course and includes information that was previously available to students in the CourseLink site. If any information is missing or needs to be updated, please use the track changes feature in Word to mark your edits.

- The Outline is organized into nine sections which should not be rearranged, removed, or reformatted. If you have any questions or concerns about the organization or formatting of the Outline, please contact the Online Course Preparation team at onlinecourseprep@opened.uoguelph.ca.

- The Outline contains some information that is standard across online courses at the University of Guelph. The information in the following sections should only be modified if there is an error.
  - **Course Details**: calendar description, pre-requisite(s), co-requisite(s), restriction(s), and method of delivery.
  - **Course Technologies and Technical Support**: CourseLink requirements, accessibility and privacy policies for technologies used in the course, and contact information for CourseLink Support.
  - **Course Specific Standard Statements**: acceptable use, netiquette expectations, submitting assignments to Dropbox, obtaining grades and feedback, and rights and responsibilities when learning online.
  - The **University Standard Statements** are derived from the Undergraduate / Graduate Calendars and are incorporated as per the AVPA's Course Outline Checklist.

- There may be text in the Outline highlighted in yellow. This is information that the Online Course Preparation team has identified as missing or requiring confirmation. Please update the information accordingly.

Please review the Outline thoroughly and submit your approved version electronically with the **Winter 2019 Course Preparation Survey** by the due date provided in the preparation email. Information about your Graduate Teaching Assistants and the date and time of the final exam can be added to the Outline at a later date.
Once you submit the Outline, the Online Course Preparation team will convert it into an accessible PDF file and upload it to the course website. This cover page will not be included in the final version of the Outline that is posted to CourseLink.
Course Details

Calendar Description

The viewpoint taken in the course is that of the senior financial officer of a business firm. The focus is on the management of cash, accounts receivable, inventory and short and intermediate term liabilities. Emphasis is placed on the analysis and forecasting of financial statements, and financial modeling for planning and controlling the growth of the business enterprise.

Pre-Requisite(s): 1 of ACCT*2230, BUS*2230, HAFA*3070, HTM*3070

Co-Requisite(s): None

Equate(s): BUS*3320

Restriction(s): Registration in BCOMM or BA.EURS area of emphasis in European Business Studies.

Method of Delivery: Online

Final Exam

Date: TBA
Time: TBA
Location: On Campus
Instructional Support

Linda Melnick

Email: lmelnick@uoguelph.ca
Telephone: Please contact via email and response will be provided within 24hrs.
Office: MAC 217 (Macdonald Hall)

Teaching Assistant(s)

Name: TBA
Email: TBA

Learning Resources

Required Textbook

Title: Foundations of Financial Management
Author(s): Stanley Block, Geoffrey Hirt, Bartley Danielsen and Doug Short
Edition / Year: 11th, 2018
Publisher: McGraw Hill Education
ISBN: 9781260306439

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

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

1. Analyze the financial statements of a firm as a basis of appraising business performance from the viewpoint of managers, owners, and creditors.
2. Use standardized professional tools of analysis to determine critical weaknesses and recommend actions.
3. Develop an appropriate working capital policy to support financial management decisions.
4. Distinguish the various sources of short-term financing such as accounts payable, bank loans, and commercial paper.
5. Produce a Statement of Cash Flow (SCF) comprising operating, investing and financing activities.
6. Determine potential risk sources based upon preparing pro forma financial statements and cash budget.
7. Appraise projections using tools such as Sustainable Growth and the Cash Conversion Cycle.
8. Determine the limitations of analysis tools in real business situations and how to address them.
9. Quantify the impacts of market developments and various drivers on the financial statements.

Teaching and Learning Activities

Method of Learning

The learning in this course is student focused but scheduled to require teamwork and meet specific deadlines. The basic premise is that students will read the textbook
material and view any corresponding videos. It is then expected that the students attempt the assigned problems before checking the solutions or viewing the videos that demonstrate the method of solving the problems. Further application of the analytical tools will be used in the written business case assessments culminating in the team case assessment and the 2-hour open book case examination.

It is important to complete all the assigned readings and learn the concepts addressed in the textbook and on the course website to ensure you are well prepared for the quizzes and assessments.

**Course Structure**

The course is structured into 9 units, which together provide you with the progressive material in Financial Management and is directly related to the textbook and the cases used to emphasize the content and mastery of the material. Overall, each unit will provide you with an overview of chapter material and solutions and videos of most of the problems. Once your readings are finished, you will be tasked to work on selected problems from the textbook. The course also includes 9 quizzes that are based upon course content and concepts. Make sure to complete all the quizzes which are accessed using Connect.

The units are as follows:

- Unit 01: Course Introduction. Introduction to Financial Management
- Unit 02: Accounting Review
- Unit 03: Financial Analysis
- Unit 04: Financial Forecasting
- Unit 05: Operating and Financial Leverage
- Unit 06: Working Capital Management
- Unit 07: Current Asset Management
- Unit 08: Short Term Financing
- Unit 09: International Short-Term Financing

**Connect**

The course makes use of Connect, a product provided through the publisher of your textbook. Connect is made available to you directly from the course home page, via a Connect icon. To learn about, and access, Connect,

1. Watch [What is Connect?](#)
2. Locate the Connect widget on the course home page. The Widget looks like this:
3. Finish Registering in Connect:

**STEP 1:**
Enter E-mail address

**STEP 2:**
Option #1 - Enter Access Code if purchased print copy from the bookstore
Option #2 - Select Buy Now for $89 online only option
Option #3 - Section Temporary Access

4. Once you have completed the registration process, you can continue to access Connect by clicking on the Connect widget. You will not be required to login again, after registration is done, from within CourseLink.

**What to Expect for Each Unit**
Each unit follows a similar pattern, whereby we begin with an introduction to the unit and then layout the unit outcomes. The unit outcomes are important in that they set the stage for the learning expected of you by the end of each unit. Make sure to review the unit outcomes at the end of a unit, as the outcome statements will help guide your learning and can be used as valuable indicators as to the expectations of the course.

Once you have reviewed the introduction and outcomes, complete the assigned readings. The textbook has been custom designed to meet the needs of the course. The instructor has provided notes in CourseLink to support the readings from the textbook. Following the readings, complete the problems indicated in the course outline. In some units, cases are provided to you to further expand your ability to review and synthesize the skills learned.

An important aspect of this course in financial management is to provide you with many opportunities to learn the concepts and then to apply them. Coming full circle, we have developed a number of videos that will demonstrate how to resolve the assigned problems. It is suggested that you try to solve the problems on your own, before viewing the videos showing you how to solve the problems. In that way, you will be able to have a better understanding of your ability to complete the course requirements, and then can focus more on the areas in which you encountered difficulty when watching the problem resolution via the videos.

There are 9 quizzes. Quizzes have been placed in units where you will cover the chapter material and their intent is to assess your understanding of the material and course concepts addressed. You will also note that there are individual cases to complete along with a team case. This provides you with various learning opportunities, both individual and as a group throughout the term which will help to solidify your understanding of the topics. See the Assessments section for details.

**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 Financial Management**

**Week 1 – Monday, January 7 to Sunday, January 13**

**Readings**
- **Website:** Unit 01 Content
- **Textbook:**
  - Chapter 1, pp. 1-22

**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.

**Assessments**

• **Quiz 1**  
  Opens: Monday, January 7, at 12:00 a.m. ET  
  Closes: Sunday, January 13, at 11:59 p.m. ET

---

**Unit 02: Accounting Review**

**Weeks 2 & 3 Monday, January 14 to Sunday, January 27**

**Readings**

• **Website**: Unit 02 Content

• Textbook:  
  - Chapter 2, pp. 25-53

**Activities**

• Chapter 2, Problems 14,16,23, 26 and 31

• Watch the problem resolution videos on problems 14, 16, and 23

**Assessments**

• **Quiz 2**  
  Opens: Monday, January 14, at 12:00 a.m. ET  
  Closes: Sunday, January 27, at 11:59 p.m. ET

---

**Unit 03: Financial Analysis**

**Week 4 – Monday, January 28 to Sunday, February 3**

**Readings**

• **Website**: Unit 03 Content

• Textbook:  
  - Chapter 3, pp. 65-85  
  - Read the Financial Statements for Starwood Hotels, 2013, and 2014
Activities
- Chapter 3, Problems 15, 24, and 25
- Watch the problem resolution videos on problems 15, 24, 25
- **Quiz 3**
  Opens: Monday, January 28, at 12:00 a.m. ET
  Closes: Sunday, February 3 at 11:59 p.m. ET
- **Individual Case Study 1**
  Due: Sunday, February 3 at 11:59 pm ET

**Unit 04: Financial Forecasting**

**Week 5 – Monday, February 4 to Sunday, February 10**

**Readings**
- **Website**: Unit 04 Content
- Textbook
  - Chapter 4, pp. 103-125

**Activities**
- Chapter 4, problems 22, 28, 31, 32
- Watch the problem resolution videos on problems 28 (Parts 1 & 2) and 31 (Parts 1 & 2)
- Watch How to Approach a Case (The Funnel Model)

**Assessments**
- **Quiz 4**
  Opens: Monday, February 4, at 12:00 a.m. ET
  Closes: Sunday, February 10 at 11:59 p.m. ET

**Unit 05: Operating and Financial Leverage**

**Week 6 & 7 – Monday, February 11 to Sunday, March 3**

*Winter Break: Monday, February 18 to Sunday, February 24*

**Readings**
- **Website**: Unit 05 Content
- Textbook
  - Chapter 5, pp. 138-159
Activities
• Chapter 5, problem 9 (a-e)
• Watch the problem resolution videos on problem 9 (Parts a and b)

Assessments
• Quiz 5
  Opens: Monday, February 11, at 12:00 a.m. ET
  Closes: Sunday, February 17 at 11:59 p.m. ET

• Individual Case Study 2
  Due: Sunday, March 3 at 11:59 pm ET

Unit 06: Working Capital

Week 8 – Monday, March 4 to Sunday, March 10 (40th Class Day: Friday, March 8)

Readings
• Website: Unit 06 Content

• Textbook
  o Chapter 6, pp. 178-205

Activities
• Chapter 6, problems 1, 7, 11 and 29
• Watch the problem resolution videos on problems 1 and 7 (Parts 1, 2, 3 and 4)

Assessments
• Quiz 6
  Opens: Monday, March 4, at 12:00 a.m. ET
  Closes: Sunday, March 10 at 11:59 p.m. ET

Unit 07: Current Asset Management

Week 9 – Monday, March 11 to Sunday, March 17

Readings
• Website: Unit 07 Content

• Textbook
  o Chapter 7, pp. 220 - 248

Activities
• Chapter 7, problems 15, 16, 21, and 30
• Watch the problem resolution video on problem 21

Assessments
• Quiz 7
  Opens: Monday, March 11, at 12:00 a.m. ET
  Closes: Sunday, March 17 at 11:59 p.m. ET

• Individual Case Study 3
  Due: Sunday, March 17 at 11:59 pm ET

Unit 08: Short Term Financing

Week 10 & 11 – Monday, March 18 to Sunday, March 31

Readings
• Website: Unit 08 Content
• Textbook, Chapter 8, pp. 260-283

Activities
• Chapter 8, problems 1 (a-d) and 38 (Parts A and B)
• Watch the problem resolution videos on 1 (a-d) and 38 (Parts A and B)

Assessments
• Quiz 8
  Opens: Monday, March 18, at 12:00 a.m. ET
  Closes: Sunday, March 24 at 11:59 p.m. ET

• Team Case
  Due: Sunday, March 31 at 11:59 pm ET

Unit 09: International Short-Term Financing

Week 12 – Monday, April 1 to Friday, April 5

Readings
• Website: Unit 09 Content
• Chapter 9 (full chapter)

Activities
• Chapter 9, problems 1, 3, and 13
• Watch the problem resolution videos on problems 1 and 13

Assessments

• Quiz 9
  Opens: Monday, April 1, at 12:00 a.m. ET
  Closes: Friday, April 5 at 11:59 p.m. 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

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Weight</th>
<th>Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes (9)</td>
<td>10%</td>
<td>LO 1-9</td>
</tr>
<tr>
<td>Individual Cases (1@ 5%; 2@10%)</td>
<td>25%</td>
<td>LO 1-8</td>
</tr>
<tr>
<td>Team Case</td>
<td>25%</td>
<td>LO 1-9</td>
</tr>
<tr>
<td>Final Examination</td>
<td>40%</td>
<td>LO 1-9</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
<td></td>
</tr>
</tbody>
</table>

Assessment Descriptions

Quizzes

There are nine (9) quizzes throughout the course. You will be required to complete all nine quizzes.

The quizzes are comprised of multiple-choice and short answer questions that are focused on the concepts of the course that are introduced through readings and cases in the assigned week. The quizzes are accessed through the Connect system using the widget on the home page.

Individual Cases
There are three (3) individual cases in this course. Each case is unique and business style of writing is required. The first case is worth 5%, and the second and third cases are worth 10% each. Through the cases you will improve your ability to develop a comprehensive assessment of a business situation.

**Team Case**

There is one Team Case in this course. The case has been selected to help prepare all participants for the final exam and the case exercises that will be explored in the higher-level courses later in your academic career. Participating as a team member is essential. The Case submission must use business style of writing.

**Final Exam**

The examination will be a traditional on-campus sit down exam. The final exam consists of a case. The case is provided in ARES and accessible from the beginning of the semester. You may bring all your notes from your analysis to the exam. You must bring a copy of the case to the exam; the case will not be provided for you at the exam. There will be only one or two questions on the exam, similar in format to the team assignment. More details will be provided during the semester.

Refer to the Outline for specific instructions as to date of exam, and location.

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**

**Ares**

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

**CourseLink**

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

This course will use McGraw-Hill Connect for the quizzes. Connect is a digital learning environment administered by McGraw-Hill Education. To learn more about Connect’s accessibility policy and Connect’s privacy policy, please visit the McGraw-Hill Education website.

http://www.mheducation.com/about/accessibility.html
http://www.mheducation.com/privacy.html

Turnitin

The Turnitin tool is used in this course and is integrated with the Dropbox tool. To learn more about Turnitin’s privacy pledge and Turnitin’s commitment to accessibility, please visit their website.


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.

**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**

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

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

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

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

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

**Late Policy**

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

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

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

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

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

Rights and Responsibilities When Learning Online

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

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

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

Turnitin Originality Check

In this course, your instructor will be using Turnitin, integrated with the CourseLink Dropbox tool, to detect possible plagiarism, unauthorized collaboration or copying as part of the ongoing efforts to maintain academic integrity at the University of Guelph.

All individual assignments submitted to the Dropbox tool will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site.

A major benefit of using Turnitin is that you will be able to educate and empower yourself in preventing academic misconduct. In this course, you may screen your own assignments through Turnitin as many times as you wish before the due date. You will be able to see and print reports that show you exactly where you have properly and improperly referenced the outside sources and materials in your assignment.

University Standard Statements
University of Guelph: Undergraduate Policies

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

If you are a registered University of Guelph Degree Student, consult the Undergraduate Calendar for the rules, regulations, curricula, programs and fees for current and previous academic years.

If you are an Open Learning Program Student, consult the Open Learning Program Calendar for information about University of Guelph administrative policies, procedures and services.

https://www.uoguelph.ca/registrar/calendars/undergraduate/current/
http://opened.uoguelph.ca/student-resources/open-learning-program-calendar

Email Communication

University of Guelph Degree Students

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

Open Learning Program Students

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

When You Cannot Meet Course Requirements

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

University of Guelph Degree Students

Consult the Undergraduate Calendar for information on regulations and procedures for Academic Consideration.

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

Open Learning Program Students

Please refer to the Open Learning Program Calendar for information on regulations and procedures for requesting Academic Consideration.

http://opened.uoguelph.ca/student-resources/open-learning-program-calendar
Drop Date

University of Guelph Degree Students

The last date to drop one-semester courses, without academic penalty, is indicated on the Schedule section of this course outline. Review the Undergraduate Calendar for regulations and procedures for Dropping Courses.

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

Open Learning Program Students

Please refer to the Open Learning Program Calendar.

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

Copies of Assignments

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

Accessibility

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

University of Guelph Degree Students

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

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

accessibility@uoguelph.ca

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 assessments 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](https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconduct.shtml) is detailed in the Undergraduate Calendar.

**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.