



# MATH\*1080 Elements of Calculus I

Fall 2024

Section: DE01

Department of Mathematics and Statistics

Credit Weight: 0.50

---

## Course Details

### Calendar Description

This course provides an introduction to the calculus of one variable with emphasis on mathematical modelling in the biological sciences. The topics covered include elementary functions, sequences and series, difference equations, differential calculus and integral calculus.

**Pre-Requisite(s):** 1 of 4U Advanced Functions, 4U Advanced Functions and Calculus or equivalent

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

**Restriction(s):** IPS\*1500, MATH\*1200

**Method of Delivery:** Distance Education (asynchronous online)

### Final Examination

**Date:** Saturday, December 7, 2024

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

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

**Location:** Online via the **Quizzes** tool in CourseLink

---

# Instructional Support

## Instructor

**Dr. Stephen Gismondi**

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

**Telephone:** (519) 824-4120 Ext. 53104

**Office:** MACN 510

**Office Hours via Microsoft Teams:** Students may opt to drop into office hours every Tuesday and Thursday from 12:00 pm to 13:30 (1:30 pm) ET beginning September 10. Please note that further details are posted in the **Announcements**. See also **Communicating with Your Instructor**.

## Teaching Assistant(s)

Please note that Teaching Assistant names, contact emails and Teams office hours meeting times are posted in the **Announcements**.

---

# Learning Resources

## Required Textbook

**Title:** Calculus: Early Transcendentals

**Author(s):** Michael Sullivan and Kathleen Miranda

**Edition / Year:** 2<sup>nd</sup> Ed. (Achieve) / 2020

**Publisher:** Macmillan Learning

ISBN (eBook with Achieve Access): 9781319403539

ISBN(Print with Achieve Access): 9781319406936

**Note:** The online platform Achieve includes the textbook and student solutions manual.

**Note:** Be sure to review the Textbook Information in the **Announcements** and in the **Textbook Information** module in the table of contents for important information on how to access the required learning materials for this course.

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

<https://bookstore.coop/>

<http://www.bookstore.uoguelph.ca/>

## Course Website

[CourseLink](https://courselink.uoguelph.ca) (powered by D2L's Brightspace) is the course website and acts 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>

---

## Learning Outcomes

### Course Learning Outcomes

This course is designed for students interested in the application of mathematics in the biological sciences. Some of the topics covered include: the role of mathematics in biology decisions; elementary functions, sequences and series, difference equations, differential calculus and integral calculus.

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

1. Determine the domain, range and the inverse of a function and form a composite function;
2. Describe the differences between sequences and series, and use formulas resulting from finite and infinite series to solve problems involving payments, deposits, dosage of drugs, and population size;
3. Compute basic limits of functions and discuss the importance of limits to the process of differentiation. Determine where and whether functions are continuous, and identify and classify points of discontinuity;
4. Explain the derivative in terms of the idea of a tangent line to the graph of a function and how a derivative can be used to describe the rate of change of one quantity with respect to another;
5. Differentiate a wide class of single-variable functions, including polynomials, trigonometric, exponential, logarithmic, sums, products, quotients, compositions;
6. Apply the chain rule to find derivatives of different functions including functions raised to a power, exponential, and logarithmic functions;
7. Compute linear approximations to implicit functions using "implicit differentiation";
8. Use derivatives to solve applied problems involving rate-of-change, maximum and minimum values; critical numbers; local extrema and concavity and optimization;
9. Use integrals to solve problems involving area.
10. Find a definite integral using the limit of Riemann sums.
11. Evaluate definite integrals using the Fundamental Theorem of Calculus.

12. Find indefinite and definite integral using substitution.

---

## Teaching and Learning Activities

### Method of Learning

You learn through independent study of the textbook, completing specially selected questions from the textbook and practice applications based in Life Sciences.

### Course Structure

This course is divided into 12 units of study:

- Unit 01: Preparing for Calculus I
- Unit 02: Preparing for Calculus II
- Unit 03: Limits and Continuity
- Unit 04: The Derivative I
- Unit 05: The Derivative II
- Unit 06: More About Derivatives I
- Unit 07: More About Derivatives II
- Unit 08: Applications of the Derivative I
- Unit 09: Applications of the Derivative II
- Unit 10: The Integral I
- Unit 11: The Integral II
- Unit 12: The Integral III

### What to Expect for Each Unit

In each unit, there is an introduction to the topics, learning outcomes for the unit, a list of unit activities, suggested exercises, and a selection of videos to provide further explanations of a number of the skills presented in the textbook.

### 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 are better prepared to complete the assessments and succeed in this course.

## Unit 01: Preparing for Calculus

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

#### Readings

N.B. All readings are taken from the textbook.

- Section P.1 Functions and Their Graphs
- Section P.2 Library of Functions; Mathematical Modeling
- Section P.3 Operation on Functions; Graphing Techniques

#### 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.
- Complete the following recommended exercises and review the answers in the Student Solutions Manual:
  - P.1 Nos. 1-13, 15, 17, 19, 21, 23, 25, 27, 33, 35, 55, 57, 59, 61, 63, 65, 67, 69, 73, and 75
  - P.2 Nos. 1-5, 11, 13, 15, 17, 19, 25, and 27.
  - P.3 Nos. 1-4, 11, 13, 15, 17, 21, 23, and 25.
- Complete the Practice Applications in Life Sciences Unit 01 Questions and review the Answers.

## Unit 02: Preparing for Calculus II

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

#### Readings

- P.4 Inverse Functions;
- P.5 Exponential and Logarithmic Functions; and
- P.8 Sequences; Summation Notation.

#### Activities

- Complete the following recommended exercises and review the answers in the Student Solutions Manual:
  - P.4 Nos. 1-6, 9, 11, 13, 19 (only a and b), 21 (only a and b), 31, 33, 35, and 37.

- P.5 Nos. 1, 2, 6- 14, and 17.
- P.8 Nos. 1, 4, 5, 6, 7, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31, 35, 37, 39, 45, 49, 51, 55, 57, 59, 61, 63, 65, and 66.
- Complete the Practice Applications in Life Sciences Unit 02 Questions and review the Answers.

### **Unit 03: Limits and Continuity**

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

##### **Readings**

- 1.1 Limits of Functions Using Numerical and Graphical Techniques;
- 1.2 Limits of Functions Using Properties of Limits; and
- 1.3 Continuity.

##### **Activities**

- Complete the following recommended exercises and review the answers in the Student Solutions Manual:
  - 1.1 Nos. 1-7, 11-35 (odd only), 59, and 63.
  - 1.2 Nos. 1-79 (odd only).
  - 1.3 Nos. 3, 4, 6, 13-31 (odd only), 51, 53, and 55.
- Complete the Practice Applications in Life Sciences Unit 03 Questions and review the Answers.

##### **Assessments**

- Quiz 1. This quiz is related to the material of the previous two weeks: “Preparing for Calculus” (Units 01 and 02).  
 Opens: Monday, September 23 at 10:00 am ET  
 Closes: Tuesday, September 24 at 10:00 pm ET  
  
**Note:** You are strongly encouraged to take the quizzes during CourseLink Support hours in case of technical difficulties.

### **Unit 04: The Derivative I**

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

##### **Readings**

- 2.1 Rate of Change and the Derivative;
- 2.2 The Derivative as a Function; and

- 2.3 The Derivative of a Polynomial Function; The Derivative of  $y = e^x$

### Activities

- Complete the following recommended exercises and review the answers in the Student Solutions Manual:
  - 2.1 Nos. 2, 3, 4, 5, 7(a, b), 9(a, b), 11(a, b), 13(a, b), 15(a, b), 17, 19, 21, 23, 25, 27, 29, 39, and 45.
  - 2.2 Nos. 1-5, 7, 9, 11, 13, 15, 35, 39, 41, 43, 69, 71, and 77.
  - 2.3 Nos. 1-32, [33-36 (only a, b, and c)], [37, 39, and 41 (only a, b, c, and d)], 51, 53, 55, 57, 59, and 61.
- Complete the Practice Applications in Life Sciences Unit 04 Questions and review the Answers.

### Assessments

- Quiz 2. This quiz is related to the material of the previous week: “Limit and Continuity” (Unit 3)  
Opens: Monday, **September 30** at 10:00 am ET  
Closes: Tuesday, October 1 at 10:00 pm ET

## Unit 05: The Derivative II

### Week 5 – Monday, October 7 to Friday, October 11

**Note:** This is a shortened week due to the Fall Study days. Please carefully note any due dates.

### Readings

- 2.4 Differentiating the Product and the Quotient of Two Functions; Higher-Order Derivatives.
- 2.5 The Derivative of the Trigonometric Functions

### Activities

- Complete the following recommended exercises and review the answers in the Student Solutions Manual:
  - 2.4 Nos. 1-56 (all the odd numbers), 61, 63, 65, 67, [69, 71 (do only a-d)], 73, 75, 77, 79, 87(a, b), and 89(a, b).
  - 2.5 Nos. 1-49 (all the odd numbers)
- Complete the Practice Applications in Life Sciences Unit 05 Questions and review the Answers.

## **Unit 06: More About Derivatives I**

### **Week 6 – Wednesday, October 16 to Sunday, October 20**

**Note:** This is a shortened week due to the Fall Study days. Please carefully note any due dates.

#### **Readings**

- 3.1 The Chain Rule

#### **Activities**

- Complete the following recommended exercises and review the answers in the Student Solutions Manual:
  - 3.1 Nos. 1-8, 9-69 (odd only).
- Complete the Practice Applications in Life Sciences Unit 06 Questions and review the Answers.

#### **Assessments**

- Quiz 3. This quiz is related to the material of the previous two weeks: “The Derivative” (Units 04 and 05 )  
Opens: Wednesday, October 16 at 10:00 am ET  
Closes: Thursday, October 17 at 10:00 pm ET

## **Unit 07: More About Derivatives II**

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

#### **Readings**

- 3.2 Implicit Differentiation;
- 3.4 Derivatives of Logarithmic Functions.

#### **Activities**

- Complete the following recommended exercises and review the answers in the Student Solutions Manual:
  - 3.2 Nos. 1-4, 5-51 (odd numbers only), 61, 63, 65, 68, and 71 (a-c).
  - 3.4 Nos. 1-5, 7-33 (odd numbers only), 45-71 (odd numbers only).
- Complete the Practice Applications in Life Sciences Unit 07 Questions and review the Answers.

**Midterm Test:** This test covers Unit 01 thru Unit 06.

Opens: Monday, October 21 at 10:00 am ET  
Closes: Monday, October 22 at 10:00 pm ET



## **Unit 08: Applications of the Derivative I**

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

#### **Readings**

- 4.1 Related Rates;
- 4.2 Maximum and Minimum Values; Critical Numbers; and
- 4.4 Local Extrema and Concavity.

#### **Activities**

- Complete the following recommended exercises and review the answers in the Student Solutions Manual:
  - 4.1 Nos. 1, 3, 5, 11, 13, 17, 45 and 47.
  - 4.2 Nos. 1-7, 13, 15, 17, 19, 21, 25, 27, 37, 39, 41, 45, 49, 51, and 59.
  - 4.4 Nos. 1-25 (odd numbers only), 35-59 (odd only), 60, 61-73 (odd only), 93, and 97.
- Complete the Practice Applications in Life Sciences Unit 08 Questions and review the Answers.

#### **Assessments**

- Quiz 4. This quiz is related to the material of the previous two weeks: “More About Derivatives” (Units 06 and 07 )  
Opens: Monday, October 28 at 10:00 am ET  
Closes: Tuesday, October 29 at 10:00 pm ET

## **Unit 09: Applications of the Derivative II**

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

#### **Readings**

- 4.7 Optimization; and
- 4.8 Antiderivatives; Differential Equations.

#### **Activities**

- Complete the following recommended exercises and review the answers in the Student Solutions Manual:
  - 4.7 Nos. 1, 3, 5, 11, 13, 17, 45, and 47.
  - 4.8 Nos. 1-5, 9-35 (odd numbers only), 37-43 (odd numbers only), 53, and 59.

- Complete the Practice Applications in Life Sciences Unit 09 Questions and review the Answers.

### **Assessments**

- Quiz 5. This quiz is related to the material of the previous week: “Applications of the Derivative I” (Unit 08)  
Opens: Monday, November 4 at 10:00 am ET  
Closes: Tuesday, November 5 at 10:00 pm ET

## **Unit 10: The Integral I**

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

#### **Readings**

- 5.1 Area; and
- 5.2 The Definite Integral.

#### **Activities**

- Complete the following recommended exercises and review the answers in the Student Solutions Manual:
  - 5.1 Nos. 2, 3-19 (odd numbers only).
  - 5.2 Nos. 1-8, 9, 13, 15, 17, 31, 39, 41 (a, b), 43 (a, b), 47 (a), 49 (a), 53, and 55 (a, b).
- Complete the Practice Applications in Life Sciences Unit 10 Questions and review the Answers.

## **Unit 11: The Integral II**

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

#### **Readings**

- 5.3 The Fundamental Theorem of Calculus; and
- 5.4 Properties of the Definite Integral.

#### **Activities**

- Complete the following recommended exercises and review the answers in the Student Solutions Manual:
  - 5.3 Nos. 1-4, 5-35 (odd numbers only), 51, 53, 69, 71 (a, b), and 75.
  - 5.4 Nos. 1-4, and 7-41 (odd numbers only).
- Complete the Practice Applications in Life Sciences Unit 11 Questions and review the Answers.

## Assessments

- Quiz 6. This quiz is related to the material of the previous two weeks: “Applications of the Derivative II and The Integral I” (Units 09 and 10)  
Opens: Monday, November 18 at 10:00 am ET  
Closes: Tuesday, November 19 at 10:00 pm ET

## Unit 12: The Integral III

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

#### Readings

- 5.5 The Indefinite Integral; Method of Substitution.

#### Activities

- Complete the following recommended exercises and review the answers in the Student Solutions Manual:
  - 5.5 Nos. 1-4, 9, 11, 14, 21, 87, 27-35 (odd numbers only), 69-75 (odd only), 79, 81, 85, 87, and 89.
- Complete the Practice Applications in Life Sciences Unit 12 Questions and review the Answers.

#### Assessments

- Quiz 7. This quiz is related to the material of the previous TWO weeks: “The Fundamental Theorem of Calculus and Properties of the Definite Integral” (Unit 11) and The Indefinite Integral; Method of Substitution” (Unit 12)  
Opens: Thursday, November 28 at 10:00 am ET  
Closes: Friday, November 29 at 10:00 pm ET

Important Note: This quiz is on the last two days of the course.

## Mathematics & Statistics Learning Centre

The Mathematics & Statistics Learning Centre (M&SLC) is an in-person resource available to students seeking help with understanding course content. See

[Mathematics and Statistics Learning Centre | Department of Mathematics & Statistics \(uoguelph.ca\)](https://uoguelph.ca/math-statistics-learning-centre/)

---

## Assessments

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

**Table 1: Course Assessments**

<b>Assessment Item</b>	<b>Weight</b>	<b>Learning Outcomes</b>
Quizzes	30%	1 to 12
Midterm Test	20%	1, 2, 3, 4, 5, 6
Final Exam	50%	1 to 12
<b>Total</b>	<b>100%</b>	

## **Assessment Descriptions**

### **Quizzes**

There are seven (7) online quizzes during this course; all seven quizzes count equally towards 30% of your grade ( $1/7 = \sim 4.3\%$  each). You have one attempt for each quiz.

Each quiz attempt consists of seven multiple-choice questions. Each of the seven questions are drawn at random from a selection of questions of equivalent difficulty. Each question is worth one point towards your quiz grade.

Each of the quizzes covers the material studied in the previous one or two weeks (i.e., Quiz 1 in Week 3 tests you on material covered in Week 1 and Week 2, or Quiz 3 in Week 6 tests you on material covered in Weeks 4 and 5).

### **Important Note on Quiz Timing**

For Quizzes 1 to 6, these quizzes are open to you from Monday 10:00 AM ET until Tuesday at 10:00 pm ET during the applicable week. For Quiz 7, this quiz is open to you from Thursday 10:00 AM ET until Friday at 10:00 pm ET. Please refer to the Schedule for quiz dates and timings.

Select **Content** on the navbar to locate **Assessments** in the table of contents panel to review further details of the quizzes.

### **Midterm Test**

There is one online Midterm Test during this course worth 20% of your final grade. You have one attempt for the Midterm test. The test is open book, and you may use a calculator. Please refer to the Schedule for the Midterm Test date and timings. Select **Content** on the navbar to locate **Assessments** in the table of contents panel to review further details of the Midterm Test.

### **Final Examination**

This course requires you to write an online final examination using the **Quizzes** tool in CourseLink. We do NOT USE Respondus “LockDown Browser” to proctor the final exam.

The final examination contains 25 multiple choice questions. You are responsible for all the content of the course (cumulative). The final examination is open book, but you CANNOT work with others.

The final exam will be delivered online via the **Quizzes** tool. The exam is 2 hours in length and will be held on **Saturday, December 7, 2024**

To accommodate students who may be located in various time zones, the exam will be available beginning at **8:30 am** until **8:45 am** Eastern Time (ET). You can enter the exam at any point during this window of time but will only have 2 hours to complete it from when you start writing. For example, if you start writing the exam by **8:40 am**, you will have until **10:40 am** to complete it. After **8:45 am** ET you will no longer be able to enter the exam environment.

You can enter the examination at any point during the **15-minute availability window**, which begins at the start of the first scheduled hour of the final exam. After the window closes, you are no longer be able to enter the examination environment to write the examination and you may receive **ZERO**.

**You must complete and submit your examination within 2 hours (120 minutes)** unless you are on the SAS examination centre list, in which case your examination timing is automatically adjusted.

- If you submit your examination attempt late due to technical difficulties (except SAS students) – even 1 minute is still late – your examination attempt may be considered as late, and so **you must email your instructor immediately with an explanation.**
- If you cannot or do not submit your examination for any reason, **you must email your instructor immediately with an explanation.**

### **Important Note**

You must keep track of the time spent completing the examination **yourself**. Do not rely on the timer in the quiz in Course Link to indicate how much time is remaining for you to complete the quiz. Regardless of the time remaining indicated on the quiz timer, you must be sure to **complete and submit your examination within 2 hours (120 minutes)** unless you are on the SAS examination centre list.

If you encounter any technical issues during the final exam, please contact CourseLink Support at [courselink@uoguelph.ca](mailto:courselink@uoguelph.ca) or 519-824-4120 ext. 56939.

Select **Content** on the navbar to locate **Assessments** in the table of contents panel to review further details of the final exam.

Note: More information about the final examination is announced closer to the Final Examination dates via the **Announcements**.

University of Guelph degree and associate diploma students as well as Open Learning program students must check [WebAdvisor](https://www.uoguelph.ca/webadvisor/) for their examination schedule.

<https://www.uoguelph.ca/webadvisor/>

---

# 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 are displayed in a new browser window).

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

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

## Macmillan Learning Achieve Requirements

This course uses **Macmillan Learning Achieve**. Achieve is a digital learning environment administered by Macmillan Learning. Visit their website to complete a check that ensures your computer meets the [Achieve system requirements](#).

## Microsoft Teams Requirements

This course may use **Microsoft Teams** as a video communication tool. A Webcam, a microphone, and headphones/speakers may be needed. Review [System requirements for Teams for personal use \(microsoft.com\)](#) to ensure that your computer meets the technical requirements.

<https://support.microsoft.com/en-us/office/system-requirements-for-teams-for-personal-use-dae0234b-839c-4f85-ae75-d14ad2baa978>

## 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 **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, Chrome); and
- Perform online research using various search engines (e.g., Google) and library databases.

## Technical Support

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

### CourseLink Support

University of Guelph

Day Hall, Room 211

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

Tel: 519-824-4120 ext. 56939

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

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

Monday thru Friday: 8:30 am–4:30 pm

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

Monday thru Friday: 8:30 am–8:30 pm

Saturday: 10:00 am–4:00 pm

Sunday: 12:00 pm–6:00 pm

## 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 interacts with you on various course matters on the course website using the following ways of communication:

- **Announcements:** The instructor uses **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.
- **Email:** If you have a conflict that prevents you from completing course requirements, or have a question concerning a personal matter, you can send your instructor a private message by email. The instructor will respond to your email within 48 to 72 hours.

- **Online Office Hours:** If you have a complex question you would like to discuss with your instructor or TA, you may attend one of several weekly scheduled office hours using **Microsoft Teams**.

## 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 is not 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.

## Late Policy

For late submissions to the **Quizzes** tool, your attempt is flagged as late, and you are prevented from making further changes to your attempt once your time ends. Make sure you save all your responses to the examination 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 are 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 are not 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 quizzes, and to help to return marked materials to you in the shortest possible time.

## Obtaining Grades and Feedback

Unofficial assessment marks are available in the **Grades** tool of the course website.

Your instructor posts grades 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 remains open to you for seven days following the last day of the final examination 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](#) 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 have until the last day of classes to drop courses without academic penalty. [Review the Undergraduate Calendar for regulations and procedures for Dropping Courses.](#)

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

### **Open Learning Program Students**

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

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

## **Copies of Assignments**

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

## **Accessibility**

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

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

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

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

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

For more information, contact Accessibility Services at 519-824-4120 ext. 56208, [email Accessibility Services](mailto:accessibility@uoguelph.ca) or visit the [Accessibility Services website](https://wellness.uoguelph.ca/accessibility/).

[accessibility@uoguelph.ca](mailto:accessibility@uoguelph.ca)

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

### **Open Learning Program Students**

If you are an Open Learning program student who requires academic accommodation, please [contact the Open Learning program Counsellor](#). 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 is held in confidence.

If you require textbooks produced in an alternate format (e.g., DAISY, Braille, large print or eText), please [contact the Open Learning program Counsellor](#) 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.

[counsellor@OpenEd.uoguelph.ca](mailto:counsellor@OpenEd.uoguelph.ca)

## **Academic Integrity**

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>

## **Accommodation of Religious Obligations**

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

If you are unable to meet an in-course requirement due to religious obligations, please email the course instructor within two weeks of the start of the semester to make alternate arrangements.

See the Academic calendar for information on regulations and procedures for [Academic Accommodation of Religious Obligations](#).

<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/academic-accommodation-religious-obligations/>

### **Open Learning Program Students**

Should a student need to miss scheduled tests, mid-term examinations, final examinations, or requirements to attend classes and participate in laboratories for religious reasons, please advise the instructor within two weeks of the distribution of this course outline so that alternate arrangements can be made.

## 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](#).

<https://www.lib.uoguelph.ca/about/policies/fair-dealing-policy>

## 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.

## Illness

Medical notes are not normally be required for singular instances of academic consideration, although students may be required to provide supporting documentation for multiple missed assessments or when involving a large part of a course (e.g., final examination or major assignment).

## Mental Health Services

One out of every five students in Canada experiences some sort of mental health issue at some point in their academic career. If you find yourself facing a mental health crisis, or just need to talk to someone, please consider taking advantage of one of the following resources available to University of Guelph students:

### Health and Wellbeing

The University of Guelph provides a wide range of health and wellbeing services at the [Vaccarino Centre for Student Wellness](#). If you are concerned about your mental health and not sure where to start, connect with a [Student Wellness Navigator](#) who can help develop a plan to manage and support your mental health or check out our [mental wellbeing resources](#). The Student Wellness team are here to help and welcome the opportunity to connect with you.

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

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

<https://wellness.uoguelph.ca/shine-this-year>

### Counselling Services

Visit the [Counselling Services website](#) to get information on resources available to you, both online and in-person. You can also visit them at Health Services (J.T. Powell Building, ext 53244) where they offer individual and group counselling sessions by appointment or walk-in.

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

**Student Support Network:** is located in the Wellness & Education Promotion Centre in the J.T. Powell Building and offers confidential, peer-based, drop-in support.

**Good2Talk:** [\(1-866-925-5454\)](tel:1-866-925-5454) is a free, 24/7 student hotline that provides professional counselling and referrals for mental health, addictions, and well-being.

**Here 24/7:** [\(1-844-437-3247\)](tel:1-844-437-3247) specializes in assessment, referral and appointment booking and is available 24/7 for crisis support.

You are not alone, and you are not judged for asking for help.