



# **MBG\*3350 Laboratory Methods in Molecular Biology**

W22

Winter 2022

Section(s): C01

Department of Molecular and Cellular Biology

Credit Weight: 0.75

Version 3.00 - February 24, 2022

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## **1 Course Details**

### **1.1 Calendar Description**

This course involves laboratory based instruction in the basic methodologies of Molecular Biology. Students will have the opportunity to develop technical skills and practical knowledge sufficient to perform basic procedures independently, and to diagnose and analyze experimental results obtained with these techniques.

**Pre-Requisites:**

BIOC\*2580, MCB\*2050

**Restrictions:**

Registration in BSC.BIOC (major or minor), BIOC:C, BTOX, BTOX:C, BPCH, BPCH:C, MICR(major or minor), MICR:C, MBG (major or minor), PBTC, PLSC (major or minor), TOX, TOX:C

### **1.2 Course Description**

This course offers laboratory-based instruction in the most important methods and techniques used in modern Molecular Biology, including the preparation and analysis of DNA, RNA, and protein; the use of cloning and expression vectors; and the theory and applications of the polymerase chain reaction (PCR).

The laboratory sessions are accompanied by classroom-based instruction.

Students will develop technical skills and practical knowledge sufficient to perform these procedures safely and independently, to analyze the experimental results obtained, and to trouble-shoot and solve laboratory problems.

### **1.3 Timetable**

**Lecture:** Friday, 4:00 PM – 5:20 PM. In-person lectures will be in ANNU 156. Until that is possible, lectures will be held on-line for synchronous viewing during the regularly scheduled lecture time and recorded for asynchronous viewing.

**Laboratory:** The lab exercises consist of experiments performed in the laboratory at SSC 4108/4109 (schedule below) and some independent online activities that compliment the lab work and provide information for the lab assignments. These online activities typically take ~ 30 min and can be completed at any time during the week they are assigned. Check “activities” in the course outline for a complete schedule.

The following schedule is based on 50% room capacity and 1 lab/week\*. Students will attend labs during *one* of their designated labs days. You will be informed which day to attend via email. \*\*\*Students will follow this schedule until the week of Feb. 28th. Beginning on the week of Feb. 28th students will attend both lab days as determined by their registered section.\*\*\*

Section 0101 Lab in SSC 4108 Monday OR Wednesday - 1:30-5:20 pm

Section 0102 Lab in SSC 4109 Monday OR Wednesday - 1:30-5:20 pm

Section 0103 Lab in SSC 4108 Tuesday OR Thursday - 1:30-5:20 pm

Section 0104 Lab in SSC 4108 Tuesday OR Thursday - 1:30-5:20 pm

\*At 100% capacity students attend both labs days (2/week). Capacity limits are determined by the province and are subject to change. This schedule represents our best guess at this time.

## 1.4 Final Exam

There is no exam during the exam period, instead there are 2 term exams scheduled during lecture times.

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# 2 Instructional Support

## 2.1 Instructional Support Team

<b>Instructor:</b>	Andrew Bendall
<b>Email:</b>	abendall@uoguelph.ca
<b>Telephone:</b>	+1-519-824-4120 x53491
<b>Office:</b>	SSC 3459
<b>Office Hours:</b>	Dr Bendall is available immediately following scheduled lecture times and by pre-arranged appointment. Please use email to arrange a meeting time.

**Lab Co-ordinator:** Elspeth Smith  
**Email:** elspeths@uoguelph.ca  
**Telephone:** 519-825-4120 ex. 56583  
**Office:** SSC 3505  
**Office Hours:** Will hold virtual or in-person office hours by appointment.

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## 3 Learning Resources

### 3.1 Required Resources

#### Lab Manual (Lab Manual)

An MBG\*3350 Laboratory Manual is required. More information about how obtain the lab manual will be posted on Courselink and communicated via email. Note, the W22 MBG\*3350 Lab Manual available at the U of G bookstore was designed for 100% capacity/2 lab days per week. Do not purchase this unless instructed to do so by the course instructors.

#### Laboratory Notebook (Other)

A bound Laboratory Notebook - Available of the University book store or a dollar store of your choice

#### Mask (Other)

Masks are required in all labs and lectures. Cloth masks are proving to be inadequate against the Omicron variant of 2019-nCoV. KN95 or N95 masks offer better protection against airbourne transmission and should be used if possible.

#### Lab Coat (Equipment)

#### Indelible ("Sharpie") marker: ultra-fine point (Equipment)

#### Computer Software (Software)

Benchling can be downloaded for free. ImageLab (PC and Mac compatible) and CFX Manager (PC compatible) software will be provided by the lab demonstrator for download on your computer. **If you use a Mac computer you will need to use a library computer to complete some of the assignments which require the CFX software as it is not Mac compatible.** More details will be provided in lab.

#### Courselink (Website)

<https://courselink.uoguelph.ca>

This course will use D2L (via Courselink). You are responsible for all information posted on the Courselink page for MBG\*3350. Please check it regularly.

## 3.2 Lecture Slides

Slides used in lectures are provided in courselink. Students are expected to supplement the slides with notes taken during lectures and from readings.

## 3.2 Self-study questions

Self-study questions based on lecture material will be provided in courselink. Do form virtual study groups or use google docs to discuss the questions and share answers.

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# 4 Learning Outcomes

## 4.1 Course Learning Outcomes

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

1. Explain the fundamental principles of practical molecular biology.
  2. Recognize and interpret experimental results.
  3. Implement the theoretical principles and apply them in the execution of lab experiments.
  4. Plan, design, monitor, troubleshoot, and optimize experiments.
  5. Use online tools to research a particular topic, and read primary research articles in molecular genetics.
  6. Identify skills gained in this course and describe how those skills can be applied in the workforce
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# 5 Teaching and Learning Activities

## 5.1 Course Format

Lecture: One lecture per week meant to provide context and theory for skills covered in lab.

Laboratory: One lab session per week\*, Mon., Tues., Wed., OR Thur. The lab work covers 3 separate projects which overlap at times.

\*This assumes 50% capacity, if running at 100% capacity there will be two lab sessions per week, M/W OR T/Th.

Project 1: Cloning and Isolation of GFP

Project 2: Detection of Environmental *E. coli*

Project 3: Gene Expression Analysis in Arabidopsis

Online Activities: Some independent online work will be posted on Courselink to be completed the week they are assigned. These activities consist of videos, readings and activities that complement the lab work.

Literature Review: Before research is conducted one should have a good grasp of what is currently known for the topic/area of study. As such, each student will be required to complete a literature review on Environmental *E. coli* and how we use molecular tools to detect it. Specific details will be presented in lab and on Courselink.

Progress Reports: During the course of the semester you will be required to complete and hand in progress reports (see "Assessment" for due dates). These reports cover all of your lab work and incorporate the online content as well. They are meant to assist you in monitoring the outcomes of your experiments. The reports are designed to have you analyze your results to assess your understanding of the concepts covered and so that your formal lab report is a compilation of results and work already analyzed.

Formal Scientific Lab Report: You are required to write one formal lab report for this course, covering Project 2: Detection of Environmental *E. coli* only. Although the report will be written in the form of a scientific manuscript, you must remember that the purpose of a formal report and the audience for which it is written is somewhat different from that of a scientific paper. The aim is to show that you understand the principles and significance of the experiments you performed.

Self-reflection assignment: This assignment requires you to reflect on the skills you developed in this course and how they might affect your future activities.

More Information regarding all of these components can be found on Courselink and in the Lab Manual.

## **5.2 Schedule of Everything!**

This schedule assumes that we will be returning to in-person instruction on Jan. 24th at 50% capacity. Details may change in response to the ever evolving global pandemic. Updates will be posted on Courselink regularly and emailed to students.

Week	Dates	Lectures	Labs	Online Material	Assignments and Important Dates
1	Jan. 10 - 14	1. Intro; DNA analysis and plasmid purification	<p><b>**The following steps apply for in-person labs only.**</b></p> <p><b>Download and print your lab manual.</b></p> <p><b>Purchase a lab coat.</b></p> <p><b>Purchase a lab notebook and fine point marker;</b> see the lab manual for details.</p>	<p><b>Welcome to MBG 3350!</b></p> <p><b>Read the Course Outline.</b> Add the lab, lecture, quiz and assignment schedule and all other important dates to your school calendar so you don't miss anything!</p> <p><b>Create a free basic Zoom account</b> using your U of G email address. This will be required for the first labs of the semester and office hours. If you already have an account associated with your U of G email, skip this step.</p> <p>Create your Benchling account here. Benchling is a free online program used for virtual analysis of DNA molecules. You need an account to complete some of the</p>	

				lab assignments. Read the instructions for account creation first, a link to Benchling is provided in these instructions.	
<b>2</b>	<b>Jan. 17 - 21</b>	<b>2. DNA cloning using restriction enzymes</b>	<b>Lab 1 (Online):</b>  Intro to lab/lab safety  Review of Molecular Concepts  Literature Search	<b>Benchling Restriction Digests</b>	<b>N/A</b>
<b>3</b>	<b>Jan 24 - 28</b>	<b>3. Plasmid vectors, E. coli strains and transformation</b>	<b>Lab 2:</b>  Micro pipetting  Plating/Inoculating  Purification of plasmid DNA (pET28a)  pET28a	<b>N/A</b>	<b>N/A</b>

			quantification		
<b>4</b>	<b>Jan 31 - Feb 4</b>	<b>4. PCR</b>	<p><b>Lab 3:</b></p> <p>Restriction Enzyme Digest of pET28a</p> <p>Agarose Gel electrophoresis of DNA (pET28a)</p> <p>Polymerase Chain Reaction (of <i>gfp</i> from pGFPuv)</p>	<b>NCBI/BLAST</b>	<p><b>Literature Review due Friday Feb. 4th 5:00 pm (submit via dropbox)</b></p>
<b>5</b>	<b>Feb. 7 - 11</b>	<b>TERM EXAM 1</b>	<p><b>Lab 4:</b></p> <p>Purification of <i>gfp</i> PCR product</p> <p>Quantification of <i>gfp</i> PCR product</p> <p>Restriction digest of pET28a and <i>gfp</i> product (to prepare for ligation)</p> <p>Ligation of <i>gfp</i> into pET28a</p>	<b>Benchling Primer Analysis for PCR gene amplification</b>	<p><b>Lab Assignment 1: due by 1:30 pm lab this week; submit via Dropbox on your regular lab day.</b></p>

<b>6</b>	<b>Feb. 14 - 18</b>	<b>No Lecture</b>	<b>Lab 5:</b>  Transformations  Project 2: qPCR Primer Design  PCR detection – Design Lab <i>E.coli</i>	<b>N/A</b>	<b>Lab Assignment 2: due by 1:30 pm lab this week on your regular lab day.</b>
	<b>Feb. 21 - 25</b>		No Lab/Lectures - Winter Break		

<b>Week</b>	<b>Dates</b>	<b>Lectures</b>	<b>Lab Day 1</b>	<b>Lab Day 2</b>	<b>Online Material</b>	<b>Assignments</b>
<b>7</b> <b>(Lab Week 5)</b>	Feb. 28 - Mar 4	5. qPCR	Project 2: gDNA isolation  E.coli PCR optimization	Project 2: E.coli PCR optimization - gel  E.coli PCR detection	N/A	<b>Lab Assignment 3: due by 1:30 pm on your regular lab DAY 1</b>
<b>8</b> <b>(Lab Week 6)</b>	Mar. 7 - 11	6. Protein expression and purification	Project 2: E.coli PCR detection – gel  STD curve; qPCR for E.coli quantification  Lab Assignment	Free Work Period – No labs	Video: qPCR Data Analysis	

			3 due by 1:30 pm			
<b>9</b> <b>(Lab Week 7)</b>	Mar. 14 - 18	7. Protein quantification and analysis	Project 3: RNA isolation cDNA synthesis qRT-PCR Arabidopsis gene expression assay  Lab Assignment 4 due by 1:30 pm	Project 1: Isolation of transformed plasmid  RE digest and gel	<b>Activity: Research Imidazole gradients for His purification in Lab week 8</b>	<b>Lab Assignment 4: due by 1:30 pm on your regular lab DAY 1</b>
<b>10</b> <b>(Lab Week 8)</b>	Mar. 21 - 25	8. Southern, Northern and Western Blot	His-GFP purification (Ni-NTA resin) - must complete online activity "Research Imidazole gradients" <b>before</b> entering lab.  Lab Assignment 5 due by 1:30 pm	SDS-PAGE – Coomassie stain	N/A	<b>Lab Assignment 5: due by 1:30 pm on your regular lab DAY 1</b>  Self Reflection Assignment due 5:00 pm
<b>11</b> <b>(Lab Week 9)</b>	Mar. 28 - Apr. 1	Term Exam 2	SDS-PAGE Western Blot – Day 1 (Gel and transfer)	Western Blot Day 2 (Ab detection)  Lab book	N/A	<b>Lab Assignment 6: due by 1:30 pm on your regular lab</b>

				submission		<b>DAY 2</b>
				Lab Assignment 6 due by 1:30 pm		<b>Lab Book Submission - Submit in Lab</b>
<b>12</b>	Apr. 4 -8	No Lecture	No Lab  Final Lab Report due by 5:00 pm on your regular Lab Day 1	No Lab	N/A	<b>Final Lab Report due by 5:00 pm on your regular Lab Day 1</b>
	Apr. 11 - 15	Exam Period Begins				

## 6 Assessments

### 6.1 Marking Schemes & Distributions

Please note these dates may change if their are pandemic related delays in the schedule. Students will be notified of any changes as soon as possible.

<b>Assessment</b>	<b>Weight</b>	<b>Due Date</b>	<b>Learning Outcome</b>
Literature Review	10%	Feb 4th	1,5,6
Progress Reports (6) 5% each	30 %	Check schedule in the outline	2,3,4
Term Exam 1	15%	February 11	1 - 4
Term Exam 2	15%	April 1	1 - 4

<b>Assessment</b>	<b>Weight</b>	<b>Due Date</b>	<b>Learning Outcome</b>
Self-Reflection Assignment	4 %	March 25	6
Final Lab Report	15%	April 1	1 - 6
Lab Performance	11 %	Lab books submitted in lab	2 - 4

## 6.2 Assessment Details

All late reports/assignments will be accepted without penalty only for medical or compassionate reasons with documentation. Late assignments without documentation will be penalized 10% per day up to 50%. A grade of zero is assigned after 5 days late.

Assignments must be typed, double-spaced, 12-point font.

Progress Reports are submitted before labs and are returned by the end of that week. This is to provide you with immediate feedback as to whether your analysis, interpretation and conclusion of your experimental results are correct.

The lab performance grade is determined by your performance in the lab. Of this, 5% is based on your actual results (success of your experiments) and your lab book. The other 6% is based on your day to day performance in the lab: punctuality, attendance, attitude, preparedness, independence etc.

## 6.3 Term Exams #1 & #2

Term Exams #1 and #2 will be held during regular lecture time; if you fail to write the Term Exam #1 a grade of 0% will be assigned unless an acceptable and documented cause such as illness or family emergency is documented. In the situation where academic consideration is given, Term Exam #2 will be adjusted to 30%. For missed Term Exam #2, an Incomplete grade will be submitted with a recommendation of 0% unless academic consideration is granted for a deferred exam.

## 6.4 Requirements for passing the course

Students must pass the Lecture component on its own AND the Laboratory component on its own to pass the course as a whole (i.e. students need to achieve an overall grade of at least 15/30 for the 2 exams and a minimum of 35/70 for the progress reports, lab performance and assignments). This means that a high laboratory mark cannot be used to secure a pass if the lecture component is failed or vice versa. Students cannot miss more

than 2 lab days (virtual or in-person) to receive a passing grade for the laboratory component. In cases where this standard is not achieved, the final grade assigned will either be the calculated grade or 47%, whichever is less.

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## 7 Course Statements

### 7.1 Covid Safety, Procedures and Policy

Please note that all dates and schedules are subject to change depending on the status of the pandemic in Ontario. Masks are mandatory in lectures and labs. Hand washing, social distancing and sanitization practices will be in place in all labs, full procedures will be sent out to students via email prior to the beginning of labs. **If you are feeling ill, have symptoms of Covid-19 or have been exposed to someone with a Covid-19 diagnosis do not come to lab or lecture.** Please reach out to Elspeth at elspeths@uoguelph.ca for a lab exemption. Data will be provided for you to complete the associated progress report. Don't hesitate to reach out if you have questions or concerns.

### 7.2 You must come to lab prepared and ready to start working by 1:30 pm

It is disrespectful to arrive late as this interrupts the TA and your fellow classmates. Additionally, you will miss out on specific announcements for the day that the TA is not obligated to repeat. If you miss specific safety announcements you may be asked to leave. During the course of the lab there may be times where you can get a coffee or snack as you have a gel running. Feel free to do so, however, if any announcements or discussions take place during your absence you will be responsible for obtaining the information from a fellow classmate.

### 7.3 Lab Attendance is mandatory

This is a lab based course where the majority of your final grade is assigned based on the laboratory component rather than the lecture component of the course. The nature of the lab exercises also build on one another. As such there is no opportunity for make-up labs. Lab absence is only acceptable for medical or compassionate reasons. **You must not miss more than 2 labs in order to pass this course.**

### 7.4 You must keep a lab notebook

- Before coming to lab each day you must prepare your lab notebook according to the lab manual instructions.
- In addition, you should record the variables of the experiment (reaction conditions), insert the actual results you obtained, in table format or gel image (labelled) and a statement of whether or not the experiment was successful (discussion). This information should be filled out during lab or immediately after obtaining results.
- Your lab notebook will be submitted at the end of the last lab of the semester for

grading by your TA. This along with your preparedness and behavior in lab, comprise your lab performance grade.

## **7.5 All Assignments have to be completed**

ALL lab assignments are an important part of the course. You must analyze your data to fully grasp concepts taught.

## **7.6 Academic Misconduct**

It is the nature of undergraduate labs to complete experiments with a partner. Your results should be discussed with your partner as this is expected in all scientific research. However, ALL assignments must be completed INDEPENDENTLY.

## **7.7 Grading**

- All assignments are submitted electronically to Dropbox on Courselink.
- Students who wish to have their assignments re-graded must submit the request to the Lab Demonstrator within 5 class days of their return. The entire assignment will be re-graded so the mark may go up, down or remain unchanged.

## **7.8 Turnitin**

- 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 submitted assignments 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 students will be able to educate and empower themselves 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.

# **8 Department of Molecular and Cellular Biology**

## Statements

### 8.1 Academic Advisors

If you are concerned about any aspect of your academic program:

- Make an appointment with a program counsellor in your degree program. [B.Sc. Academic Advising](#) or [Program Counsellors](#)

### 8.2 Academic Support

If you are struggling to succeed academically:

- Learning Commons: There are numerous academic resources offered by the Learning Commons including, Supported Learning Groups for a variety of courses, workshops related to time management, taking multiple choice exams, and general study skills. You can also set up individualized appointments with a learning specialist. <http://www.learningcommons.uoguelph.ca/>
- Science Commons: Located in the library, the Science Commons provides support for physics, mathematic/statistics, and chemistry. Details on their hours of operations can be found at: <http://www.lib.uoguelph.ca/get-assistance/studying/chemistry-physics-help> and <http://www.lib.uoguelph.ca/get-assistance/studying/math-stats-help>

### 8.3 Wellness

If you are struggling with personal or health issues:

- Counselling services offers individualized appointments to help students work through personal struggles that may be impacting their academic performance. <https://www.uoguelph.ca/counselling/>
- Student Health Services is located on campus and is available to provide medical attention. <https://www.uoguelph.ca/studenthealthservices/clinic>
- For support related to stress and anxiety, besides Health Services and Counselling Services, Kathy Somers runs training workshops and one-on-one sessions related to stress management and high performance situations. <http://www.selfregulationskills.ca/>

### 8.4 Personal information

Personal information is collected under the authority of the University of Guelph Act (1964),

and in accordance with Ontario's Freedom of Information and Protection of Privacy Act (FIPPA) <http://www.e-laws.gov.on.ca/index.html>. This information is used by University officials in order to carry out their authorized academic and administrative responsibilities and also to establish a relationship for alumni and development purposes.

For more information regarding the Collection, Use and Disclosure of Personal Information policies please see the Undergraduate Calendar.  
(<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/intro/index.shtml>)

## 8.5 Course Offering Information Disclaimer

Please note that course delivery format (face-to-face vs online) is subject to change up to the first-class day depending on requirements placed on the University and its employees by public health bodies, and local, provincial and federal governments. Any changes to course format prior to the first class will be posted on WebAdvisor/Student Planning as they become available.

# 9 University Statements

## 9.1 Email Communication

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

## 9.2 When You Cannot Meet a Course Requirement

When you find yourself unable to meet an in-course requirement because of illness or compassionate reasons please advise the course instructor (or designated person, such as a teaching assistant) in writing, with your name, id#, and e-mail contact. The grounds for Academic Consideration are detailed in the Undergraduate and Graduate Calendars.

Undergraduate Calendar - Academic Consideration and Appeals  
<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml>

Graduate Calendar - Grounds for Academic Consideration  
<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/index.shtml>

Associate Diploma Calendar - Academic Consideration, Appeals and Petitions  
<https://www.uoguelph.ca/registrar/calendars/diploma/current/index.shtml>

## 9.3 Drop Date

Students will have until the last day of classes to drop courses without academic penalty. The deadline to drop two-semester courses will be the last day of classes in the second semester. This applies to all students (undergraduate, graduate and diploma) except for Doctor of Veterinary Medicine and Associate Diploma in Veterinary Technology (conventional and alternative delivery) students. The regulations and procedures for course registration are available in their respective Academic Calendars.

Undergraduate Calendar - Dropping Courses

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

Graduate Calendar - Registration Changes

<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/genreg-reg-regchg.shtml>

Associate Diploma Calendar - Dropping Courses

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

## 9.4 Copies of Out-of-class Assignments

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

## 9.5 Accessibility

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

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

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

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

For Guelph students, information can be found on the SAS website

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

For Ridgetown students, information can be found on the Ridgetown SAS website

<https://www.ridgetownc.com/services/accessibilityservices.cfm>

## 9.6 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 encourages academic integrity. 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.

Undergraduate Calendar - Academic Misconduct

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

Graduate Calendar - Academic Misconduct

<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/index.shtml>

## 9.7 Recording of Materials

Presentations that are made in relation to course work - including lectures - cannot be recorded or copied without the permission of the presenter, whether the instructor, a student, or guest lecturer. Material recorded with permission is restricted to use for that course unless further permission is granted.

## 9.8 Resources

The Academic Calendars are the source of information about the University of Guelph's procedures, policies, and regulations that apply to undergraduate, graduate, and diploma programs.

Academic Calendars

<https://www.uoguelph.ca/academics/calendars>

## 9.9 Disclaimer

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

This includes on-campus scheduling during the semester, mid-terms and final examination schedules. All University-wide decisions will be posted on the COVID-19 website (<https://news.uoguelph.ca/2019-novel-coronavirus-information/>) and circulated by email.

## 9.10 Illness

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

## 9.11 Covid-19 Safety Protocols

For information on current safety protocols, follow these links:

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

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

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