UNIVERSITY of GUELPH

MCS*2020 Information Management

Summer 2018

Section: DE01

Department of Marketing and Consumer Studies

Credit Weight: 0.50

Course Details

Calendar Description

In this course students are introduced to the concepts and principles of information acquisition, manipulation and management as relevant to organizational decision-making. Experience in the evaluation of information technology applications used in organizations is provided.

Pre-Requisite(s): 4.00 credits

Co-Requisite(s): None

Restriction(s): This is a Priority Access Course. Some restrictions may apply during some time periods. Please contact the department for more information. Not available to students registered in BCOMP program.

Method of Delivery: Online

Final Exam

Date: TBA

Time: TBA

Location: On campus

Instructional Support

Instructor

Jeffrey O'Leary

Email: olearyj@uoguelph.ca
Telephone: 905-876-6550

Hi, my name is Jeff and since you're taking this course online, I thought it was only fair that I tell you a little bit about myself. Currently I teach at the University of Guelph in the Department of Marketing and Consumer Studies both at the Undergraduate and in the MBA program. I also work full time at Maple Leaf Consumer Foods in Strategic Planning. I am a bit of a tech nerd with my hobbies being baseball and travelling.

This course is basically about the spot where information, technology and people collide. People need good information to make good decisions and we deal with the issues that come up. We deal with things like privacy, accessibility, intellectual property, e-commerce – that stuff. On the surface this stuff seems dry, but I think some of these issues aren't resolved. While I don't expect students to love everything we talk about as much as I do, I think they might be surprised if they give it a chance.

I think this really is a good time to be learning this stuff because there is so much happening right now in the business world as it relates to information technology. So, for those who thought you would be building databases, programming websites, or manipulating lots of financial data, this is not what you will get out of me. We will still use some technical vocabulary, but our goal is to understand how technology can help us with our information needs. Managing information better will help us make better decisions.

My approach to teaching is fairly informal and I try to use as many current examples as possible. I want students to engage and basically come to their own conclusions. At the end, I don't really care if everyone has memorized every little detail of the course, but I do hope that they improved their independent learning habits. One of the main learning tools in this course is around the notion that the course functions as a mock corporation. So it's a fictional company that provides the context for decision making. Typically textbooks treat everything as very black and white, but the reality is that when you get into the real world and have to make decisions life is kind of messy. And so I think this corporation provides a bit of structure for the assignments and for some of the learning. You should take the time to review the Tech Garden page on the course website.

Each week you'll have a series of content modules and textbook readings that are like presents. You should look at this stuff because it's interesting and you'll like it (and it's on the exam).

You have three basic assignments in this course: First, you're in a discussion group. You need to contribute your thoughts to this discussion group. Treat your discussion buddies nicely. Second, you need to participate in a research study or write a review of

an existing study. Third, you need to write a group memo to Tech Garden employees about some Information Management issue.

Of course, you'll also have exams, but let's leave those for now.

Almost everything you need to know about this course is on the course website and if you get stuck, I will be here to help. Shoot me an email if you get lost or post a message on the discussion board. I do think the best way to get something out of this course is just to get involved. Engage with the material. Join the discussion. I think this stuff is applicable beyond the classroom, and I'm hoping by the end of the semester you'll agree.

Good luck!

Teaching Assistant(s)

Name: TBA
Email: TBA

Learning Resources

Required Textbook

Title: Experiencing MIS
Author(s): David M. Kroenke, Andrew Gemino & Peter Tingling
Edition / Year: 4th Canadian Edition / 2015
Publisher: Pearson Education Canada

Title: MyMISLab Publishers Access Code
Publisher: Pearson Education Canada

Note: Both the printed textbook and e-text versions are acceptable for use in this course. The textbook and publishers access code may be purchased separately or as a package.

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/

Supplementary Materials

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

Course Website

[CourseLink](#) (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. Describe how effective information management contributes to competitive advantage, value creation, and organizational decision making;

2. Differentiate between various information systems used to manage information;

3. Summarize the impact of the Internet and information technology on business processes;

4. Analyze broad ethical issues related to information and technology (e.g. privacy, property, etc.);

5. Recognize an information need and develop a strategy to acquire the needed information;

6. Work collaboratively to solve problems, propose solutions and defend recommendations;

7. Evaluate information and information sources critically;

8. Demonstrate proficiency in professional business communication (writing, presenting, etc.); and

9. Assess your personal skills, abilities and expertise and expand your capacity for self-reflection.

Teaching and Learning Activities

Course Structure

This course is divided into the following units:

- Unit 01: Information Systems and You
- Unit 02: Business Processes and Decision Making
- Unit 03: Productivity, Innovation, and Strategy
- Unit 04: Hardware and Software
- Unit 05: Database and Content Management
- Unit 06: Networks and Collaboration
- Unit 07: Database and Content Management
- Unit 08: Decision Making and Business Intelligence
- Unit 09: E-commerce, Social Networking and Web 2.0
- Unit 10: Acquiring Information Through Projects
- Unit 11: Structure, Governance, and Ethics
- Unit 12: Managing Information Security and Privacy

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: Information Systems and You

Week 1 – Thursday, May 10 to Sunday, May 20

Readings

- Website: Unit 01 Content

- Textbook: Chapter 1

Activities

- Familiarize yourself with the course website by reviewing the **Start Here** section of the course.

- Review the **Outline** and **Assessments** sections on the course website to learn about course expectations, assessments, and due dates.

- Confirm your access to the course reserve materials by selecting **Ares** on the navbar.

Assessments

- **Quiz 1**
  Due: Friday, May 18 at 11:59 pm ET

- **Discussion 1**
  Opens: Thursday, May 10 at 12:00 am ET
  Closes: Sunday, May 20 at 11:59 pm ET

Unit 02: Business Processes and Decision Making

Week 2 – Monday, May 21 to Sunday, May 27

Readings

- Website: Unit 02 Content

- Textbook: Chapter 2

Assessments

- **Quiz 2**
  Due: Friday, May 25 at 11:59 pm ET

- **Simulation 1**
  Due: Sunday, May 27 at 11:59 pm ET

Unit 03: Productivity, Innovation, and Strategy

Week 3 – Monday, May 28 to Sunday, June 3

Readings

- Website: Unit 03 Content

- Textbook: Chapter 3

Assessments

- **Quiz 3**
  Due: Friday, June 1 at 11:59 pm ET

- **Discussion 2**
  Opens: Monday, May 28 at 12:00 am ET
  Closes: Sunday, June 3 at 11:59 pm ET

Unit 04: Hardware and Software

Week 4 – Monday, June 4 to Sunday, June 10

Readings

- Website: Unit 04

- Textbook: Chapter 4

Assessments

- **Quiz 4**
  Due: Friday, June 8 at 11:59 pm ET

- **Discussion 3**
  Opens: Monday, June 4 at 12:00 am ET
  Closes: Sunday, June 10 at 11:59 pm ET

Unit 05: Database and Content Management

Week 5 – Monday, June 11 to Sunday, June 17

Readings

- Website: Unit 05 Content

- Textbook: Chapter 5

Assessments

- **Quiz 5**
  Due: Friday, June 15 at 11:59 pm ET

- **Discussion 4**
  Opens: Monday, June 11 at 12:00 am ET
  Closes: Sunday, June 17 at 11:59 pm ET

Unit 06: Networks and Collaboration

Week 6 – Monday, June 18 to Sunday, June 24

Readings

- Website: Unit 06 Content

- Textbook: Chapter 6

Assessments

- **Midterm Exam**
  Opens: Thursday, June 21 at 8:00 am ET
  Closes: Friday, June 22 at 5:00 pm ET

- **PEAR Evaluation 1**
  Opens: Friday, June 22 at 9:00 am ET
  Closes: Sunday, June 24 at 11:59 pm ET

- **Simulation 2**
  Due: Sunday, June 24 at 11:59 pm ET

Unit 07: Competitive Advantage and Business Processes

Week 7 – Monday, June 25 to Sunday, July 1

Readings

- Website: Unit 07 Content

- Textbook: Chapter 7

Assessments

- **Quiz 6**
  Due: Friday, June 29 at 11:59 pm ET

- **Discussion 5**
  Opens: Monday, June 25 at 12:00 am ET
  Closes: Sunday, July 1 at 11:59 pm ET

Unit 08: Decision Making and Business Intelligence

Week 8 – Monday, July 2 to Sunday, July 8 *(40th Class Day: Friday, July 6)*

Readings

- Website: Unit 08 Content

- Textbook: Chapter 8

Assessments

- **Quiz 7**
  Due: Friday, July 6 at 11:59 pm ET

- **Simulation 3**
  Due: Sunday, July 8 at 11:59 pm ET

Unit 09: E-Commerce, Social Networking and Web 2.0

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

Readings

- Website: Unit 09 Content

- Textbook: Chapter 9

Assessments

- **Quiz 8**
Due: Friday, July 13 at 11:59 pm ET

- **Discussion 6**
Opens: Monday, July 9 at 12:00 am ET
Closes: Sunday, July 15 at 11:59 pm ET

- **Memo Assignment**
Due: Sunday, July 15 at 11:59 pm ET

Unit 10: Acquiring Information Through Projects

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

Readings

- Website: Unit 10 Content

- Textbook: Chapter 10

Assessments

- **Quiz 9**
Due: Friday, July 20 at 11:59 pm ET

- **Simulation 4**
Due: Sunday, July 22 at 11:59 pm ET

Unit 11: Structure, Governance, and Ethics

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

Readings

- Website: Unit 11 Content

- Textbook: Chapter 11

Assessments

- **Quiz 10**
Due: Friday, July 27 at 11:59 pm ET

- **Discussion 7**
  Opens: Monday, July 23 at 12:00 am ET
  Closes: Sunday, July 29 at 11:59 pm ET

Unit 12: Managing Information Security and Privacy

Week 12 – Monday, July 30 to Friday, August 3

Readings

- Website: Unit 12 Content

- Textbook: Chapter 12

Assessments

- **PEAR Evaluation 2**
  Opens: Tuesday, July 31 at 9:00 am ET
  Closes: Thursday, August 2 at 11:59 pm ET

- **Simulation 5**
  Due: Friday, August 3 at 11:59 pm ET

- **Research Component Report**
  Due: Friday, August 3 at 11:59 pm ET

Assessment

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

Table 1: Course Assessment

Assessment Item	Weight
Group Discussion Assignments (7)	13%
Simulations (5 @ 2% each)	10%
Research Study	2%
Memo Assignment	15%
Unit Quizzes	15%

Midterm	20%
Final Exam	25%
Total	**100%**

Assessment Descriptions

Group Discussion Assignments

You will be divided into random discussion groups to participate in the two forms of Group Discussions for this course. The first discussion is more of a fun introduction, while the others will require you to respond to various questions as presented in the textbook. It is expected that you will contribute multiple posts throughout the week – related to the article itself, or in response to comments from other group members. In Weeks 6 and 12, you will use the Peer Evaluation, Assessment and Review (PEAR) tool to complete a self-evaluation on your contribution and to assess the contributions of the other members in your group.

Simulations

The purpose of the five online simulations is to put you, the student, in the driver seat of learning by forcing you to step outside of your role as a learner and inhabit another role to learn. Such experiential learning will force you to put the theory you have learnt into practice, in a safe real-world environment, with the goal of cementing your understanding of key core concepts.

Research Study

The purpose of the research component is to help students understand the research process underlying marketing management decision-making in different situation. Students can sign up to participate in research studies offered by the Department of Marketing and Consumer Studies available online through SONA and/or submit 2-page summaries on research articles that have appears in top tier academic marketing journals.

Memo Assignment

Business memos (short for memorandums) are designed to communicate important new information to a group of people, or an entire organization, in a timely manner. For this assignment, you will be required to work in pairs to draft a concise business memo (2 pages, single spaced), informing company employees about an information management or information technology issue. In addition to drafting a memo, you will provide a brief annotated bibliography.

Unit Quizzes

Ten units will feature a timed 10-minute, 10 multiple-choice question quiz that will cover the content of that unit. You will have one attempt to demonstrate your understanding of the content. The goal of the weekly quizzes is to assess your understanding and application of the unit's content.

Midterm

The online midterm will consist of 60 multiple choice questions from the material covered in the online course work, external video content, and the assigned textbook readings. You will have one attempt and 90-minutes to complete the midterm.

Final Exam

This course requires you to write a traditional sit-down final exam. Final exams are written on campus at the University of Guelph or at alternate locations for students at a distance. The final exam will include 100 multiple choice questions and one short answer question. You will be responsible for material covered during the entire term in online modules, and in the textbook. You **must pass** the final exam in order to pass this course.

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](https://webadvisor.uoguelph.ca) for their examination schedule. Open Learning program students must check the [Open Learning Program Final Examination Schedule](http://opened.uoguelph.ca/student-resources/Open-Learning-Program-Final-Exam-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](http://opened.uoguelph.ca/student-resources/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.

http://www.uoguelph.ca/web/privacy/

https://www.d2l.com/legal/privacy/

https://www.d2l.com/accessibility/standards/

MyMISLab

This course will use the MyMISLab tool for 5 graded simulations. MyMISLab is an electronic supplement created by Pearson Education Inc. that offers book-specific learning objectives, chapter summaries, flashcards and practice tests as well as video clips and activities to aid student learning and comprehension. Visit their website to read the privacy policy and accessibility information.

https://register.pearsoncmg.com/w3c/privacy.htm

https://www.pearsonmylabandmastering.com/northamerica/mymislab/accessibility/index.html

Peer Evaluation, Assessment and Review (PEAR)

This course will use the Peer Evaluation, Assessment and Review (PEAR) tool. The **PEAR** tool is subject to the University of Guelph's Access and Privacy Guidelines outlined on the University website. An accessibility statement does not exist for this course technology.

http://www.uoguelph.ca/web/privacy/

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.

http://turnitin.com/en_us/about-us/privacy

http://turnitin.com/en_us/about-us/accessibility

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](https://www.uoguelph.ca/ccs/infosec/aup), which you are expected to adhere to.

https://www.uoguelph.ca/ccs/infosec/aup

Communicating with Your Instructor

During the course, your instructor will interact with you on various course matters on the course website using the following ways of communication:

- **Announcements:** The instructor will use **Announcements** on the Course Home page to provide you with course reminders and updates. Please check this section frequently for course updates from your instructor.

- **Ask Your Instructor Discussion:** Use this discussion forum to ask questions of your instructor about content or course-related issues with which you are unfamiliar. If you encounter difficulties, the instructor is here to help you. Please post general course-related questions to the discussion forum so that all students have an opportunity to review the response. To access this discussion forum, select **Discussions** from the **Tools** dropdown menu.

- **Email:** If you have a conflict that prevents you from completing course requirements, or have a question concerning a personal matter, you can send your instructor a private message by email. The instructor will respond to your email within 24 hours.

- **Skype:** If you have a complex question you would like to discuss with your instructor, you may book a Skype meeting. Skype meetings depend on the availability of you and the instructor, and are booked on a first come first served basis. Please email your instructor directly for further information.

- **Chat:** Your instructor will have online office hours using the **Chat** tool in CourseLink. This will vary from week to week, but will be typically in the evenings and will be posted in the **Announcements** on the Course Home page. Use this time to post questions relevant to the course or bring up any issues or concerns you may have.

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 Memo Assignments and the Research Component Report should be submitted electronically via the online **Dropbox** tool. When submitting your assignments using the **Dropbox** tool, do not leave the page until your assignment has successfully uploaded. To verify that your submission was complete, you can view the submission history immediately after the upload to see which files uploaded successfully. The system will also email you a receipt. Save this email receipt as poof of submission.

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

It is your responsibility to submit your assignments on time as specified in the schedule section of this outline. Be sure to check the technical requirements and make sure you have the proper computer, that you have a supported browser, and that you have reliable Internet access. Remember that **technical difficulty is not an excuse not to turn in your assignment on time.** 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 assignments, and to help to return marked materials to you in the shortest possible time.

Obtaining Grades and Feedback

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

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

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

https://webadvisor.uoguelph.ca

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

Rights and Responsibilities When Learning Online

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

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

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

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.

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Academic Misconduct

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

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

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

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

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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

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