



# MCS\*2020 Information Management

Fall 2020

Section: DE01/DE02

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):**

**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:** Wednesday, December 16

**Time:** 2:30pm ET to 4:30pm ET

**Location:** Online via the **Quizzes** tool in CourseLink using Respondus LockDown Browser and Monitor

---

# Instructional Support

## Instructor

**Nicole McCallum**

**Email:** mccallun@uoguelph.ca

---

## Learning Resources

### Required Textbook

**Title:**

Management Information Systems  
MCS 2020, Information Management  
Custom Edition for University of Guelph

**Author(s):**

This custom edition for University of Guelph is compiled by Amirali Kani

Taken from:

Management Information Systems: Managing the Digital Firm, Sixteenth Edition  
by Kenneth C. Laudon and Jane P. Laudon  
and

Experiencing MIS, Fifth Canadian Edition,  
by David M. Kroenke, Randall J. Boyle, Andrew Gemino, and Peter Tingling

**Edition / Year:** 2020

**Publisher:** Pearson

**Option A:** Hardcopy Textbook + MyLab

**ISBN:** 9780136735724

**Option B:** E-textbook + MyLab

**ISBN:** 9780136689256

**Note:** The resources you will use and your eBook are in the Pearson MyLab online platform. You will need to purchase an Access Code Card from the bookstore which you will redeem online. Should you require a printed version, one is available for purchase through the MyLab platform at a nominal cost once you redeem your Access Code Card.

You may purchase your access code 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](#) (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](mailto:libres2@uoguelph.ca)

Location: McLaughlin Library, First Floor, University of Guelph

<https://v2.lib.uoguelph.ca/find/course-reserves-ares/how-get-course-reserve-material>

---

## Learning Outcomes

### Course Learning Outcomes

In this course, students will be introduced to principles of information technology and how these technologies are transforming businesses in Canada and around the world.

This course is designed to provide students with:

- A general understanding of the digital environment we live in today and the effect this environment has on business strategies
- An understanding of how information and technology are used within a business
- Problem-solving strategies to assist in formulating business scenarios

In summary, this course will provide an opportunity for students to learn the use of IT in current or future jobs in such a way to help ensure the success of their organization.

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

1. Describe and differentiate various information systems used to manage information in businesses
  2. Recognize the effect of the Internet and information technology on business processes and new business models
  3. Describe how effective information management contributes to competitive advantage, value creation, and organizational decision making
  4. Assess broad ethical and privacy issues related to information and technology
  5. Identify various parts of information technology infrastructure
  6. Recognize an information need and develop a strategy to acquire the needed information
  7. Gain a proficiency in basic Excel skills to solve business problems
- 

## Teaching and Learning Activities

### Method of Learning

In this course, the online content is a guide and the environment that facilitates the learning and it is the student who has to walk the learning path. A variety of sections and activities are used to help the students through this path. Unit opening cases describing a real-world organization help to establish the theme and importance of each chapter. There are discussion activities where you respond and discuss various questions related to case studies presented in the textbook. Excel assignments assist you in developing essential Excel skills. And simulation activities put you in the driver's seat of learning by stepping outside of your role as a learner and inhabit another role to learn.

### Course Structure

Topics in this course are divided into four parts and each part has several units. Each part includes a discussion activity, a simulation study, an Excel assignment, and is concluded with a quiz to review all the units discussed in each part.

#### Part I: Organizations, Management, and the Networked Enterprise

1. Information Systems in Global Business
2. E-business and Collaboration
3. Information Systems, Organization, and Strategy
4. Ethical and Social Issues in Information Systems

#### Part II: Information Technology Infrastructure

5. Hardware and Software

6. Databases and Information Management
7. The Cloud

### Part III: Using Information Systems for Competitive Advantage

8. Enterprise Applications
9. Decision Making and Business Intelligence
10. E-commerce

### Part IV: Information Systems Management

11. Acquiring Information Systems Through Projects
12. Structure, Governance, Security, and Privacy

## What to Expect for Each Unit

Each unit begins with a unit opening case from the textbook describing a real-world organization to establish the theme and importance of the chapter. In addition, each unit include written content and referrals to specific sections of your customized textbook to read. The units also include case studies, informative videos, references to interesting articles and resources, and learning activities to help us think and better understand the content. Each unit conclude with a review of the material and learning outcomes.

## 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 in Global Business

#### Week 1 - Thursday, September 10 to Sunday, September 20

##### Readings

- CourseLink: Unit 01 Content
- Textbook: Chapter 1

##### Activities

- Familiarize yourself with the course website by selecting **Start Here** on the navbar.
- Review **Outline** and **Assessments** on the course website to learn about course expectations, assessments, and due dates.

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

### **Assessments**

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

## **Unit 02: E-business and Collaboration**

### **Week 2 - Monday, September 21 to Sunday, September 27**

#### **Readings**

- CourseLink: Unit 02 Content
- Textbook: Chapter 2

#### **Assessments**

- **Excel Assignment 1**  
Opens: Monday, September 21 at 12:00 am ET  
Closes: Sunday, September 27 at 11:59 pm ET

## **Unit 03: Information Systems, Organization, and Strategy**

### **Week 3 – Monday, September 28 to Sunday, October 4**

#### **Readings**

- CourseLink: Unit 03 Content
- Textbook: Chapter 3

#### **Assessments**

- **Simulation Assignment 1**  
Opens: Monday, September 28 at 12:00 am ET  
Closes: Sunday, October 4 at 11:59 pm ET
- **Discussion Assignment 2**  
Opens: Tuesday, September 29 at 12:00 am ET  
Closes: Sunday, October 4 at 11:59 pm ET

## **Unit 04: Ethical and Social Issues in Information Systems**

### **Week 4 – Monday, October 5 to Sunday, October 11**

#### **Readings**

- CourseLink: Unit 04 Content
- Textbook: Chapter 4

## Assessments

- **Quiz 1**  
Opens: Wednesday, October 7 at 12:00 am ET  
Closes: Friday, October 9 at 11:59 pm ET

## Unit 05: Hardware and Software

### Week 5 – Monday, October 12 to Sunday, October 18

#### Readings

- CourseLink: Unit 05 Content
- Textbook: Chapter 5

#### Assessments

- **Excel Assignment 2**  
Opens: Monday, October 12 at 12:00 am ET  
Closes: Sunday, October 18 at 11:59 pm ET

## Unit 06: Databases and Information Management

### Week 6 – Monday, October 19 to Sunday, October 25

#### Readings

- CourseLink: Unit 06 Content
- Textbook: Chapter 6

#### Assessments

- **Simulation Assignment 2**  
Opens: Monday, October 19 at 12:00 am ET  
Closes: Sunday, October 25 at 11:59 pm ET
- **Discussion Assignment 3**  
Opens: Tuesday, October 20 at 12:00 am ET  
Closes: Sunday, October 25 at 11:59 pm ET

## Unit 07: The Cloud

### Week 7 – Monday, October 26 to Sunday, November 1

#### Readings

- CourseLink: Unit 07 Content
- Textbook: Chapter 7

#### Activities

- **PEAR Evaluation: Practice and Feedback**

Opens: Monday, October 26 at 12:00 am ET  
Closes: Friday, October 30 at 11:59 pm ET

### **Assessments**

- **Quiz 2**

Opens: Wednesday, October 28 at 12:00 am ET  
Closes: Friday, October 30 at 11:59 pm ET

## **Unit 08: Enterprise Applications**

### **Week 8 – Monday, November 2 to Sunday, November 8**

#### **Readings**

- CourseLink: Unit 08 Content
- Textbook: Chapter 8

#### **Assessments**

- **Excel Assignment 3**

Opens: Monday, November 2 at 12:00 am ET  
Closes: Sunday, November 8 at 11:59 pm ET

## **Unit 09: Decision Making and Business Intelligence**

### **Week 9 – Monday, November 9 to Sunday, November 15**

#### **Readings**

- CourseLink: Unit 09 Content
- Textbook: Chapter 9

#### **Assessments**

- **Simulation Assignment 3**

Opens: Monday, November 9 at 12:00 am ET  
Closes: Sunday, November 15 at 11:59 pm ET

- **Discussion Assignment 4**

Opens: Tuesday, November 10 at 12:00 am ET  
Closes: Sunday, November 15 at 11:59 pm ET

## **Unit 10: E-commerce**

### **Week 10 – Monday, November 16 to Sunday, November 22**

#### **Readings**

- CourseLink: Unit 10 Content
- Textbook: Chapter 10



## Assessments

- **Quiz 3**  
Opens: Wednesday, November 18 at 12:00 am ET  
Closes: Friday, November 20 at 11:59 pm ET

## Unit 11: Acquiring Information Systems Through Projects

### Week 11 – Monday, November 23 to Sunday, November 29

#### Readings

- CourseLink: Unit 11 Content
- Textbook: Chapter 11

#### Assessments

- **Excel Assignment 4**  
Opens: Monday, November 23 at 12:00 am ET  
Closes: Sunday, November 29 at 11:59 pm ET
- **Discussion Assignment 5**  
Opens: Tuesday, November 24 at 12:00 am ET  
Closes: Sunday, November 29 at 11:59 pm ET

## Unit 12:

### Week 12 – Monday, November 30 to Friday, December 4

#### Readings

- CourseLink: Unit 12 Content
- Textbook: Chapter 12

#### Activities

- **Final PEAR Evaluation**  
Opens: Monday, November 30 at 12:00 am ET  
Closes: Friday, December 4 at 11:59 pm ET

#### Assessments

- **Simulation Assignment 4**  
Opens: Monday, November 30 at 12:00 am ET  
Closes: Friday, December 4 at 11:59 pm ET
- **Quiz 4**  
Opens: Wednesday, December 2 at 12:00 am ET  
Closes: Friday, December 4 at 11:59 pm ET

---

## Assessments

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

**Table 1: Course Assessments**

<b>Assessment Item</b>	<b>Weight</b>	<b>Learning Outcomes</b>
Discussions (5)	16%	1, 2, 3, 4, 5, 6
Quizzes (4)	20%	1, 2, 3, 4, 5, 6
Excel Assignments (4)	20%	7
Simulations (4)	12%	1, 2, 3, 4, 5
Final Exam	30%	1, 2, 3, 4, 5, 6
SONA	2%	
<b>Total</b>	<b>100%</b>	

## Assessment Descriptions

### Discussions

Course discussions offer an opportunity for you to share your personal knowledge, experiences, practices and beliefs with your classmates. It is important that you discuss and share your thoughts with your classmates, to allow for shared learning from one another's experiences, knowledge, and expertise.

You need to read the case study specified from the textbook for each discussion activity and think about the case study questions at the end. Each question must not get more than one original answer. Thus, each group member must write an answer to one of the questions not answered by more than one other group member yet. It means, the sooner you start working on the case, the more freedom you have to answer a question of your choice. Your writings should demonstrate a clear understanding of the article and related content discussed in the unit or textbook. Include a direct response to the question and feature a coherent writing style. The discussion assignments are designed to capture your thoughts and the group's conversation so additional research is not required. You are required to submit your initial posting no later than **Thursday at 11:**

**59 pm ET** and your responses to your groupmates' postings should be submitted no later than **Sunday at 11:59 pm ET** in the week of the assignment.

### **Quizzes**

There are four online quizzes that test your comprehension of the content covered in this course. Each quiz covers content from the course, including unit content and textbook readings. The quizzes are an individual assessment and should be written without the assistance of your classmates but feel free to keep your course notes or readings available. Each quiz contains 20 multiple-choice questions. You have one attempt and 30 minutes to complete each quiz. Please ensure that you set aside the full 30 minutes for each quiz.

### **Excel Assignments**

Each part includes one Excel assignment to assist you in developing essential Excel skills as one of the important course outcomes. While you can get help and assistance from any source in learning the technical aspects, the final work should be solely done by yourself. Excel assignments will give you hands-on experience to learn new skills. These skills help along with problem-solving strategies to assist in formulating, analyzing, and developing recommendations for business problems.

In each assignment you will be given a unique dataset file, and step-by-step instructions to analyze the dataset, then based on your results, answer questions. Excel assignments are conducted through MyLab in assignments sections. For each assignment, you download a student specific data file and follow step-by-step assignment instructions to analyze data on the downloaded file and submit the final saved file for grading.

### **Simulation Assignments**

There are four online interactive simulation assignments, one in each part. You will be taking a managerial role to make decisions and see the following consequences. The dynamic structure of the assignment let you explore and understand the importance of issues discussed in the course. The purpose of the simulation assignments is to put you in the driver seat of learning by stepping outside of your role as a learner and inhabit another role to learn. Such experiential learning will help 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.

### **Final Exam**

This course requires the use of Respondus LockDown Browser and Monitor (webcam) to proctor your online final exam within CourseLink. Use of Lockdown Browser with a webcam has been implemented to maintain the academic integrity of the final exam. You must [download and install LockDown Browser and Monitor](#) to complete the practice test and final exam. While writing the practice test and final exam, you must show your university issued identification card during the Respondus Startup Sequence.

The final exam is cumulative and covers all units and chapters of the textbook. It has multiple-choice questions (60 points) and short-answer questions (40 points). The multiple-choice questions are similar to those in the quizzes. For short-answer questions, you need to know important terms and concepts, not to memorize but being able to explain correctly and briefly. Based on the policies of the Department of Marketing and Consumer Studies, you **must pass** the final exam in order to pass this course.

The final exam will be delivered online via the **Quizzes** tool. The exam is 2 hours in length and will be held on **Wednesday, December 16**. To accommodate students who may be located in various time zones, the exam will be available beginning at **2:30pm to 3:30pm** 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 3:00 pm, you will have until 5:00 pm to complete it. After 3:30 pm ET you will no longer be able to enter the exam environment.

Similar to a sit-down exam where you must arrive prior to the start of the exam, it is highly recommended that you enter the online exam environment in Respondus at least 20-30 minutes before the end of the available window to allow enough time for you to complete the Respondus Startup Sequence and ensure that you have the full two hours for the exam.

Please be sure to review the Using Respondus Lockdown Browser and Monitor instructions by selecting **Content** on the navbar to locate **Assessments** in the table of contents panel.

**Important Note:** There is a mandatory practice test that you are required to take before the online exam. The purpose of the practice test is to ensure that Respondus LockDown Browser and Monitor is set up properly and that you are comfortable using the software.

If you have any questions regarding the use of Respondus Lockdown Browser and Monitor or if you encounter any technical issues during the practice test or final exam, please contact CourseLink Support at [courselink@uoguelph.ca](mailto:courselink@uoguelph.ca) or 519-824-4120 ext. 56939.

University of Guelph degree and associate diploma students must check [WebAdvisor](#) for their examination schedule. Open Learning program students must check the [Open Learning Program Final Examination Schedule](#) for their examination schedule.

<http://www.respondus.com/lockdown/download.php?id=273932365>

<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 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 will be displayed in a new browser window).

<http://spaces.uoguelph.ca/ed/system-requirements/>

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

## MyLab

This course will use **MyLab**, a web-based tool created by Pearson Education. Visit their website to complete a check that ensures your computer meets the [MyLab system requirements](#).

## Respondus LockDown Browser and Monitor Requirements

Respondus LockDown Browser is a locked browser for taking quizzes in CourseLink. It prevents you from printing and copying; using other operating software; using search engines (e.g., going to another URL); communicating via instant messaging; and it blocks non-web-related software (e.g., Adobe PDF, Microsoft Word).

Respondus Monitor is a companion application for LockDown Browser that uses webcam and video technology to ensure academic integrity during online exams. The software captures video during the exam and allows the instructor to review the video once the exam is completed.

In order to use Respondus LockDown Browser and Monitor, you must meet the following technical requirements so that you can take the practice test and final exam:

1. Operating Systems: Windows 10, 8, 7; Mac OS X 10.10 or higher.
2. Memory: Windows 2 GB RAM; Mac 512 MB RAM.
3. For Mac users: Safari must function properly on the computer.
4. Mac users must have Adobe Flash Player installed to Safari, even if a different browser is normally used.
5. Functioning webcam and microphone. The webcam and microphone can be built into your computer or can be the type that plugs in with a USB cable. (You will be required to do an environment scan of your room, so please ensure you can move your computer, laptop or webcam for this scan.)
6. A broadband Internet connection. It is recommended that you access the Internet via a wired connection.

If you have any concerns about meeting system requirements, contact [CourseLink Support](#). They will work with you to find alternative solutions or make alternative arrangements.

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

## 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, 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](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 2 business days on Tuesdays, Thursdays, and Sundays.
- **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.

## 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;
- Sharing your username and password; and
- Recording lectures without the permission of the instructor.

## Late Policy

If you choose to submit your individual assignments late, the full allocated mark will be reduced by 10% per day after the deadline for the submission of the assignment to a limit of seven days at which time access 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>

## **Storage and Retention of Exam Videos**

Only authorized University of Guelph faculty or staff will have access to the video of your exam. Videos will be retained for a period of one year following the completion of the course.

---

## **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 will have until the last day of classes to drop courses without academic penalty. [Review the Undergraduate Calendar for regulations and procedures for Dropping Courses.](#)

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

#### **Open Learning Program Students**

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

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

### **Copies of Assignments**

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

### **Accessibility**

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

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

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

For more information, contact Accessibility Services at 519-824-4120 ext. 56208, [email Accessibility Services](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 Academic Assistant to the Executive 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 Executive Director](#) at least two months prior to the course start date. If contact is not made within the suggested time frame, support may be delayed. It is recommended that you refer to the course outline before beginning your course in order to determine the required readings.

The provision of academic accommodation is a shared responsibility between OpenEd and the student requesting accommodation. It is recognized that academic accommodations are intended to “level the playing field” for students with disabilities.

[jessica.martin@uoguelph.ca](mailto:jessica.martin@uoguelph.ca)

## **Academic Misconduct**

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

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

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

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

## **Copyright Notice**

Content within this course is copyright protected. Third party copyrighted materials (such as book chapters and articles) have either been licensed for use in this course, or have been copied under an exception or limitation in Canadian Copyright law.

The fair dealing exemption in Canada's Copyright Act permits students to reproduce short excerpts from copyright-protected materials for purposes such as research, education, private study, criticism and review, with proper attribution. Any other copying, communicating, or distribution of any content provided in this course, except as permitted by law, may be an infringement of copyright if done without proper license or the consent of the copyright owner. Examples of infringing uses of copyrighted works would include uploading materials to a commercial third party web site, or making paper or electronic reproductions of all, or a substantial part, of works such as textbooks for commercial purposes.

Students who upload to CourseLink copyrighted materials such as book chapters, journal articles, or materials taken from the Internet, must ensure that they comply with Canadian Copyright law or with the terms of the University's electronic resource licenses.

For more information about students' rights and obligations with respect to copyrighted works, review [Fair Dealing Guidance for Students](#).

[http://www.lib.uoguelph.ca/sites/default/files/fair\\_dealing\\_policy\\_0.pdf](http://www.lib.uoguelph.ca/sites/default/files/fair_dealing_policy_0.pdf)

## **Plagiarism Detection Software**

Students should be aware that faculty have the right to use software to aid in the detection of plagiarism or copying and to examine students orally on submitted work. For students found guilty of academic misconduct, serious penalties, up to and including suspension or expulsion from the University can be imposed.

## **Recording of Materials**

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

## **Disclaimer**

Please note that the ongoing COVID-19 pandemic may necessitate a revision of the format of course offerings and academic schedules. Any such changes will be announced via CourseLink and/or class email. All University-wide decisions will be posted on the [COVID-19 website](#) and circulated by email.

<https://news.uoguelph.ca/2019-novel-coronavirus-information/>

## **Illness**

The University will not normally require verification of illness (doctor's notes) for Fall 2020 or Winter 2021 semester courses. However, requests for Academic Consideration may still require medical documentation as appropriate.