



MCS*3040 Business and Consumer Law

Fall 2020

Section: DE01

Department of Marketing and Consumer Studies

Credit Weight: 0.50

Course Details

Calendar Description

This course introduces students to statutory and common law concerning business and consumer transactions. An overview of the laws of contracts and torts forms the basis of business and producer/consumer relationships. Discussion topics include sale of goods and consumer protection legislation; debtor-creditor relations; competition law; intellectual property rights and manufacturers' product liability.

Pre-Requisite(s): 4.00 credits

Co-Requisite(s): None

Restriction(s):

Registration in BCOMM. program, BA:BADM minor, or BA:EURS area of emphasis in European Business Studies. This is a Priority Access Course. Some restrictions may apply during some time periods. Please contact the department for more information.

Method of Delivery: Online

Final Exam

Date: Monday, December 7

Time: 11:30am ET to 1:30pm ET

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

Instructional Support

Instructor

Linda Chiasso

Email: lchiasso@uoguelph.ca

Telephone: (519) 212-1457

Office: Zoom link in the Content Section – Office hours Mondays 5:00PM ET- 6:00PM ET

Learning Resources

Required Textbook

Required resource for this course:

Revel for Business Law in Canada, **12th Canadian Edition**

Yates, Bereznicki-Korol, Clarke, Palmer

ISBN-13: 9780135307038 2019

No standalone printed textbook will be available for this course. This digital first model gives you the opportunity to get better learning outcomes (research shows it!), finish classwork on-the-go, and get textbooks at an affordable price. A loose leaf print text is available for purchase after you've signed up for Revel, should you require one.

REVEL Registration Instructions

How to access Revel for or Business Law in Canada 12/e

1. Click on the Revel link in CourseLink.
2. Sign in if you have used a Pearson product before OR Create a new account
3. Select your access option
 - a. "Redeem access code" you purchased from the bookstore
 - b. "Purchase materials" with a credit card or PayPal account
 - c. Choose 14 day Temporary Access if you are waiting for financial aid.
4. From now on, you can log in from <http://console.pearson.com>
5. Go to the link below if you would like to watch a close captioned video on the how to log in to Revel
<https://youtu.be/pavN9npktBI>

REVEL 24 Hour Technical Support

Your best (and quickest) path to resolve technical issues is to contact technical support at the link below
<https://support.pearson.com/getsupport/s/contactsupport>

When you contact them please include the following information:

1. Your username [Please use the same first/last name as your university student registration.]
2. OS (Windows 8)
3. Browser (preferred browser is Chrome)
4. Exactly what you are trying to open.
5. Error message (if any) that appears when you try to open it.

If your query is not resolved in 24 hours please email jessica.mcinnis@pearsoned.com and let her know your incident number.

The cost of this online access is \$95 (Pearson's propriety REVEL software) and students can also opt to obtain a loose-leaf book option for an additional \$20. This is a mandatory requirement for this course as there are weekly assignments administered through this textbook's online program.

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.

See: <https://courselink.uoguelph.ca>

Learning Outcomes

Course Learning Outcomes

This course will introduce the student with no previous legal study to the laws and legal requirements necessary in the conduct of business. The objectives of this course fall into three key areas: (1) general skills, (2) course content and (3) learning values. Each is detailed below.

1. General Skill Objectives

Upon completion of this course, you will demonstrate competencies in:

- Some of the basic concepts, principles and rules of law and their application to individuals and persons in business from the perspectives of both providers and consumers of goods and services.
- Adaptability and learning, problem solving, reading, writing skills in effectively handling course assignments, case studies and tests.
- Team work, interpersonal skills, leadership, assertiveness and conflict resolution through active participation in web based discussions and assignments.
- Research using a variety of media including Internet law collections, computer applications (Microsoft Office), decision making, critical thinking, creative thinking
- and visioning in applying legal concepts, laws, theories, systems and tools in generating alternatives to the solution of case studies and other assignments.
- Communicating through evolving media utilizing e-mail, internet, written and direct communications with the course professor, fellow students and research sources in completing assignments.

2. Course Content Objectives

Upon completion of this course, you should be able to:

- Describe the structure of the Anglo-Canadian judiciary system and its inter-relationship with the Canadian legislative process.
- Describe the law of tort and the various legal duties owed in a free and democratic society and various business torts.
- Describe the law as applicable to the formation, maintenance and ending of contractual relationships.
- Demonstrate understanding of Consumer Protection and Debtor/Creditor laws including Sale of Goods; and Bankruptcy.
- Demonstrate understanding of the laws applying to Employer/Employee Relations including Master and Servant; Agencies and the rights and responsibilities of the parties.
- Describe the types of business organization and the processes, rights and responsibilities for each.
- Describe the legal considerations affecting personal and intellectual property rights and understanding real property.

3. Learning Values Objectives

You will continue to develop toward holistic maturity through:

- Developing an appreciation of the complex legal system in which businesses and consumers of

goods and services operate.

- Displaying moral maturity in the ethical, legal and responsible approach to applying the principles and letter of laws.
- Adding to their depth and breadth of understanding of the application of law and its essential contribution to achieving personal and organizational objectives.
- Encouragement to pursue independence of thought in accomplishing both individual and team assignments with emphasis on practical originality for effective problem solving.
- A growing love of learning new law, theories, tools, applications and activities, which generate excitement in effectively solving legal, business and individual needs and problems in today's unprecedented environment of change.

Teaching and Learning Activities

Course Structure

- Unit 01: The Canadian Legal System
- Unit 02: Corporate Law
- Unit 03: Tort Law
- Unit 04: Agency Law
- Unit 05: Employment Law
- Unit 06: Contract Law
- Unit 07: Legislation in the Marketplace
- Unit 08: Property and Intellectual Property Law

Schedule

It is strongly recommended that you follow the course schedule provided below and that you note assignment due dates in your personal academic calendars. 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: The Canadian Legal System

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

Readings

- Website: Overview of the entire Courselink site (including this Course Outline); Unit 01 Content and Introduction Video
- Online Textbook Readings: Ch1 and Ch2

Activities

- Familiarize yourself with the course website by reviewing the Start Here and Announcement/Content sections of the course.
- Review the Outline and Assessments sections on the course website to learn about course expectations, assessments, and due dates. This includes reviewing the Zoom Small Group Schedule posted in the Groups Tool and Announcements of the Courselink site.
- Posting a signed "Course Contract" through Dropbox Tool as part of the Contract Law "mini exercise"

Assessments

- Students should review the entire Courselink site and understand that individual assignments are

scheduled according to their family name and generally, should take responsibility to determine when assessments are due throughout the semester. Please know that some assignment due dates are staggered throughout the semester by family name to allow one instructor to meaningfully correct assignments in a manageable, scheduled fashion.

- There will also be weekly quizzes assigned, tied to your assigned readings, administered through your online textbook. Please note, some weeks, more than one quiz may be due.
- Ensuring that students make note of scheduled due dates for all of the assessments for this course is the student's responsibility. The instructor will not respond to such emails and "confusion" around due dates will not be a permitted excuse for a late or missed assignment. Please see Late Policy for additional details.
- Post a signed "course contract" as part of the Contract Law "mini-exercise" through Dropbox Tool due **Friday, September 18 at 11:59PM**. For students registering late, your deadline will be extended to Sunday September 27 at 11:59PM. This option is only available for students registering for this course after September 18, 2020.

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

Readings

- Website: Unit 01 Content
- Online Textbook Readings: Ch3

Assessments

- Complete scheduled Weekly Quiz(zes) [Administered through online textbook REVEL software; please follow REVEL schedule.]
- Due date: No later than **Friday, September 25 by 11:59PM** (Quizzes for Units 01 – three quizzes in total).

Unit 02: Corporate Law

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

Readings

- Website: Unit 02 Content
- Online Textbook Readings: Ch11

Assessments

- ZOOM Small Groups: a total of 36 students (communicated to by email one week in advance) will be required to participate in a ZOOM Conference discussion on a legal topic (18 students at 6:15-7:15PM and 18 students at 7:45-8:45PM) as scheduled on **Monday, September 28**.
- Complete scheduled Weekly Quiz(zes) [Administered through online textbook REVEL software; please follow REVEL schedule.]
Due date: **Friday, October 2 by 11:59PM**.
- Reading Summary of Ch11 – PEAR Assessment due no later than **Friday, October 2 by 11:59PM**. [NOTE: PEAR Assessment Review/Evaluation due at the beginning of Week 6].

Unit 03: Tort Law

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

Readings

- Website: Unit 03 Content
- Online Textbook Readings: Ch4

Assessments

- ZOOM Small Groups: a total of 36 students (communicated to by email one week in advance) will be required to participate in a ZOOM Conference discussion on a legal topic (18 students at 6:15-7:15PM and 18 students at 7:45-8:45PM) as scheduled on **Monday, October 5**.
- Complete scheduled Weekly Quiz(zes) [Administered through online textbook REVEL software; please follow REVEL schedule.]
Due date: **Friday, October 9 by 11:59PM.**

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

Readings

- Website: Unit 03 Content
- Online Textbook Readings: Ch5

Assessments

- Complete scheduled Weekly Quiz(zes) [Administered through online textbook REVEL software; please follow REVEL schedule.]
Due date: **Friday, October 16 by 11:59PM.**

Unit 04: Agency Law

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

Readings

- Website: Unit 04 Content
- Online Textbook Readings: Ch10 pp. 293-310 [including Case Summary 10.8 and Figure 10.2]

Assessments

- ZOOM Small Groups: a total of 36 students (communicated to by email one week in advance) will be required to participate in a ZOOM Conference discussion on a legal topic (18 students at 6:15-7:15PM and 18 students at 7:45-8:45PM) as scheduled on **Monday, October 19**.
- PEAR Assessment Evaluation due no later than **Monday, October 19 by 11:59PM.**
- Complete scheduled Weekly Quiz(zes) [Administered through online textbook REVEL software; please follow REVEL schedule.]
Due date: **Friday, October 23 by 11:59PM.**
- Discussion Post #1 – Part A (Article) (Students A-K) due no later than **Friday, October 23 by 11:59PM.**

Unit 05: Employment Law

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

Readings

- Website: Unit 05 Content
- Online Textbook Readings: Ch12

Assessments

- ZOOM Small Groups: a total of 36 students (communicated to by email one week in advance) will be required to participate in a ZOOM Conference discussion on a legal topic (18 students at 6:15-7:15PM and 18 students at 7:45-8:45PM) as scheduled on **Monday October 26**.
- Complete scheduled **Weekly Quiz(zes)** [Administered through online textbook REVEL software; please follow REVEL schedule.]
Due date: Friday, October 30 by 11:59PM.
- Discussion Post #1 – Part B (Comment) (Students L-Z) due no later than **Friday, October 30 by 11:59PM**

Unit 06: Contract Law

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

Readings

- Website: Unit 06 Content
- Online Textbook Readings: Ch6, Ch7

Assessments

- ZOOM Small Groups: 36 students (communicated to by email one week in advance) will be required to participate in a ZOOM Conference discussion on a legal topic (18 students at 6:15-7:15PM and 18 students at 7:45-8:45PM) scheduled **Monday, November 2**.
- Complete scheduled **Weekly Quiz(zes)** [Administered through online textbook REVEL software; please follow REVEL schedule.]
Due date: **Friday, November 6 by 11:59PM.**

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

Readings

- Website: Unit 06 Content
- Online Textbook Readings: Ch8; Ch9

Assessments

- ZOOM Small Groups: 36 students (communicated to by email one week in advance) will be required to participate in a ZOOM Conference discussion on a legal topic (18 students at 6:15-7:15PM and 18 students at 7:45-8:45PM) scheduled **Monday, November 9**.
- Complete scheduled **Weekly Quiz(zes)** [Administered through online textbook REVEL software; please follow REVEL schedule.]
Due date: **Friday, November 13 by 11:59PM.**

Unit 07: Legislation in the Marketplace

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

Readings

- Website: Unit 07 Content
- Online Textbook Readings: Ch15; Ch16 pp. 506-533 [stop at Negotiable Instruments]

Assessments

- **ZOOM Small Groups: 36 students (communicated to by email one week in advance) will be required to participate in a ZOOM Conference discussion on a legal topic (18 students at 6:15-7:15PM and 18**

students at 7:45-8:45PM) as scheduled Monday, November 16.

- Complete scheduled **Weekly Quiz(zes)** [Administered through online textbook REVEL software; please follow REVEL schedule.]
Due date: **Friday, November 20 by 11:59PM.**
- Discussion Post #2 – Part A (Article) (Students L-Z) due no later than **Friday, November 20 by 11:59PM**

Unit 08: Property and Intellectual Property Law

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

Readings

- Website: Unit 08 Content
- Online Textbook Readings: Chapter 14

Assessments

- Complete scheduled **Weekly Quiz(zes)** [Administered through online textbook REVEL software; please follow REVEL schedule.]
Due date: **Friday, November 27 by 11:59PM.**
- Discussion Post #2 – Part B (Comment) (Students A-K) **due no later than Friday, November 27 by 11:59PM.**

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

Readings

- Website: Unit 08 Content
- Online Textbook Readings: Chapter 13

Assessments

- **Group Assignment due no later than Monday, November 30 by 11:59PM.**
- Complete scheduled **Weekly Quiz(zes)** [Administered through online textbook REVEL software; please follow REVEL schedule.]
Due date: **Friday, December 4 by 11:59PM.**

Final Exam Review Session

An optional review session in preparation for the Final Exam will be scheduled sometime this week. It will be conducted as a Zoom meeting. Please see **Announcement** posted later during the semester providing more details for this session.

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 Items	Weight
Contract Law “mini-exercise”	5%

Quiz(zes) (Weekly)	15%
Current Event/Discussion Post (x2)	10%
Reading Summary (PEAR)	10%
Zoom Small Groups	15%
Group Assignment	15%
Final Exam*	30%
Total	100%

***Students must pass the Final Exam to pass this online course.**

Assessment Descriptions

Contract Law “mini-exercise”

After you have thoroughly reviewed all aspects of the CourseLink site for this course, and viewed the course introduction video you will be required to ensure that you adhere to the terms and conditions of the “course contract” provided on the Dropbox tool allocated for this Contract Law “mini-exercise”. You will also be required to carefully review and correctly complete and sign this contract and complete an Appendix forming part of that contract. You should then post it to Dropbox. This is a “pass/fail” exercise. Please read more details in the Content Section of the CourseLink site and please read Late and Grading Policies carefully.

Weekly Quizzes

You must complete the assigned readings each week, while taking good reading notes. After completing the readings, you are expected to complete an online quiz assessment through the REVEL software that forms part of your online textbook. Please read more details in the Content Section of the CourseLink site and please read Late and Grading Policies carefully.

Discussion Posts (staggered assignment due by family name)

Students must complete one two-part assignment this semester, related to a current event on different legal topics. Students A-J (inclusively) must select a current event news article and create a Discussion Post related to a legal topic of your choice covered in Units 01 to 03. Students K-Z (inclusively) must select a current event news article and create a Discussion Post related to a legal topic of your choice covered in Units 04 to 08. Students A-J will also be required to comment on Students K-Z discussion posts and vice versa. Please see Course Outline Schedule, Discussion tool and Content Section for further instructions and to determine your Discussion Post due dates. This is a “pass/fail” assessment. Please read more details in the Content Section of the CourseLink site and please read Late and Grading Policies carefully.

IMPORTANT: The Discussion board for Discussion Post #1 of this assessment will be open at the beginning of the semester. Therefore, you are encouraged to post your news article in a staggered manner well before the due date. If you wait until closer to the due date, please be warned that it will be difficult for you to find a substantive and original news article not already posted by one of your classmates. Similarly, you will have access to Discussion Post #2 well before it is due. Also, before posting your work, please use the ‘search’ option in the Discussions tool to ensure that the article that you chose is not already posted. In the unlikely event that a student is working at the exact same time as you are on the same article or comment (the odds are quite small), the student posting first will be given the ‘pass’ mark and if you are second, you will receive a ‘fail’ mark. Therefore, to avoid this result, it is recommended that you post your contribution early to avoid that situation. Finally, please be reminded that it is your responsibility to ensure that you post an original article/comment and with so many students to manage, the instructor will not allow any exceptions on this point.

Reading Summary – PEAR Assessment

You are required to prepare a "peer-reviewed" assignment (using the **PEAR** tool). You will submit a two-page (one-sided) reading summary for an assigned chapter (please see **Course Outline** for chapter/due date). Your reading summary will be re-distributed to other students through the **PEAR** tool for overall evaluation and grading. You are required to evaluate your peer's summary within two weeks. Please read more details in the Content Section of the Courselink site and please read Late and Grading Policies carefully.

ZOOM Small Group Discussions (groups of 18 students/ session, as scheduled)

You are required to prepare for and participate in one ZOOM Small Group Discussion, as scheduled. The schedule is posted in the Group Tool and Announcements of the Courselink site. A legal article of interest will be posted to your Group Locker one week before your scheduled discussion. You are required to be prepared and to participate in order to achieve your grade for this assignment. Please read more details in the Content Section of the Courselink site and please read the Late and Grading Policies carefully.

Group Assignment (all students)

You are required to complete one group assignment this semester, related to legal topics that form part of this course. Please see Course Assignments Schedule to determine your group assignment due date and please read Late and Grading Policies carefully.

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 examination format will include multiple choice and true/false questions. The Final Exam is cumulative and covering all course material from Units 01 to 08 inclusively. Instructions for the Final Exam will be posted at least two weeks before the actual date of the exam through the "Announcement" section. An optional review session will also be coordinated as a Zoom Conference at a set time and announced. All registered SAS students should arrange for additional time requirements for the Final Exam directly with Courselink and your SAS Advisor, without my involvement.

Note: Students must pass the Final Exam in order to pass this course. This is a department policy, not the instructor's policy.

The final exam will be delivered online via the **Quizzes** tool. The exam is 2 hours in length and will be held on Monday, December 7. To accommodate students who may be located in various time zones, the exam will be available beginning at 11:30am to 12:30pm 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 12:00 pm, you will have until 2:00 pm to complete it. After 12:30 pm ET you will no longer be able to enter the exam environment.

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 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>

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/>

Zoom

This course uses **Zoom** as a video communication tool. You are responsible for downloading a free copy of Zoom from www.zoom.us. A Webcam, a microphone to record video, and headphones/speakers to play back the recording are also needed. In order to use Zoom, you must meet the following technical

requirements:

- a. An internet connection – broadband wired or wireless (3G or 4G/LTE)
- b. Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
- c. A webcam or HD webcam - built-in or USB plug-in

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)
- 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 Tel: 519-824-4120 ext. 56939

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

Walk-In Hours (Eastern Time): Monday thru Friday: 8:30 am–4:30 pm

Phone/Email Hours (Eastern Time): Monday thru Friday: 8:30 am–8:30 pm Saturday: 10:00 am–4:00 pm

Sunday: 12:00 pm–6:00 pm

Course Specific Standard Statements

Acceptable Use

The University of Guelph has an [Acceptable Use Policy](#), which you are expected to adhere to.

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

Communicating with Your Instructor

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

- **Announcements:** The instructor will use **Announcements** on the Course Home page to provide you with course reminders and updates. Please check this section frequently for course updates from your instructor.
- **Ask Your Instructor Discussion:** Use this discussion forum to ask questions of your instructor about content or course-related issues with which you are unfamiliar. If you encounter difficulties, the instructor is here to help you. Please post general course-related questions to the discussion forum so that all students have an opportunity to review the response. To access this discussion forum, select **Discussions** from the **Tools** dropdown menu.
- **Email:** If you have a conflict that prevents you from completing course requirements, or have a question concerning a personal matter, you can send your instructor a private message by email.

The instructor will respond to your email within 48 hours.

Netiquette Expectations

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

Inappropriate online behaviour will not be tolerated. Examples of inappropriate online behaviour include:

- Posting inflammatory messages about your instructor or fellow students;
- Using obscene or offensive language online;
- Copying or presenting someone else's work as your own;
- Adapting information from the Internet without using proper citations or reference;
- Buying or selling term papers or assignments;
- Posting or selling course materials to course notes websites;
- Having someone else complete your midterm or completing a midterm for/with another student;
- Stating false claims about lost midterm 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 service;
- 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.

Submission of Assignments to Dropbox

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

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

It is your responsibility to submit your assignments on time as specified 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

With exceptions outlined below, there are generally no late submissions of assignment work permitted for this course. You have ample notice of when course requirements are due, and should therefore manage your calendar effectively. Please read this Late Policy carefully. I also discuss it in my Introduction Video.

Group Assignment: Because you cannot control other classmates, there is an exception permitted for the Group Assignment. If you submit it late, a penalty or deduction of 30% per day (or partial day) reduces your overall grade. Your overall grade includes both the individual and group components. If you submit this group assignment more than three days late (or partial days), you will receive an overall grade of zero (0%). Please be advised that the entire group will bear this penalty, no exceptions.

For all other course assessments: A late assignment (submitted past the due date) is either a “Fail” or “0”, depending on the assignment. That said, there are permissible exceptions to this, but only as prescribed by an overarching University policy which stipulates some allowance for compassionate reasons, such as an illness or a serious emergency or family emergency (illness or death of a family member). With this type of situation, you must still complete the missed assessment before the last day of classes. There will be no grade given for this late assignment submission, so your grade will stand at zero (0%). At the end of the semester, I will re-weight this missing grade to your other assignment marks. Please be advised that you must submit the missed/late assignment in order to qualify for that adjustment. If you do not ultimately submit the missed assignment (and no submissions will be considered after the last day of classes for any reason) then your grade will stand at zero (0%). Finally, as a general rule, this exception for will not be granted once the due date for the assessment in question has passed.

Please be reminded that “late is late” – even if it is only 1, 2, 5 or 10 minutes – as it would be impossible to manage by exception because no line could be drawn. This is why you must strictly adhere to the established deadlines for assignment work in this course.

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. As it is a question of fairness to all of your online classmates, all aspects of this Policy will be strictly enforced.

NOTE: The University will not require verification of illness (doctor's notes) for the Fall 2020 or Winter 2021 semesters.

Obtaining Grades and Feedback

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

Assignment grades will be posted within three weeks of submission and certainly before the Final Exam. 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>

Grading Policy

Please know that as a lawyer teaching this course, I place particular emphasis on academic integrity (honesty). The design and development of the varied assignments were done with the expert guidance and support of qualified distance education professionals. While it may not be obvious to you, the design and structure of assignments also provides an effective way to manage hundreds of students each semester, while providing meaningful feedback, as requested.

Please know that I apportion grades when first reviewing and grading any assignment in a very generous manner, because I understand that the study of law may be difficult to grasp if it is your first law course.

So, in the context of the above information, if would you like to express some dissatisfaction with any aspect of your grade, please follow these instructions:

- You can email me only 24-hours after the release of grades for that assignment. I will not respond to any email initiated earlier than this 24-hour reflection period. If you are feeling upset, please measure the tone of your email.
- I will then ask that you contact me by telephone or in the alternative, we can schedule a Zoom meeting to discuss your assignment.
- If after our discussion you remain dissatisfied with your mark, I will send an email to the Chairman of the department, cc'ing you. It will set out the assignment requirements, an explanation as to your result and my position on re-assessing your grade. The Chairman will then undertake a formal review in your behalf and I will have no further direct contact with you on the topic.

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.

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. Please be warned that a high Turnitin score may result in an Academic Misconduct investigation.

All 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.

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](mailto:accessibility@uoguelph.ca) or visit the [Accessibility Services website](https://wellness.uoguelph.ca/accessibility/).

accessibility@uoguelph.ca

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

Open Learning Program Students

If you are an Open Learning program student who requires academic accommodation, please [contact the Academic Assistant to the Director](#). Please ensure that you contact us before the end of the first week of your course (every semester) in order to avoid any delays in support. Documentation from a health professional is required for all academic accommodations. Please note that all information provided will be held in confidence.

If you require textbooks produced in an alternate format (e.g., DAISY, Braille, large print or eText), please [contact the Academic Assistant to the Director](#) at least two months prior to the course start date. If contact is not made within the suggested time frame, support may be delayed. It is recommended that you refer to the course outline before beginning your course in order to determine the required readings.

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

jessica.martin@uoguelph.ca

Academic Misconduct

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

Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of 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

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 require verification of illness (doctor's notes) for the Fall 2020 or Winter 2021 semesters.