



UNIVERSITY OF
GUELPH

ENVS*2210 Apiculture and Honey Bee Biology

Winter 2026

Section: DE01

School of Environmental Sciences

Credit Weight: 0.50

Course Details

Calendar Description

This course is designed to acquaint the student with the broad field of beekeeping. It will include honey bee biology and behaviour, management for honey production, products of the hive, pests and enemies and the value of bees as pollinators of agricultural crops.

Pre-Requisite(s): None

Co-Requisite(s): None

Equate(s): ENVB*2210

Restriction(s): None

Method of Delivery: Distance Education (asynchronous online)

Final Exam

Date: TBA

Time: TBA

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

Note: There is additional, important information about final exams in the **Assessments** section of this Outline.

Instructional Support

Ernesto Guzman

Email: eguzman@uoguelph.ca

Phone: 519-824-4120 x 53609

Dr. Ernesto Guzman is a Professor and Director of the Honey Bee Research Centre in the School of Environmental Sciences at the University of Guelph since 2004. Dr. Guzman was born and raised in Mexico, where he started to keep bees in 1978. He got a DVM degree in 1982 and obtained M.Sc. and Ph.D. degrees in Entomology from the University of California at Davis CA in 1989 and 1992, respectively. Before accepting a position at the University of Guelph, he worked for several institutions, including the University of California, Purdue University, the Mexican Ministry of Agriculture, and the National University of Mexico. Dr. Guzman has ample academic and research experience. He has taught courses in Apiculture and Genetics and has conducted multiple research projects. During the course of his career, Guzman has graduated more than 60 D.V.M., M.Sc. and Ph.D. students. His research has focused on the genetics, behaviour, and parasitic mites of honey bees. His studies have contributed to the understanding of foraging behaviour, defensive behaviour, and the mechanisms that confer resistance to honey bees against parasitic mites, which is a critical area that addresses the most serious problem beekeepers face worldwide. Dr. Guzman also developed selective breeding methodologies with which strains of bees were developed. Ernesto Guzman is author and co-author of more than 500 publications, including scientific and trade journal articles, as well as books, book chapters and summaries in conference proceedings. Dr. Guzman has received numerous honours and awards.

Office Hours to be arranged via e-mail (eguzman@uoguelph.ca). **Zoom** or **Microsoft Teams** can also be arranged, but first contact Dr. Guzman by e-mail. Please note that further details will be posted in the **Announcements section**.

Teaching Assistant(s)

Name: TBA

Email: TBA

Learning Resources

Required Textbook

Title: The Beekeeper's Handbook

Author(s): Diana Sammataro and Alphonse Avitabile

Edition / Year: 5th Edition / 2021

Publisher: Cornell University Press

ISBN: 9781501752612

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.

<http://www.bookstore.coop/>

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

Course Materials

There are no required materials for this course.

Cost of Textbook and Learning Resources

The cost of the required text for this course, *The Beekeeper's Handbook* 5th ed., is \$40.95 at Amazon.ca. Students are welcome to use second-hand copies of the textbook or purchase the textbook from alternate locations. The prices in other locations may differ and prices are subject to change.

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 may 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 Course Material and Reserve Services staff at:

Tel: 519-824-4120 ext. 53621

Email: libres2@uoguelph.ca

Location: McLaughlin Library, First Floor, University of Guelph

<https://www.lib.uoguelph.ca/find/course-reserves-ares>

Learning Outcomes

Course Learning Outcomes

This course is designed to guide students to learn by themselves about bee biology and beekeeping. Using honey bees as the study subject, students are exposed to fundamental biological principles as well as to problem-solving issues. Students learn about insect evolution, behaviour, genetics, reproduction, anatomy, physiology, pollination, bee management, honey production, etc. The teaching approach is based on interactive learning activities through which students build their own knowledge. The instructor and TA(s) will facilitate learning through strategies, which include systematic reading assignments, online discussions, short videos, quizzes, written assignment and exams.

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

1. Identify and describe the fundamentals and scientific basis of beekeeping;
2. List biological principles applicable to many organisms by using the honey bee as a study subject;
3. Describe the importance of honey bees as beneficial insects involved in food production and in ecosystem sustainability;
4. Explain management practices involved in keeping honey bees healthy and productive; and
5. Search, interpret, discuss and communicate in writing aspects of scientific literature relating to honey bee biology.

Teaching and Learning Activities

Method of Learning

This course is designed to guide students to learn by themselves about bee biology and beekeeping.

Course Structure

The course is divided into 12 units which are arranged in a logical order so that you can understand how a bee is put together in form and function to be an amazingly intricate micro-manipulator in agriculture and nature.

- Unit 01: Introduction to Honey Bees and Beekeeping
- Unit 02: Development, Structure and Function
- Unit 03: Honey Bee Types, Nest and Colony Cycle

- Unit 04: Foraging and Reproduction at the Individual Level
- Unit 05: Colony Reproduction and Sex Determination
- Unit 06: Honey Bee Adaptation and Diversity: Subspecies, Strains and Hybrids
- Unit 07: Beekeeping: What's needed?
- Unit 08: Managing the Bees
- Unit 09: Honey Production and Pre-Winter Management
- Unit 10: Other Products and Benefits from Honey Bees
- Unit 11: Diseases and Parasites
- Unit 12: Pests and Pesticides

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: Introduction to Honey Bees and Beekeeping

Week 1 – Monday, January 5 to Sunday, January 11

Readings

- Textbook: pp. 5-7
- Course website: Unit 01 content

Activities

- Familiarize yourself with the course website and online learning by selecting **Help & Resources** 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.
- Complete the **Practice Test** using Respondus through the **Quizzes** tool.
- Introduce yourself to your classmates in the Class Introductions **Discussions** forum (closes Sunday, January 11 at 11:59 pm ET).
- Complete Self-Test 1 (found under the **Quizzes** tool).

Assessments

- **Discussion 1**

Opens: Thursday, January 5 at 12:01 am ET

Closes: Sunday, January 18 at 11:59 pm ET

Unit 02: Development, Structure and Functions of Honey Bees

Week 2 – Monday, January 12 to Sunday, January 18

Readings

- Textbook: pp. 11-18; 301-305
- Course website: Unit 02 content

Assessments

- **Discussion 1 continues** and closes Sunday, January 18 at 11:59 pm ET

Unit 03: Honey Bee Types, Nest and Colony Cycle

Week 3 – Monday, January 19 to Sunday, January 25

Readings

- Textbook: pp. 18-24; 26-39
- Course website: Unit 03 content

Activities

- Complete Self-Test 2 (found under the **Quizzes** tool).

Assessments

- **Discussion 2**

Opens: Monday, January 19 at 12:01 am ET

Closes: Sunday, February 1 at 11:59 pm ET

Unit 04: Foraging and Reproduction at the Individual Level

Week 4 – Monday, January 26 to Sunday, February 1

Readings

- Textbook: pp. 149-151; 183-184
- Course website: Unit 04 content

Assessments

- **Discussion 2 continues** and closes Sunday, February 1 at 11:59 pm ET

Unit 05: Colony Reproduction and Sex Determination

Week 5 – Monday, February 2 to Sunday, February 8

Readings

- Textbook: pp. 185-192
- Course website: Unit 05 content
- Ares: Guzman-Novoa, E. (2007). Elemental genetics and breeding for the honeybee, p..51

Activities

- Complete Self-Test 3 (found under the **Quizzes** tool).

Assessments

- **Discussion 3**
Opens: Monday, February 2 at 12:01 am ET
Closes: Friday, February 13 at 11:59 pm ET
- **Midterm #1** (includes all information up to and including Unit 04)
Opens: Thursday, February 5 at 9:00 am ET
Closes: Friday, February 6 at 9:00 am ET
- **Note:** You are strongly encouraged to complete the midterm during Course Link Support Help Desk hours in case of technical issues.

Unit 06: Honey Bee Adaptation and Diversity: Subspecies, Strains and Hybrids

Week 6 – Monday, February 9 to Friday, February 13

Note: This is a shortened learning week due to the Winter Break. Please note the due dates carefully.

Readings

- Textbook: pp. 7-11
- Course website: Unit 06 content (there are no notes in the course website, the exam will be based on the information in the Textbook and the scientific article listed below).
- Ares: Guzmán-Novoa, E., Benítez, A.C., Montaña, L.G.E. and Novoa, G.G., 2011. Colonization, impact and control of Africanized honeybees in Mexico. *Veterinaria México*, 42(2), pp.149-178.

Note: You can find the article in ARES, but you can also find it online using Web of Science or Google Scholar. It is an open access publication. You can download the pdf using the following link:

<http://veterinariamexico.unam.mx/index.php/vet/article/view/284/284>

Assessments

- **Discussion 3 continues** and closes Friday, February 13 at 11:59 pm ET
- Begin **Short Article Research Assignment**
Due: Sunday, March 8 by 11:59 pm ET

Winter Break – Monday, February 16 to Friday, February 20

Unit 07: Beekeeping: What's needed?

Week 7 – Monday, February 23 to Sunday, March 1

Readings

- Textbook: pp. 42-68; 278-279
- Course website: Unit 07 content

Activities

- Complete Self-Test 4 (found under the **Quizzes** tool).

Assessments

- **Discussion 4**
Opens: Monday, February 23 at 12:01 am ET
Closes: Sunday, March 8 at 11:59 pm ET
- Continue **Short Article Research Assignment**

Unit 08: Managing the Bees

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

Readings

- Textbook: pp. 74-87; 117-126; 3; 309-311
- Course website: Unit 08 content

Assessments

- **Discussion 4 continues** and closes Sunday, March 8 at 11:59 pm ET
- Submit **Short Article Research Assignment**
Due: Sunday, March 8 by 11:59 pm ET

Unit 09: Honey Production and Pre-Winter Management

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

Readings

- Textbook: pp. 131-136; 139-146; 204-215

- Course website: Unit 09 content

Activities

- Complete Self-Test 5 (found under the **Quizzes** tool).

Assessments

- **Midterm #2** (includes all information up to and including Unit 08)
Opens: Thursday, March 12 at 9:00 am ET
Closes: Friday, March 13 at 9:00 am ET
- **Discussion 5**
Opens: Monday, March 9 at 12:01 am ET
Closes: Sunday, March 22 at 11:59 pm ET

Unit 10: Other Products and Benefits from Bees

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

Readings

- Textbook: pp. 217-225; 113-114; 286-295
- Course website: Unit 10 content

Assessments

- **Discussion 5 continues** and closes Sunday, March 22 at 11:59 pm ET

Unit 11: Diseases and Parasites

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

Readings

- Textbook: pp. 238-264; 227-232
- Course website: Unit 11 content

Activities

- Complete Self-Test 6 (found under the **Quizzes** tool).

Unit 12: Pests and Pesticides

Week 12 – Monday, March 30 to Sunday, April 5

Readings

- Textbook: pp. 264-269; 272-273; 234-237
- Course website: Unit 12 content

Activities

- Review Units 01 through 12 in preparation for the final exam.
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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

Assessment Item	Weight
Discussions	20%
Midterm 1	15%
Midterm 2	15%
Written Assignment	15%
Final Exam	35%
Total	100%

Assessment Descriptions

Discussions

In this course, 5 discussion topics are scheduled 2 weeks apart. You will be contributing to the discussion within an assigned discussion group. Your participation in these discussions is intended to help you learn, reflect on and apply the course material in interaction with other course members. Postings will be evaluated by quantity and quality and should be created using your own words and not with artificial intelligence tools. At least 3 postings are expected per discussion. It is also expected that you spread your postings over the two-week period. Two or more postings on the last 24 hours of the discussions period will be penalized.

Midterms

Both midterm exams will be administered through the **Quizzes** tool (found in the Tools dropdown list in the course navbar). For each midterm you will have 60 minutes to

answer 50 multiple-choice questions. The marks will be available immediately after completing the exams.

Please note that this exam is **not** designed to be open-book and should not be treated as such. If you are searching through your books and notes for answers rather than thinking about the question in front of you, time is being wasted.

Written Assignment

The short research article assignment requires you to select and write a summary of a primary journal **research article** related to honey bees. **Review articles** are not allowed. The marks for the written assignment will be available within 3 weeks of the submission deadline, see Obtaining Grades and Feedback for more information.

Online Final Exam with Respondus Lockdown Browser (no Monitor/webcam)

This course requires the use of Respondus LockDown Browser to proctor your online final exam within CourseLink. Use of Lockdown Browser has been implemented to maintain the academic integrity of the final exam. You must [download and install LockDown Browser](#) to complete the practice test and final exam.

The final exam will be delivered online via the **Quizzes** tool. The exam is 2 hours in length and will be held on **TBA**.

To accommodate students who may be located in various time zones, the exam will be available beginning at **TBA** 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 at **9:00 AM**, you will have until **11:00 AM** to complete it. After **9:30 AM** 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 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 is set up properly and that you are comfortable using the software.

If you have any questions regarding the use of Respondus Lockdown Browser 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 the final exam location, while Open Learning program students must check [Exam Schedules By Semester](#).

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

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

<https://www.uoguelph.ca/registrar/enrolment-records/exams/#exam-schedules-by-semester>

Last Day to Drop Course

The final day to drop W26 courses without academic penalty is the last day of classes: April 6.

After this date, a mark will be recorded, whether course work is completed or not (a zero is assigned for missed tests/assignments). This mark will show on the student's transcript and will be calculated into their average.

Use of Artificial Intelligence

The use of artificial intelligence (AI) in this course must align with academic integrity principles. Students are expected to complete their work independently and showcase their problem-solving abilities. Undeclared and/or unauthorized use of AI tools to produce coursework is considered a form of academic misconduct. Any misuse of AI tools, including submitting AI-generated work, may be considered academic misconduct. For specific guidelines on acceptable AI use in your course, please check with your instructor.

Review the [University of Guelph's Statement on Artificial Intelligence Systems, ChatGPT, and Academic Integrity](#) for more information.

<https://news.uoguelph.ca/2023/03/university-of-guelph-statement-on-artificial-intelligence-systems-chatgpt-academic-integrity/>

Course Grading Policies

Extension Considerations

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 return marked materials to you in the shortest possible time.

Late Assignments

If you choose to submit your individual assignments to the **Dropbox** tool late, the full allocated mark will be reduced by 2% 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.

For late final exam submissions to the **Quizzes** tool, your attempt will be flagged as late, and you will be prevented from making further changes to your attempt once your time ends. Make sure you save all your responses to the exam questions. For details on how long you have to complete the quiz or exam, please see the instructions in **Assessments** on CourseLink. The **Quizzes** tool counts down your time in the upper-left hand corner. Please pay close attention to this countdown and save your answers frequently.

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.

Final grades will be available at the end of the semester. 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 [Student Portal](#) to view their final grade (using the same username and password you have been using for your courses).

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

<https://courses.scs.uoguelph.ca/portal/logon.do?method=load>

Submission of Assignments to Dropbox

The Short Article Research Assignment 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 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 on the Schedule. 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](#).

<https://support.courselink.uoguelph.ca/contact>

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.

<https://www.uoguelph.ca/continuing-studies/technical-requirements/>

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

Respondus LockDown Browser Requirements

Respondus LockDown Browser is a locked browser for taking exams 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).

In order to use Respondus LockDown Browser, your computer system must meet the following [system and software requirements](#).

If you have any questions about the system and software requirements, contact [CourseLink Support](#).

<https://www.uoguelph.ca/continuing-studies/technical-requirements/#Respondus-LockDown-Browser-and-Monitor>

<https://support.courselink.uoguelph.ca/contact>

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

Tel: 519-824-4120 ext. 56939

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

Walk-In Hours (Eastern Time):

Monday thru Friday: 8:30 a.m.–4:30 p.m.

Phone/Email Hours (Eastern Time):

Monday thru Friday: 8:30 a.m.–8:30 p.m.

Saturday: 10:00 a.m.–4:00 p.m.

Sunday: 12:00 p.m.–6:00 p.m.

Standard Statements for Online Courses

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

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.

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 the [Fair Dealing Policy](#).

<https://www.lib.uoguelph.ca/scholarship-publishing/copyright-university-guelph/>

Respondus Policy Violation Consequences

If your video is flagged, your instructor will review it. If this review indicates a suspected case of academic misconduct, your instructor will initiate the procedures for such cases and you may be subject to the penalties as outlined in the University's [Academic Misconduct Policy](#).

<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/academic-misconduct/>

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.

Standard Statements for Open Learning Program Students

As a student at the University of Guelph, it is important to understand your rights and responsibilities and the academic rules and regulations that you must abide by.

Open Learning program (OLp) students are required to follow the same Senate-approved academic regulations as University of Guelph undergraduate students. For information on academic misconduct, academic accessibility accommodations, academic accommodation of religious obligations, and withdrawal procedures, consult [Academic Policies and Procedures](#) and [Withdrawals, Refunds, and Transfers](#) on the School of Continuing Studies website. You may also contact the School of Continuing Studies' [Learner Success Advisor](#) for assistance.

<https://www.uoguelph.ca/continuing-studies/academic-policies/>

<https://www.uoguelph.ca/continuing-studies/withdrawals-refunds-transfers/>

scs-counsellor@uoguelph.ca

Standard Statements for Undergraduate Courses

As a student at 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 and associate diploma student**, consult the [Undergraduate Calendar](#) for the rules, regulations, curricula, programs and fees for current and previous academic years.

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/>

Academic Integrity

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

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

could be construed as an academic offence should consult with a faculty member or faculty advisor.

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

<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/academic-misconduct/>

Accessibility

University of Guelph Degree Students

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

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

Accommodations are available for both permanent and temporary disabilities. It should be noted that common illnesses such as a cold or the flu do not constitute a disability. Use of the SAS Exam Centre requires students to make a booking at least 10 days in advance, and no later than the first business day in November, March or July as appropriate for the semester. Similarly, new or changed accommodations for online quizzes, tests and exams must be approved at least a week ahead of time. For students at the Guelph campus, information can be found on the [SAS website](#).

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

Accommodation of Religious Obligations

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

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

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

Copies of Out-of-class Assignments

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

Drop Date

Courses that are one semester long must be dropped by the end of the last day of classes; two-semester courses must be dropped by the last day of classes in the

second semester. The regulations and procedures for [Dropping Courses](#) are available in the Undergraduate Calendar.

<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/dropping-courses/>

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.

Health and Wellbeing

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

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

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

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

Illness

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

Recording of Materials

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

Resources

The [Academic Calendars](#) are the source of information about the University of Guelph's procedures, policies and regulations which apply to undergraduate, graduate and diploma programs.

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

When You Cannot Meet a Course Requirement

When you find yourself unable to meet an in-course requirement because of illness or compassionate reasons please advise the course instructor (or designated person, such as a teaching assistant) in writing, with your name, id#, and e-mail contact. See the Undergraduate Calendar for information on regulations and procedures for [Academic Consideration](#).

<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/academic-consideration-appeals-petitions/>