# Outline for ENVS\*2210 DE W21

## Guidelines for Reviewing this Outline

As of Fall 2017, all online course offerings now include an Outline in PDF format that replaces the HTML Outline that was previously used in courses. This new Outline allows instructors and students to quickly access information in one document that can easily be downloaded, saved, and printed. The separate Schedule page in CourseLink no longer exists; all assessment due dates have been incorporated into the new Outline. Below are some guidelines to keep in mind when reviewing the Outline.

* The Outline has been customized to each course and includes information that was previously available to students in the CourseLink site. If any information is missing or needs to be updated, please use the [track changes feature in Word](https://support.office.com/en-us/article/Track-changes-in-Word-197ba630-0f5f-4a8e-9a77-3712475e806a) to mark your edits.
* The Outline is organized into nine sections which should not be rearranged, removed, or reformatted. If you have any questions or concerns about the organization or formatting of the Outline, please contact the Online Course Preparation team at onlinecourseprep@opened.uoguelph.ca.
* The Outline contains some information that is standard across online courses at the University of Guelph. The information in the following sections should only be modified if there is an error.
* **Course Details:** calendar description, pre-requisite(s), co-requisite(s), restriction(s), and method of delivery.
* **Course Technologies and Technical Support:** CourseLink requirements, accessibility and privacy policies for technologies used in the course, and contact information for CourseLink Support.
* **Course Specific Standard Statements:** acceptable use, netiquette expectations, submitting assignments to Dropbox, obtaining grades and feedback, and rights and responsibilities when learning online.
* The **University Standard Statements** are derived from the Undergraduate / Graduate Calendars and are incorporated as per the [AVPA’s Course Outline Checklist](http://www.uoguelph.ca/vpacademic/avpa/checklist/).
* There may be text in the Outline highlighted in yellow. This is information that the Online Course Preparation team has identified as missing or requiring confirmation. Please update the information accordingly.

Please review the Outline thoroughly and submit your approved version electronically with the [Winter 2021 DE Course Preparation Survey](https://uoguelph.eu.qualtrics.com/jfe/form/SV_26lB5HAjxd4c3Rj) by **the due date provided in the preparation email**. Information about your Graduate Teaching Assistants and the date and time of the final exam can be added to the Outline at a later date.

Once you submit the Outline, the Online Course Preparation team will convert it into an accessible PDF file and upload it to the course website. This cover page will not be included in the final version of the Outline that is posted to CourseLink.

# This is the University of Guelph logo

# ENVS\*2210 Apiculture and Honey Bee Biology

# Winter 2021

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 honeybee 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

**Method of Delivery:** Online

### Final Exam

**Date:** Tuesday, April 27

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

Please read the important information about exam timing in the **Assessment Description** section under **Final Exam** in this **Outline**.

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

## Instructional Support

### Instructor

Name: Nuria Morfin-Ramírez

**Email:** nmorfinr@uoguelph.ca
**Telephone:** 519-824-4120 Ext. 54372
**Office:** Bovey Building room 2122

### **Nuria Morfin** is a Researcher Associate at the Honey Bee Research Centre, School of Environmental Sciences, University of Guelph. She has been working with honey bees since 2006 as a beekeeper and as a researcher. Nuria got a DVM degree in 2008 and obtained M.Sc. degree in Animal Health and Production from the National University of Mexico in 2012. In 2018 she obtained her PhD in Environmental Sciences at the University of Guelph. Her current research focuses on the effect of stressors on humoral immunity, mechanisms of disease resistance, and the effect of insecticides on bee health and behaviour. Nuria also works as a Bee Inspector for the Ministry of Agriculture, Food and Rural Affairs. As an extensionist, she actively collaborates with the Technology Transfer Program, Ontario Beekeepers’ Association, as an instructor of courses related to Integrated Pest Management. She has participated in a number of national and international forums, contributing actively to apicultural research and industry. Her experience also includes management of Africanized bees and neotropical bees.Teaching Assistants

Name: Samantha Reynolds

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## Learning Resources

### Required Textbook

**Title:** Honey Bee Biology and Beekeeping

**Author(s):** Dewey M. Caron with Lawrence John Connor

**Edition / Year:** Revised Edition / 2013

**Publisher:** Wicwas Press

**ISBN:** 9781878075291

You may purchase the textbook at the [Guelph Campus Co-op Bookstore](https://bookstore.coop/) or the [University of Guelph Bookstore](http://www.bookstore.uoguelph.ca/). 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/>

### Optional Textbook

**Title:** Elemental Genetics and Breeding for the Honeybee

**Author(s):** Ernesto Guzman-Novoa

**Edition / Year:** 2007

**Publisher:** Ontario Beekeepers Association

**ISBN:** 978-0-9782166-1-0

You may purchase the textbook at the [Guelph Campus Co-op Bookstore](https://bookstore.coop/) or the [University of Guelph Bookstore](http://www.bookstore.uoguelph.ca/). 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](https://courselink.uoguelph.ca/) (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](https://www.lib.uoguelph.ca/find/course-reserves-ares/how-get-course-reserve-material%22%20/).

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.caLocation: McLaughlin Library, First Floor, University of Guelph

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

## Learning Outcomes

### Course Learning Outcomes

This course is designed to guide students to learn by themselves about bee biology and beekeeping. Using honeybees 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 fundaments and scientific basis of beekeeping;
2. List biological principles applicable to many organisms by using the honeybee as a study subject;
3. Describe the importance of honeybees as beneficial insects involved in food production and in ecosystem sustainability;
4. Explain management practices involved in keeping honeybees healthy and productive; and
5. Search, interpret, discuss and communicate in writing aspects of scientific literature relating to honeybee biology.

## Teaching and Learning Activities

### Course Structure

The course is divided into 12 units which are arranged in a logical manner 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: Races, 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 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 11 to Sunday, January 17**

**Readings**

* Textbook: pp. 9-17; 21-28
* Course website: Unit 01 content

**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.
* Introduce yourself to your classmates in the Class Introductions **Discussions** forum (closes Sunday, January 24 at 11:59 pm ET).
* Complete Self-Test 1 (found under the **Quizzes** tool).

**Unit 02: Development, Structure and Functions of Honey Bees**

**Week 2 - Monday, January 18 to Sunday, January 24**

**Readings**

* Textbook: pp. 54-57; 61-73
* Course website: Unit 02 content

**Assessments**

* **Discussion 1**
Opens: Monday, January 18 at 12:01 am ET
Closes: Sunday, January 24 at 11:59 pm ET

**Unit 03: Honey Bee Types, Nest and Colony Cycle**

**Week 3 – Monday, January 25 to Sunday, January 31**

**Readings**

* Textbook: pp. 49-53; 75-76; 78-82; 57-59; and 87-97 (in that order)
* Course website: Unit 03 content

**Activities**

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

**Assessments**

* **Discussion 2**
Opens: Monday, January 25 at 12:01 am ET
Closes: Sunday, February 7 at 11:59 pm ET

**Unit 04: Foraging and Reproduction at the Individual Level**

**Week 4 – Monday, February 1 to Sunday, February 7**

**Readings**

* Textbook: pp. 134-145; 115-117; and 127-131 (in that order)
* Course website: Unit 04 content

**Assessments**

* **Discussion 2**
Opens: Monday, January 25 at 12:01 am ET
Closes: Sunday, February 7 at 11:59 pm ET

**Unit 05: Colony Reproduction and Sex Determination**

**Week 5 – Monday, February 8 to Sunday, February 14**

**Readings**

* Textbook: pp. 119-126
* Course website: Unit 05 content
* Ares: Guzman-Novoa, E. (2007). Elemental genetics and breeding for the honeybee, 51 pp.

**Activities**

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

**Assessments**

* **Discussion 3**
Opens: Monday, February 8 at 12:01 am ET
Closes: Sunday, February 28 at 11:59 pm ET
* **Midterm #1** (includes all information up to and including Unit 04)
Opens: Thursday, February 11 at 9:00 am ET
Closes: Friday, February 12 at 9:00 am ET

*Winter Break: Monday, February 15 to Sunday, February 21*

**Unit 06: Honey Bee Adaptation and Diversity: Races, Strains and Hybrids**

**Week 6 – Monday, February 22 to Sunday, February 28**

**Readings**

* Textbook: pp. 28-35
* 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., Montaño, 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**
Opens: Monday, February 8 at 12:01 am ET
Closes: Sunday, February 28 at 11:59 pm ET
* Begin **Short Article Research Assignment**
Due: Sunday, March 14 by 11:59 pm ET

**Unit 07: Beekeeping: What's needed?**

**Week 7 – Monday, March 1 to Sunday, March 7**

**Readings**

* Textbook: pp. 159-176
* Course website: Unit 07 content

**Activities**

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

**Assessments**

* **Discussion 4**
Opens: Monday, March 1 at 12:01 am ET
Closes: Sunday, March 14 at 11:59 pm ET
* Continue **Short Article Research Assignment**
Due: Sunday, March 14 by 11:59 pm ET

**Unit 08: Managing the Bees**

**Week 8 – Monday, March 8 to Sunday, March 14**

**Readings**

* Textbook: pp. 189-196; 184-189; and 221-231, 235 (in that order)
* Course website: Unit 08 content

**Assessments**

* **Discussion 4**
Opens: Monday, March 1 at 12:01 am ET
Closes: Sunday, March 14 at 11:59 pm ET
* Submit **Short Article Research Assignment**
Due: Sunday, March 14 by 11:59 pm ET

**Unit 09: Honey Production and Pre-Winter Management**

**Week 9 – Monday, March 15 to Sunday, March 21**

**Readings**

* Textbook: pp. 237-251; 254-260; and 205-214 (in that order)
* 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 18 at 9:00 am ET
Closes: Friday, March 19 at 9:00 am ET
* **Discussion 5**
Opens: Monday, March 15 at 12:01 am ET
Closes: Sunday, March 28 at 11:59 pm ET

**Unit 10: Other Products and Benefits from Bees**

**Week 10 – Monday, March 22 to Sunday, March 28**

**Readings**

* Textbook: pp. 260-261; 263-266; and 289-299
* Course website: Unit 10 content

**Assessments**

* **Discussion 5**
Opens: Monday, March 15 at 12:01 am ET
Closes: Sunday, March 28 at 11:59 pm ET

**Unit 11:** **Diseases and Parasites**

**Week 11 – Monday, March 29 to Sunday, April 4**

**Readings**

* Textbook: pp. 331-345; 309-323 (in that order)
* Course website: Unit 11 content

**Activities**

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

**Unit 12: Pests and Pesticides**

**Week 12 – Monday, April 5 to Monday, April 12**

**Readings**

* Textbook: pp. 345-355
* Course website: Unit 12 content

**Activities**

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

## 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. The marks for the discussions 1, 2, and 3 (10/20 %) will be available by March 11, 2021; and the marks for the discussions 4 and 5 (10/20 %) will be available by April 9, 2021.

#### 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 honeybees. The marks for the written assignment will be available within 3 weeks of the submission deadline, see **Obtaining Grades and Feedback** for more information.

#### 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](http://www.respondus.com/lockdown/download.php?id=273932365) 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.

There will be 100 questions and you will have 2 hours to answer them.

The final exam will be delivered online via the **Quizzes** tool. The exam is 2 hours in length and will be held on **Tuesday, April 27**. To accommodate students who may be located in various time zones, the exam will be available beginning at **2:30 pm ET to 3:30 pm ET** 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 2:30 pm, you will have until 4:30 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 or 519-824-4120 ext. 56939.

University of Guelph degree and associate diploma students must check [WebAdvisor](https://webadvisor.uoguelph.ca/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=2188266810) for their examination schedule. Open Learning program students must check the [Open Learning Program Final Examination Schedule](http://opened.uoguelph.ca/student-resources/Open-Learning-Program-Final-Exam-Schedule.aspx) 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](https://opened.uoguelph.ca/student-resources/system-and-software-requirements%22%20/o%20%22This%20link%20will%20open%20in%20a%20new%20window%20in%20your%20web%20browser.). Use the [browser check](http://courselink.uoguelph.ca/d2l/tools/system_check/systemcheck.asp?ou=6605) tool to ensure your browser settings are compatible and up to date. (Results will be displayed in a new browser window).

<https://opened.uoguelph.ca/student-resources/system-and-software-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](https://support.opened.uoguelph.ca/contact). They will work with you to find alternative solutions or make alternative arrangements.

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

### Zoom System Requirements

This course uses **Zoom** as a video communication tool. 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:

1. An internet connection – broadband wired or wireless (3G or 4G/LTE)
2. Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
3. 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); 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 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](http://www.uoguelph.ca/cio/content/aup-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 to 72 hours.
* **Zoom:** If you have a complex question you would like to discuss with your instructor, you may book a Zoom meeting. **Zoom** 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.

### 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 you have any concerns about meeting system requirements, contact [CourseLink Support](https://support.opened.uoguelph.ca/contact). They will work with you to find alternative solutions or make alternative arrangements.

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

### Late Policy

If you choose to submit your individual assignments to the **Dropbox** after the due date, your mark will be penalized with 2% over the 15% that the assignment is worth per day.

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 3 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](https://webadvisor.uoguelph.ca/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=2526105680) (using your U of G central ID). Open Learning program students should log in to the [OpenEd Student Portal](https://courses.opened.uoguelph.ca/portal/logon.do?method=load) 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).

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](http://www.uoguelph.ca/registrar/calendars/undergraduate/current/) 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](http://opened.uoguelph.ca/en/students/open-learning-program-calendar.asp) 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](http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml) 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](http://opened.uoguelph.ca/en/students/open-learning-program-calendar.asp) 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](http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-drop.shtml).

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/en/students/open-learning-program-calendar.asp).

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

### Copies of Assignments

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

### Accessibility

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

#### University of Guelph Degree Students

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

For more information, contact Accessibility Services at 519-824-4120 ext. 56208, email Accessibility Services or visit the [Accessibility Services website](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](http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconduct.shtml) 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](https://news.uoguelph.ca/2019-novel-coronavirus-information/) 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.