



# ENVS\*3080 Soil and Water Conservation

Fall 2024

Section: DE 01

School of Environmental Science

Credit Weight: 0.50

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## Course Details

### Calendar Description

This course examines the processes leading to deterioration of soil and water quality, the impact of deterioration on use, and preventative or corrective measures: soil erosion by water and wind, soil compaction and salinization, drainage channel maintenance, sedimentation and nutrient enrichment of water, conservation programs and policies, and reclamation of severely disturbed soils and saline-sodic soils. Emphasis will be on concepts and solutions to problems in a systems approach.

**Pre-Requisite(s):** 1 of AGR\*2320, ENVS\*2060, SOIL\*2010

**Co-Requisite(s):** None

**Equate(s):** SOIL\*3080

**Restriction(s):** None

**Method of Delivery:** Distance Education (asynchronous online)

### Final Exam

**Date:** Thursday, December 5, 2024

**Time:** 8:30 am to 10:30 am ET

**Note:** 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

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# Instructional Support

## Instructor

**Adam Gillespie**

**Email:** [agilles@uouelph.ca](mailto:agilles@uouelph.ca)

**Phone:** 519-824-4120 x52075

**Office:** ALEX 225

My research focuses on soil organic matter and soil health. Soil organic matter is widely recognized as an integral part of sustainable agriculture, soil health and ecosystem resilience. It is critical for soil function, providing a source of nutrients, substrates and energy for the microbial population. My research program is one which examines land use and ecosystem influences on soil organic matter (SOM) dynamics and their relationship with soil fertility and carbon cycling in both the lab and field settings. I believe very strongly in the need to translate innovative research into practice. I am eager to take on graduate students and form a core, collaborative research team.

**Office Hours via Zoom or Microsoft Teams:** Please note that further details will be posted in the **Announcements**. See also **Communicating with Your Instructor**.

## Teaching Assistant(s)

**Name:** TBD

**Email:** TBD

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# Learning Resources

## Required Textbooks

**Title:** Principles of Soil Conservation and Management

**Author(s):** Humberto-Canqui Blanco and Rattan Lal

**Edition / Year:** 2008

**Publisher:** Springer

**Note:** The online version is available through the University of Guelph Library. You may also purchase a used print version at the [Guelph Campus Co-op Bookstore](https://bookstore.coop).

<https://bookstore.coop>

**Title:** Digging into Canadian Soils; an Introduction to Soil Science

**Editors:** Krzic, M., Walley, F.L., Diochon, A., Pare', M.C., Farrell, R.E.

**Edition / Year:** 2021

**Publisher:** PressBooks; Creative Commons Attribution-NonCommercial 4.0 International licence.

[Digging into Canadian Soils – Simple Book Publishing \(usask.ca\)](https://www.usask.ca/pressbooks/)

<https://openpress.usask.ca/soilscience/>

**Note:** This textbook is freely available online as an Open Educational Resource.

## 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. You are expected to 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/shared/login/login.html>

## 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@uoquelp.ca](mailto:libres2@uoquelp.ca)

Location: McLaughlin Library, First Floor, University of Guelph

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

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## Learning Outcomes

### Course Learning Outcomes

This course is designed to give the student a thorough knowledge of some key soil and water conservation issues and management approaches that provide for protection and/or restoration of these resources. It will focus particularly on soil degradation, as this is often the starting point for conserving and protecting water resources. For example, if a site is suffering from soil erosion, the sediment moved from that site can

end up in streams and lakes and cause sedimentation and other forms of water pollution.

Concern for soil and water conservation is not new. In Canada, the drought and associated soil degradation due to wind erosion of the 1930's led to the creation of the Prairie Farm Rehabilitation program and research into methods to manage soil erosion on the prairies. Concern for soil and water conservation has continued and expanded to other parts of Canada as well. It is also recognized that ancient civilizations such as those in Mesopotamia and the Mayans in South America probably collapsed due to soil degradation through poor soil management. This recognition of the importance of soil and water conservation has led to the development of a vast body of scientific knowledge and understanding of conservation issues and management approaches that will be the focus of this course.

The main types of soil degradation that occur in Canada are:

1. loss of soil through erosion,
2. physical deterioration through loss of organic matter and compaction, and
3. chemical changes through acidification and salinization.

These forms of degradation can occur naturally or be accelerated through human activities such as agriculture, forestry and mining. Agriculture and soil erosion is a key focus of this course, but you will also be introduced to some restoration and management approaches related to soil degradation through salinization and also through extreme disturbance such as occurs through surface mining.

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

1. Identify and describe the processes and factors that relate to the soil degradation topics studied;
2. Recognize the nature and range of management approaches in use today and the most appropriate situations for use;
3. Analyze field soil erosion conditions;
4. Recommend and suggest appropriate management options to protect from soil erosion; and
5. Recognize and mitigate soil salinization to restore extremely disturbed soil.

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## Teaching and Learning Activities

### Method of Learning

The course is divided into 10 units. For each unit, you will work through a set of guided readings from the textbook and other sources where appropriate. This will assist you in preparing notes, identifying key points and relationships and summarizing the required scientific and technical soil conservation knowledge for the course. Together, the text

and the reading assignments will lead you to an understanding of soil and water conservation.

You will gain practical experience in analyzing data, assessing existing situations and recommending appropriate conservation management plans through completion of a practical field case study and also through the use of conservation scenarios.

This course will make considerable use of the Universal Soil Loss Equation (USLE). Not only does it provide a convenient framework for studying the many factors that influence erosion, but it also can be used practically to develop conservation plans for agricultural situations.

## Course Structure

This course is organized into 10 units:

- Unit 01: Introduction
- Unit 02: Soil Health and Soil Conservation
- Unit 03: Erosion Processes
- Unit 04: Measuring and Modelling
- Unit 05: RUSLEFAC
- Unit 06: Land Management Strategies
- Unit 07: Engineered Strategies (water)
- Unit 08: Wind Erosion Control
- Unit 09: Degraded Soils and Restoration
- Unit 10: Restoration of Areas of Extreme Disturbance

## What to Expect for Each Unit

The following process should assist you as you work through the course units.

1. Read the Introduction and Outcomes for the current unit;
2. Use the Professor's guide to work through the unit readings and make notes as you progress (**Note:** The units are divided into Part 1, Part 2 etc. indicating the readings and guided questions that directly apply at that point. You should follow this flow of study material);
3. Each unit in the Professor's Guide is provided online. There is also a downloadable version in "rtf" format that you can use to insert notes electronically or print if you prefer a hard copy. Please note: the videos that are available in the online version of the Professor's Guide are not available in the downloadable version; and
4. Complete any assignments or quizzes.

## 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

#### Week 1 - Thursday, September 5 to Sunday, September 15

##### Readings

- Website: Unit 01 Content
- Reading
  - Textbooks
    - Principles of Soil Conservation and Management: Chapter 1 pages 1-19
  - Ares:
    - U.S. Department of Agriculture, Natural Resources Conservation Service. National soil survey handbook, title 430-VI. (Read Unit 01, No 1, pp. 618-693)
    - Wall, G.J., D.R. Coote, E.A. Pringle and I.J. Shelton (editors). 2002. RUSLEFAC — Revised Universal Soil Loss Equation for Application in Canada: A Handbook for Estimating Soil Loss from Water Erosion in Canada. [pages 5-7 for Canada] [RUSLEFAC Handbook]

##### 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.

### Unit 02: Soil Health and Soil Conservation

#### Week 2 – Monday, September 16 to Sunday, September 22

##### Readings

- Textbooks:
  - Digging into Canadian Soils; an Introduction to Soil Science:

- Chapter 2: Soil Genesis
  - Overview of soil forming processes
  - Human activity as a soil forming factor
- Chapter 4: Soil Physics
  - Soil separates and soil texture
  - Hydrological processes and the soil water balance
- Chapter 15: Soil Health and management
  - Defining soil health
  - Soil Health Management
- Ares:
  - Info sheets
    - Soil-Management  
OFA, Ag Canada and OMAFRA Best Management Practices
    - Soil Organic Matter  
Alberta Agriculture Food and Rural Development Alberta Agri Facts

### Activities

- Website: Unit 02 Content

### Assessments

- Begin work on **Assignment 1 RUSLEFAC**  
Due: Sunday, October 20 by 11:59 pm ET

## Unit 03: Erosion Process

### Week 3 – Monday, September 23 to Sunday, September 29 Readings

- Textbook:
  - Principles of Soil Conservation and Management: Pages 21-38, 41-48, and 55-65
- Ares:
  - Info sheets
    - Soil Erosion by Water  
OFA, Ag Canada and OMAFRA Best Management Practices
    - Soil Erosion by Tillage  
OFA, Ag Canada and OMAFRA Best Management Practices

- Wind Erosion  
OFA, Ag Canada and OMAFRA Best Management Practices

### Activities

- Website: Unit 03 Content

### Assessments

- Continue work on **Assignment 1 RUSLEFAC**

## Unit 04: Measuring and Modelling

### Week 4 – Monday, September 30 to Sunday, October 6 Readings

- Textbook:
  - Principles of Soil Conservation and Management: Pages 49-52, 81-93, 93-105
- Ares:
  - Digital commons @ University of Nebraska - Lincoln. Universal Soil Loss Equation: A Handbook for Nebraska Producers [EC88 116]  
Jones, A.J., Walters, D., Hance, W.G., et al
  - Renard, K. G.; Foster, G. R.; Weesies, G. A.; McCool, D. K.; Yoder, D. C. 1997. Predicting Soil Erosion by Water: A Guide to Conservation Planning with the Revised Universal Soil Loss Equation (RUSLE) [Read Chapter 1, Introduction and History pp. 1-18]

### Activities

- Website: Unit 04 Content

### Assessments

- **Quiz #1** (units 1-3)  
Opens: Thursday, October 3 at 12:01 am ET  
Closes: Friday, October 4 at 11:59 pm ET
- Continue working on **Assignment 1 RUSLEFAC**

## Unit 05: RUSLEFAC

### Week 5 – Monday, October 7 to Friday, October 11

**Note:** This is a shortened learning week because of Fall Study Break. Please review any due dates carefully.

### Readings

- Textbook:
  - Principles of Soil Conservation and Management: Page 88

### Activities



- Website: Unit 05 Content

### **Assessments**

- Continue working on **Assignment 1 RUSLEFAC**

## **Unit 06: Land Management Strategies**

### **Week 6 – Wednesday, October 16 to Sunday, October 20**

**Note:** This is a shortened learning week because of Fall Study Break. Please review any due dates carefully.

### **Readings**

- Textbook:
  - Principles of Soil Conservation and Management: Chapter 6 pages 137-162; Chapter 7 pages 167-192; Chapter 8 pages 195-221; Chapter 12 pages 322-323
- Ares:
  - Info sheets  
Note: The info sheets below are published by OFA, Ag Canada and OMAFRA Best Management Practices
    - Winter Cover Crops
    - Adding Organic Amendments
    - No Till for Soil Health
    - Perennial Systems
    - Residue Management
    - Rotation of Agronomic Crops
    - Strip Tillage in Ontario: The Basics

### **Activities**

- Website: Unit 06 Content

### **Assessments**

- Submit **Assignment 1 RUSLEFAC** to **Dropbox**  
Due: Sunday, October 20 by 11:59 pm ET
- Begin work on **Assignment 2 Remediation**  
Due: Sunday, November 24 by 11.59 pm ET

## Unit 07: Engineered Strategies (Water)

### Week 7 – Monday, October 21 to Sunday, October 27

#### Readings

- Textbook:
  - Principles of Soil Conservation and Management: Pages 223-240 and 245-246
  - Principles of Soil Conservation and Management: Chapter 11 pages 285-289; Chapter 10 pages 241-245; Pages 295-307, 24-26, 307-317
- Ares:
  - Info sheets
    - Grassed Waterways  
R. Stone, K. McKague, OMAFRA
    - Buffer Strips review  
OFA, Ag Canada and OMAFRA Best Management Practices

#### Activities

- Website: Unit 07 Content

#### Assessments

- Continue working on **Assignment 2 Remediation** (pick topic by October 28)

## Unit 08: Preventive Measures for Wind Erosion and Best Management Practices for Overall Erosion Control

### Week 8 – Monday, October 28 to Sunday, November 3

#### Readings

- Textbook:
  - Principles of Soil Conservation and Management: Pages 68-73
  - Controlling Soil Erosion on the Farm pages 1 to 36
- Ares:
  - Agricultural Water Management. Contribution of tile drains to basin discharge and nitrogen export in a headwater agricultural watershed. Williams, M.R., King, K.W., Fausey, N.R.
  - Info sheets
    - An introduction to wind erosion control  
Alberta Agriculture and Forestry

## Activities

- Website: Unit 08 Content

## Assessments

- **Quiz #2** (units 4-7)
- Opens: Thursday, **October 31** at 12:01 am ET  
Closes: Friday, November 1 at 11:59 pm ET
- Continue working on **Assignment 2 Remediation** (find sources)

## Unit 09: Restoration of Degraded Soils and Saline/Sodic Soils

### Week 9 – Monday, November 4 to Sunday, November 10 Readings

- Textbook:
  - Principles of Soil Conservation and Management: Pages 399-406, Chapter 15 pages 406-415
- Ares:
  - Info sheets
    - Dryland Saline Seeps: Types and Causes  
Alberta Agriculture Food and Rural Development Alberta Agri Facts
    - The Nature and Management of Salt-Affected Land In Saskatchewan  
Agriculture Knowledge Centre, Saskatchewan Agriculture
    - Management of Sodic Soils in Alberta  
Alberta Agriculture Food and Rural Development Alberta Agri Facts
    - Management of Solonetzic Soils  
Alberta Agriculture Food and Rural Development Alberta Agri Facts

## Activities

- Website: Unit 09 Content

## Assessments

- Continue working on **Assignment 2 Remediation**

## Unit 10: Restoration of Areas of Extreme Disturbance

### Weeks 10 & 11 – Monday, November 11 to Sunday, November 24

## Readings

- Required Textbook:
  - Principles of Soil Conservation and Management: Pages 415-422

- Digging into Canadian Soils; an Introduction to Soil Science: Chapter 16
- Ares:
  - Reclamation and Approvals Guidelines, 2007 Saskatchewan Strip Mined Coal Lands Effective October 1, 2007.  
Saskatchewan Environment EPB 343
  - Handbook of Western Reclamation Techniques.  
The Office of Technology Transfer Western Regional Coordinating Center  
Office of Surface Mining Reclamation and Enforcement. Government of Utah, USA

Note: Read in Hydrology chapter on how the techniques that we have discussed, such as sediment control basins, diversion structures, drop structures etc are used in mine land restoration.

- Solid Minerals Reclamation Handbook. 1992  
U.S. Department of The Interior Bureau of Land Management

Note: Read only the chapter on Soil and Vegetation, Chapter XII

### Activities

- Website: Unit 10 Content

### Assessments

- Submit **Assignment 2 Remediation** to **Dropbox**  
Due: Sunday, November 24 by 11:59 pm ET

## Review Week

### Week 12 – Monday, November 25 to Friday, November 29

#### Activities

- Review the content from the course in preparation for the final exam.

#### Assessments

- There are no assessments due this week.

## Assessments

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

**Table 1: Course Assessments**

<b>Assessment Item</b>	<b>Weight</b>
Online Quizzes (2) <ul style="list-style-type: none"><li>• Quiz 1 runs Thu/Fri Oct 5 – 6</li><li>• Quiz 2 runs Thu-Fri Nov 2 – 3</li></ul>	20%
Written Assignments <ul style="list-style-type: none"><li>• Assignment 1 RUSLEFAC (25%) Due: Sunday, October 22</li><li>• Assignment 2 Remediation (25%) Due: Sunday, November 26</li></ul>	50%
Final Exam <ul style="list-style-type: none"><li>• End of semester as scheduled</li></ul>	30%
<b>Total</b>	<b>100%</b>

## **Assessment Descriptions**

### **Online Quizzes**

There will be two (2) online quizzes that are designed to test your knowledge of basic facts that are covered in the units. You should do all of the readings in the units being quizzed and make summary notes before you begin the quiz. You will have to answer several multiple choice and/or short written response questions within the 90-minute time allotment.

### **Assignment 1 RUSLEFAC**

This project entails estimating the soil loss from two farm fields using RUSLEFAC (a soil-loss prediction model) and information derived from remote sensing tools. Then, you will make recommendations for alternative practices that will reduce the soil loss and/or keep it within tolerable limits.

The purpose of this project is to give you some practical experience using a soil loss prediction model. There are a number of components involved that will give some variety to your activities.

### **Assignment 2 Remediation**

This assignment will engage you individually to investigate a problem, cause and potential solutions of an environmental problem related to soil and water. There is a large range of possible areas, and you are welcome to choose from a list or develop

one of your own concerns. The problem should fall within a general topic area within the course content, however, a report is always improved by focusing further on a specific place, remediation practice or context.

## Final Exam

The exam will cover material presented throughout the entire course. It may consist of a mix of multiple choice, short answer, and long answer questions.

The final exam will be delivered via the **Quizzes** tool. The exam is 2 hours in length and will be held on **Thursday, December 5, 2024**.

To accommodate students who may be located in various time zones, the exam will be available beginning at **8:30 am** until **9:30 am** 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 **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.

If you encounter any technical issues during the final exam, please contact CourseLink Support at [courselink@uoguelph.ca](mailto:courselink@uoguelph.ca) or 519-824-4120 ext. 56939.

University of Guelph degree and associate diploma students as well as Open Learning program students must check [WebAdvisor](#) for their examination schedule.

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

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## 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).

<https://opened.uoguelph.ca/student-resources/system-and-software-requirements>

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

### Microsoft Teams Requirements

This course may use **Microsoft Teams** as a video communication tool. A Webcam, a microphone, and headphones/speakers may be needed. Review [System requirements for Teams for personal use \(microsoft.com\)](#) to ensure that your computer meets the technical requirements.

<https://support.microsoft.com/en-us/office/system-requirements-for-teams-for-personal-use-dae0234b-839c-4f85-ae75-d14ad2baa978>

## Zoom Requirements

This course may use **Zoom** as a video communication tool. A Webcam, headphones/speakers may be needed. Review the [Zoom information for students \(uoguelph\)](#) to ensure that your computer meets the technical requirements.

<https://support.opened.uoguelph.ca/students/courselink/tools/content/zoom>

## Technical Skills

As part of your online experience, you are expected to use a variety of technology as part of your learning:

- Manage files and folders on your computer (e.g., save, name, copy, backup, rename, delete, and check properties);
- Install software, security, and virus protection;
- Use office applications (e.g., Word, PowerPoint, Excel, or similar) to create documents;
- Be comfortable uploading and downloading saved files;
- Communicate using email (e.g., create, receive, reply, print, send, download, and open attachments);
- Navigate the CourseLink learning environment and use the essential tools, such as **Dropbox**, **Quizzes**, **Discussions**, and **Grades** (the instructions for this are given in your course);
- Access, navigate, and search the Internet using a web browser (e.g., Firefox, Chrome); and
- Perform online research using various search engines (e.g., Google) and library databases.

## Technical Support

If you need any assistance with the software tools or the CourseLink website, contact CourseLink Support.

### CourseLink Support

University of Guelph

Day Hall, Room 211

Email: [courselink@uoguelph.ca](mailto:courselink@uoguelph.ca)

Tel: 519-824-4120 ext. 56939

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

### Walk-In Hours (Eastern Time):

Monday thru Friday: 8:30 am–4:30 pm

### Phone/Email Hours (Eastern Time):

Monday thru Friday: 8:30 am–8:30 pm

Saturday: 10:00 am–4:00 pm  
Sunday: 12:00 pm–6:00 pm

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## 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 to 72 hours.
- **Online meeting:** If you have a complex question you would like to discuss with your instructor, you may book an online meeting. Online 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

All written assignments for this course 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.opened.uoguelph.ca/contact>

## Late Policy

If you choose to submit your individual assignments to the **Dropbox** tool late, the full allocated mark will be reduced by 5% per day after the deadline for the submission of the assignment to a limit of six days at which time access to the **Dropbox** folder will be closed.

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.

Extensions will be considered for medical reasons or other extenuating circumstances. If you require an extension, discuss this with the instructor as soon as possible and well before the due date. Barring exceptional circumstances, extensions will not be granted once the due date has passed. These rules are not designed to be arbitrary, nor are they inflexible. They are designed to keep you organized, to ensure that all students have the same amount of time to work on assignments, and to help to return marked materials to you in the shortest possible time.

## Obtaining Grades and Feedback

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

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

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

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

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

## Rights and Responsibilities When Learning Online

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

For more information on your rights and responsibilities when learning in the online environment, visit [Rights and Responsibilities](#).

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

## Turnitin Originality Check

In this course, your instructor will be using Turnitin, integrated with the CourseLink **Dropbox** tool, to detect possible plagiarism, unauthorized collaboration or copying as part of the ongoing efforts to maintain academic integrity at the University of Guelph.

All individual assignments submitted to the **Dropbox** tool will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site.

A major benefit of using Turnitin is that you will be able to educate and empower yourself in preventing academic misconduct. In this course, you may screen your own assignments through Turnitin as many times as you wish before the due date. You will be able to see and print reports that show you exactly where you have properly and improperly referenced the outside sources and materials in your assignment.

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## University Standard Statements

### University of Guelph: Undergraduate Policies

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

If you are a registered **University of Guelph Degree Student**, consult the [Undergraduate Calendar](#) for the rules, regulations, curricula, programs and fees for current and previous academic years.

If you are an **Open Learning Program Student**, consult the [Open Learning Program Calendar](#) for information about University of Guelph administrative policies, procedures and services.

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

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

### Email Communication

As per university regulations, all students are required to check their uoguelph.ca e-mail account regularly: e-mail is the official route of communication between the University and its students.

### When You Cannot Meet Course Requirements

When you find yourself unable to meet an in-course requirement due to illness or compassionate reasons, please advise your course instructor **in writing**, with your name, ID number and email contact.

## **University of Guelph Degree Students**

Consult the [Undergraduate Calendar](#) for information on regulations and procedures for Academic Consideration.

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

## **Open Learning Program Students**

Please refer to the [Open Learning Program Calendar](#) for information on regulations and procedures for requesting Academic Consideration.

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

## **Drop Date**

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

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

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

### **Open Learning Program Students**

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

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

## **Copies of Assignments**

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

## **Accessibility**

### **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 14 days in advance, and no later than November 1 (fall), March 1 (winter) or July 1 (summer).

Similarly, new or changed accommodations for online quizzes, tests and exams must be approved at least a week ahead of time.

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/).

<mailto:accessibility@uoguelph.ca>

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

## **Open Learning Program Students**

If you are an Open Learning program student who requires academic accommodation, please [contact the Open Learning program Counsellor](#). 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 Open Learning program Counsellor](#) 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.

[counsellor@OpenEd.uoguelph.ca](mailto:counsellor@OpenEd.uoguelph.ca)

## **Academic Misconduct**

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

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

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

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

## Copyright Notice

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

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

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

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

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

## Plagiarism Detection Software

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

## Recording of Materials

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

## 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).