



ENVS*3080 - Soil and Water Conservation

Fall 2026 Course Outline

Section: DE

Credits: 0.50

Land Acknowledgement: Guelph

The University of Guelph resides on the ancestral lands of the Attawandaron people and the treaty lands and territory of the Mississaugas of the Credit. We recognize the significance of the Dish with One Spoon Covenant to this land and offer respect to our Anishinaabe, Haudenosaunee and Métis neighbours. Today, this gathering place is home to many First Nations, Inuit, and Métis peoples and acknowledging them reminds us of our important connection to this land where we work and learn.

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.

Prerequisite(s): 1 of AGR*2320, ENVS*2060, SOIL*2010

Department(s): School of Environmental Sciences

Course Description

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Instructor Information

Ardavan Kamali

Email: akamali@uoguelph.ca

Additional Support

Please contact me by email if you have questions about the course content, readings, or assessments.

Online office hours are available by appointment. Please email me to arrange a suitable time. Any additional details will be posted in the CourseLink Announcements.

Please also refer to the "Communicating with Your Instructor" section for guidance on course communication.

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

Method of Delivery

This course is a fully interactive online course and requires disciplined time management. To successfully complete this course, it is essential that you begin work as of the first week of the course and participate regularly throughout the semester. You will be required to access the course website frequently (at least three times per week). Your ability to participate online regularly is critical to your success in this course.



Course Learning Outcomes

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
5. Recognize and mitigate soil salinization to restore extremely disturbed soil

Open Text Field

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Textbooks

Group	Title	Author	ISBN
Required	Principles of Soil Conservation and Management	Humberto-Canqui Blanco and Rattan Lal	9786611792008 and Online
Required	Digging into Canadian Soils; an Introduction to Soil Science	Krzic, M., Walley, F.L., Diochon, A., Pare', M.C., Farrell, R.E.	Online

Learning Resources

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 (<https://courselink.uoguelph.ca/shared/login/login.html>) (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

See below

Campus Resources

If you are concerned about any aspect of your academic program: Make an appointment with a Program Counsellor (<https://www.uoguelph.ca/uai/programcounsellors>) in your degree program. If you are struggling to succeed academically: There are numerous academic resources offered by the Learning Commons (<https://www.lib.uoguelph.ca/using-library/spaces/learning-commons>) including, Supported Learning Groups for a variety of courses, workshops related to time management, taking multiple choice exams, and general study skills.

Cost of Textbooks and Learning Resources

Textbook / Learning Resource	Required / Recommended	Cost
Principles of Soil Conservation and Management	Required	Online in Library
Digging into Canadian Soils; an Introduction to Soil Science	Required	https://openpress.usask.ca/soilscience/

Library Course Reserve (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/>).

If at any point during the course you have difficulty accessing reserve materials, please contact the e-Learning Operations and Reserve Services staff at:

Tel: 519-824-4120 ext. 53621 | Email: libres2@uoguelph.ca | Location: McLaughlin Library, First Floor, University of Guelph

Course Fit Within Program/Curriculum

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

Co-Requisite(s): None

Equate(s): SOIL*3080

Restriction(s): None

Teaching and Learning Activities

Method of Learning

This course uses online course content, assigned readings, articles, videos, self-assessment activities, and applied learning tasks. These learning activities will help students to:

- Explain the key processes affecting soil erosion, water movement, and the conservation of soil and water resources;
- Identify and assess soil and water conservation problems in agricultural and other managed landscapes;
- Apply course concepts to analyze practical soil and water management situations;
- Evaluate appropriate conservation practices for different environmental and land-use conditions; and
- Develop independent, evidence-based approaches to soil and water conservation.

In this course, the instructor's role is to guide students through the course material, clarify key concepts, respond to questions, and provide feedback on assessments. Weekly announcements will highlight important topics, activities, and deadlines. Students are expected to complete the assigned readings and learning activities and to seek clarification when needed.

Course Structure

The course is structured progressively. The earlier units introduce fundamental concepts related to soil health, soil conservation, and erosion processes. Subsequent units build on this foundation by examining erosion measurement and modelling, soil and water conservation strategies, and the restoration of degraded and severely disturbed lands.

- 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

Each unit begins with an introduction and learning outcomes to help you identify the main topics and expectations for the unit.

The following process will help you work through each course unit:

1. Read the introduction and learning outcomes for the current unit.
2. Use the Professor's Guide to work through the unit readings and make notes as you progress. The units are divided into parts, such as Part 1 and Part 2, to indicate where the assigned readings and guided questions apply. You should follow the material in the order presented.
3. Unit content is available online in CourseLink. Supplementary Professor's Guide PDFs are available for some units to support reading and note-taking. These guides are not submitted for grading. Please refer to the online unit content for videos and current reading instructions. Complete all required assignments and quizzes by their stated deadlines.

Course 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. Additional content is outlined within CourseLink for each unit.

Unit 01: Introduction

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

Readings

- Website: Unit 01 Content
- Textbook: 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 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. (*optional based on the tools the course uses*)

Assessments

No marked assessment this week

Unit 02: Soil Health and Soil Conservation

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

Readings

- Website: Unit 02 Content
- Textbook: 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 25, 2026 by 11:59 pm ET

Unit 03: Erosion Process

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

Readings

- Textbook: Principles of Soil Conservation and Management: Pages 21–38, 41–48, 55–65, and 109–133.
- 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

Activities

- Website: Unit 03 Content

Assessments

- Continue work on Assignment 1 RUSLEFAC

Unit 04: Measuring and Modelling

Week 4 – Monday, October 5 to Sunday, October 9

Note: This is a shortened learning week due to the Fall Study break. Please note the due dates carefully.

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 8 at 12:01 am ET
 - Closes: Friday, October 9 at 11:59 pm ET
- Continue working on **Assignment 1 RUSLEFAC**

Unit 05: RUSLEFAC

Week 5 – Wednesday, October 14 to Sunday, October 18

Note: This is a shortened learning week due to the Fall Study Break. Please note the 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 – Monday, October 19 to Sunday, October 25

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 25, 2026 by 11:59 pm ET
- Begin work on Assignment 2 Remediation Due: Sunday, November 29, 2026 by 11:59 pm ET

Unit 07: Engineered Strategies (Water)

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

Readings

- Textbook: Principles of Soil Conservation and Management: Pages 223-240 and 245-246
- Textbook: 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

Activities

- Unit 07 Content

Assessments

- Continue working on **Assignment 2 Remediation** (pick topic by Tuesday, November 3)

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

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

Readings

- Textbook: Principles of Soil Conservation and Management: Pages 68-73
- ARES
 - Controlling Soil Erosion on the Farm pages 1 to 36
 - 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, November 5 at 12:01 am ET
 - Closes: Friday, November 6 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 9 to Sunday, November 15

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 Solonchic Soils. Alberta Agriculture Food and Rural Development Alberta Agri Facts Activities

Activities

- Unit 09 Content

Assessments

- Continue working on **Assignment 2 Remediation**

Unit 10: Restoration of Areas of Extreme Disturbance

Week 10 & 11 – Monday, November 16 to Sunday, November 29

Readings

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

Activities

- Unit 10 Content

Assessments

- Submit **Assignment 2 Remediation to Dropbox** Due: Sunday, November 29, 2026 by 11:59 pm ET

Unit 11: Review Week

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

Activities

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

Assessments

- There are no assessments due this week

Assessment Breakdown

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.

Description	Weighting (%)	Due Date
Online Quiz 1	10%	Week 4
Assignment 1 RUSLEFAC	25%	Week 6
Online Quiz 2	10%	Week 8
Assignment 2 Remediation	25%	Week 11
Final Exam	30%	TBD

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 online via the **Quizzes** tool. The exam is 2 hours in length.

To accommodate students who may be located in various time zones, the exam will be available for one hour from the start time of your scheduled exam, 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.

University of Guelph degree and associate diploma students must check WebAdvisor (<https://www.uoguelph.ca/webadvisor>) for the final exam location. Open Learning program students will be provided with the final exam schedule from their instructor via the **Announcements**, or may contact their instructor during the term.

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

Last Day to Drop Course

The final day to drop Fall 2026 courses without academic penalty is the last day of classes: December 04

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

Course Grading Policies

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 (<https://support.courselink.uoguelph.ca/contact>) Support.

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.

Final grades will be available at the end of the semester. Students can access their final grade by logging into WebAdvisor (<https://www.uoguelph.ca/webadvisor>) (using your U of G central ID).

Open Learning program students should log in to the Student Portal (<https://courses.scs.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).

Technology Requirements and Technical Support

CourseLink System Requirements

You are responsible for ensuring that your computer system meets the necessary system requirements. (<https://www.uoguelph.ca/continuing-studies/technical-requirements/>) Use the browser check (<https://courselink.uoguelph.ca/d2l/systemCheck>) tool to ensure your browser settings are compatible and up to date. (Results will be displayed in a new browser window)

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, your computer system must meet the following system and software requirements (<https://www.uoguelph.ca/continuing-studies/technical-requirements/>).

If you have any concerns about meeting system requirements, contact CourseLink Support (<https://support.courselink.uoguelph.ca/contact>).

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).

If you have any concerns about meeting system requirements, contact CourseLink Support (<https://support.courselink.uoguelph.ca/contact>).

Video Assignments is a tool that facilitates the creation and use of student-created videos in course activities and assessments. You are responsible for ensuring that your computer system meets the necessary system requirements. You will need to have a microphone and a webcam to record audio and video.

Virtual Classroom is a video conferencing tool used to facilitate synchronous virtual meetings. You are responsible for ensuring that your computer system meets the necessary system requirements. You will need to have a microphone, headset or speakers, and a webcam to participate fully in Virtual Classroom sessions.

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

System 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

Microsoft Teams System Requirements

This course may use **Microsoft Teams** 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 Microsoft Teams, 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;

Supported mobile platforms: Android 4.4 or later and iOS 10.0 or later.

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, 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 instructors for this are given in your course);
- Access, navigate, and search the internet using a web browser (e.g., Chrome, Firefox, Microsoft Edge, Safari, etc.);
- 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
Johnson Hall, Room 064
Email: courselink@uoguelph.ca
Tel: 519-824-4120 ext. 56939
Toll-Free (CAN/USA): 1-866-275-1478

Walk-In Hours (Eastern Time):

Monday to Friday: 8:30 am - 4:30 pm

Phone/Email Hours (Eastern Time):

Monday to Friday: 8:30 am - 8:30 pm
Saturday: 10:00 am - 4:00 pm
Sunday: 12:00 pm - 6:00 pm

Standard Statements for Online Courses

Acceptable Use

The University of Guelph has an Acceptable Use Policy (<https://ithelp.uoguelph.ca/policy/acceptable-use-policy>), which you are expected to adhere to.

Communicating with Your Instructor

During the course, your instructor will interact with you on various course matters in 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 the 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 generally 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.

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/>)

Copyright Notice

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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 (<https://www.uoguelph.ca/continuing-studies/academic-policies/>) and Withdrawals, Refunds, and Transfers (<https://www.uoguelph.ca/continuing-studies/withdrawals-refunds-transfers/>) on the School of Continuing Studies website. You may also contact the School of Continuing Studies' Learner Success Advisor (scs-counsellor@uoguelph.ca) for assistance.

Standard Statements for Undergraduate Courses

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 (<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/academic-misconduct/>) is outlined in the Undergraduate Calendar.

Accessibility

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 business days in advance, and no later than November 1 (fall), March 1 (winter) or July 1 (summer). For students at the Guelph campus, information can be found on the SAS website. (<https://www.uoguelph.ca/sas>)



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

Students will have until the last day of classes to drop courses without academic penalty. The deadline to drop two-semester courses will be the last day of classes in the second semester. This applies to all undergraduate students except for Doctor of Veterinary Medicine and Associate Diploma in Veterinary Technology (conventional and alternative delivery) students. The regulations and procedures for course registration are available in the Undergraduate Calendar - Dropping Courses (<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 wellbeing services at the Vaccarino Centre for Student Wellness (<https://wellness.uoguelph.ca/>). If you are concerned about your mental health and not sure where to start, connect with a Student Wellness Navigator (<https://wellness.uoguelph.ca/navigators>) who can help develop a plan to manage and support your mental health or check out our mental wellbeing resources (<https://wellness.uoguelph.ca/shine-this-year>). The Student Wellness team are here to help and welcome the opportunity to connect with you.

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 (<http://www.uoguelph.ca/registrar/calendars/?index>) are the source of information about the University of Guelph's procedures, policies and regulations which apply to undergraduate, graduate and diploma programs.

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/>)