



# ANSC\*3120 Introduction to Animal Nutrition

Fall 2023

Section(s): 01

Department of Animal Biosciences

Credit Weight: 0.50

Version 1.00 - August 31, 2023

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## 1 Course Details

### 1.1 Calendar Description

This course applies the principles of nutrition to the development of diets and feeding programs for the various species of animals of agricultural importance.

**Co-Requisites:**

NUTR\*3210

**Restrictions:**

Registration in BSC(Agr) or BSC.ABIO.

### 1.2 Course Description

Introduction to Animal Nutrition (ANSC 3120) covers the principles of farm animal nutrition, examining the factors influencing a given farm animal species' nutrient requirements based on age and stage of production. The 5 major nutrient classifications will be reviewed. The various feedstuff classifications for formulating farm animal diets will be examined including their nutrient content, presence of antiquality components, and influence of form of feedstuff depending on the farm animal species being fed. Students will be introduced to diet (ration) formulation and will complete assignments covering the principles of diet (ration) formulation. Each student will be involved in a monogastric feeding trial(chick or piglet) where they will be actively involved in feeding animals, collecting data, and then completing a report on their findings.

### 1.3 Timetable

LEC Mon, Wed, Fri 9:30 AM - 10:20 AM Thornbrough (THRN), Room 1200

ANSC\*3120\*0101 (9015), LAB Mon 2:30 PM - 4:20 PM, ANNU 102

ANSC\*3120\*0102 (9016), LAB Tues 9:30 AM - 11:20 AM, ANNU 102

ANSC\*3120\*0103 (9017), LAB Wed 2:30 PM - 4:20 PM, ANNU 102

ANSC\*3120\*0104 (9018), LAB Thurs 9:30 AM - 11:20 AM, ANNU 102

ANSC\*3120\*0105 (9019), LAB Tues 2:30 PM - 4:20 PM, ANNU 102

**COVID-19 Disclaimer:** please be aware that the information on course delivery, accessibility and examinations presented in this outline were developed based on current University guidelines. However, due to the continuously evolving situation and resulting changes in public health recommendations, the format and delivery of this course may be revised with limited notice.

## 1.4 Final Exam

Final Examination Date and Time: Friday December 8th, 8:30 - 10:30am

Online

Weight: 30%

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## 2 Instructional Support

### 2.1 Instructional Support Team

<b>Instructor:</b>	Dominique Bureau
<b>Email:</b>	dbureau@uoguelph.ca
<b>Telephone:</b>	+1-519-241-5533
<b>Office:</b>	ANNU 136
<b>Office Hours:</b>	Office hours: Mondays 12:30 to 2 PM in front of ANNU 136. Students are encouraged to contact me by email to set up an in person or virtual (preferred) appointment. Please use CourseLink to ask questions that the whole class would benefit from. I try to answer e-mails within 24 hours after they are received.

<b>Lab Co-ordinator:</b>	Heather Bailey
<b>Email:</b>	hbailey@uoguelph.ca
<b>Telephone:</b>	+1-519-824-4120 x58367
<b>Office:</b>	ANNU 256

### 2.2 Teaching Assistants

<b>Teaching Assistant (GTA):</b>	Jesus Mauricio Pisco
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<b>Email:</b>	jmaurici@uoguelph.ca
<b>Teaching Assistant (GTA):</b>	Junyu Zhang
<b>Email:</b>	jzhang48@uoguelph.ca
<b>Teaching Assistant (GTA):</b>	Kayleigh Klein
<b>Email:</b>	kklein01@uoguelph.ca
<b>Teaching Assistant (GTA):</b>	Robert Fera
<b>Email:</b>	rfera@uoguelph.ca
<b>Teaching Assistant (GTA):</b>	Sophia Jantzi
<b>Email:</b>	sjantzi@uoguelph.ca

## 2.3 Netiquette

## 2.4 Netiquette

**Netiquette in online education; the following 10 points have been adapted from the University of Texas at El Paso at : <https://www.utep.edu/extendeduniversity/utepconnect/blog/october-2017/10-rules-of-netiquette-for-students.html> along with materials presented from the Ontario Agricultural College**

- 1. Make sure identification is clear in all communications.** Begin with a salutation (“Hi, Jason!”) and end with your signature (“Hannah Kay, Criminology 101”).
- 2. Review what you wrote and try to interpret it objectively.** When we speak face to face and are misunderstood, we have an on-the-spot opportunity to rephrase our words. In writing, we must strive twice as hard to be understood, as we do not have the benefit of modifying or elaborating in real time. All caps (“I’M SHOUTING”) and exclamation points (“Give me a break!!!”) can be misinterpreted as intense anger or humor without the appropriate context.
- 3. If you wouldn’t say it face to face, don’t say it online.** When you’re working online, you’re safe behind a screen, but that’s no excuse to be ill-mannered or say things you would never say in public. **This includes a) Using offensive language, b) posting inflammatory messages about your instructor or fellow students, or threatening or harassing a student, instructor, or teaching assistant (TA).**
- 4. Don’t assume everyone understands where you’re coming from.** Sarcasm and wit is often the spice of in-person conversation, but in online discussion, it can not only lose its edge, it can bite! In your high school classroom, all students were the same age, came from similar backgrounds and lived in the same area. In contrast, your online classroom is made up of people of all ages and cultures who have varied backgrounds, lifestyles and geographic locations. With this in mind, review what you wrote before

contributing to the conversation and ask yourself, “Will *everyone* get the joke?”

5. **Don't spam.** Please don't take advantage of your connection with the other students in your online classroom to forward emails and links regarding your political/spiritual beliefs or to sell your services.
6. **Use emoticons.** In casual chatroom settings, emoticons can help convey feelings that may otherwise get lost in translation, including humor, exasperation, exhaustion and even confusion.
7. **Respect others' privacy and rights.** Don't give out another student's personal email address without permission. Do not discriminate against fellow students, instructors, and/or TAs.
8. **Remember, if it's on the internet, it's everywhere.** Don't share personal information about yourself in a public online forum, especially something that could put your safety or security at risk. Do not share your username and password
9. **Forgive and forget.** If you're offended by something another student says online, keep in mind that you may have misunderstood their intentions. Give them the benefit of the doubt.
10. **Follow the rules.** Just as your online college posts guidelines related to academic integrity and student expectations, online forums also have rules of conduct. Make a point to read them every time, as they can vary from class to class.

**Do not:**

- Adapt information from the Internet without using proper citations or references;
- Buy or sell term papers or assignments;
- Post or sell course materials to course notes websites;
- Have someone else complete your exam or complete an exam for/with another student;
- State false claims about lost quiz answers or other assignment submissions;
- Use the course website to promote profit-driven products or services;
- Attempt to compromise the security or functionality of the learning management system

## 2.5 Accessing Lectures and Labs

This course will be offered in a face-to-face format with lectures in Thornbrough Room 1200 and labs in ANNU 102. We will attempt to broadcast and record all lectures using Zoom. Check your system requirements to ensure you will be able to participate. <https://opened.uoguelph.ca/student-resources/system-and-software-requirements>.

Labs are slated as 2 hour lab sessions in a face-to-face format. There are lab group activities which will require you to work as a lab group for various activities, such as gathering information on specific feed ingredient, feeding animals and data collection. Your lab groups to get together on an individual group basis to discuss completing one of the 2 animal project report assignments that are group graded and completing a feed ingredient profile. This will involve lab groups communicating during each student's assigned lab section and outside of class. Proper Netiquette should be followed always for this class.

## 2.6 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 attempt to respond to your email within 24 hours.
  - **Video Call:** If you have a complex question you would like to discuss with your instructor, you may book a video meeting on Teams (or alternate platform being used by your instructor). Video meetings depend on the availability and are booked on a first come first served basis.
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## 3 Learning Resources

### 3.1 Recommended Resources

#### Recommended Texts (Textbook)

The following text is available on CourseLink which you may want to refer to if a concept(s) is(are) not clear:

Animal Nutrition Seventh Edition McDonald et al

#### Additional Costs (Equipment)

Costs for printing out lecture outline notes, lab assignments, etc.

### 3.2 Additional Resources

#### Other Resources (Other)

This course will use Zoom for lectures and labs. Check your system requirements to ensure you will be able to participate. <https://opened.uoguelph.ca/student-resources/system-and-software-requirements>.

**CourseLink** will be used to distribute 1) distribute lecture outline notes, 2) answer questions from students that will be beneficial to the entire class, 3) provide a source of lab information and group animal project data when available, 4) provide a source of lab handouts when a student has lost the handout that was distributed in the lab (this includes animal project assignments and feed formulation exercises), 5) as a source of the course and laboratory outlines, and 6) other information related to exams, assignments, etc. For all lectures, lecture outline notes will be made available not later than the night before the lecture. The purpose of the lecture outlines is to provide the student with the main topics of interest, major points, and discussion topics for a given lecture. The course material is entirely digital and students will have to print off their own copies of course materials if they need or want to do so.

**CourseLink** (powered by D2L's Brightspace), is the the University of Guelph's online learning management system (LMS). By using this service, you agree to comply with the University of Guelph's Access and Privacy Guidelines. Please visit the D2L website to review the Brightspace privacy statement and Brightspace Learning Environment web accessibility standards.

<http://www.uoguelph.ca/web/privacy/> <https://www.d2l.com/legal/privacy/>  
<https://www.d2l.com/accessibility/standards/>

## **Technical Support**

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

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

Tel: 519-824-4120 ext. 56939 Toll-Free (CAN/USA): 1-866-275-1478

### **Support 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

### **CourseLink System Requirements**

You are responsible for ensuring that your computer system meets the necessary system requirements. Use the browser check tool to ensure your browser settings are compatible and up to date. (Results will be displayed in a new browser window).

<http://spaces.uoguelph.ca/ed/system-requirements/>  
<https://courselink.uoguelph.ca/d2l/systemCheck>

## 4 Learning Outcomes

### 4.1 Course Learning Outcomes

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

1. Introduce the principles of farm animal nutrition and identification of feed ingredients.
2. Introduce species and stage of production differences in nutritional requirements.
3. Introduce ration or diet formulation for farm animals.
4. Work together as a team to collect data and present findings.
5. Exercise critical thinking.
6. Integrate knowledge of diverse agricultural animal disciplines and sectors to identify local and global problems and to design solutions for animal production systems, the agricultural animal industry and society at large.
7. Acquire and develop relevant, practical, and theoretical skills based on the needs of the agricultural animal industry to support future employment and / or continued studies (e.g. graduate studies, veterinary medicine and care, professional certification).
8. Critically evaluate and accurately explain scientific information for problem solving and applications in animal production.
9. Demonstrate advanced, contemporary and relevant knowledge in animal nutrition, physiology, welfare, genetics and biotechnology.
10. Apply scientific methods and processes by formulating questions, designing investigations and generating, analyzing and interpreting data to draw conclusions and make evidence based decisions relevant to animal agriculture.
11. Critically evaluate ideas and arguments by gathering and integrating relevant information, assessing its credibility, and synthesizing evidence to formulate a position.
12. Accurately and effectively communicate ideas, arguments and analyses, to a range of audiences, in graphic, oral and written form.
13. Collaborate effectively as part of a team by demonstrating mutual respect, leadership, and an ability to set goals and manage tasks and timelines.
14. Plan for professional growth and personal development within and beyond the undergraduate program.
15. Acquire and develop relevant practical and theoretical skills to support continued studies (e.g. graduate studies, veterinary medicine, etc.) and/or potential employment (e.g. veterinary care, animal industry, zoological institutions, etc.).
16. Generate and interpret scientific data using quantitative, qualitative and analytical methodologies and techniques.
17. Interpret current scientific concepts and gaps in knowledge (and methods) in light of the historical development of a chosen discipline.
18. Demonstrate knowledge encompassing genetics, nutrition, physiology and behavior and their interactions on the health and welfare of domesticated, companion and wildlife



animal species.

19. Apply contemporary research methods, skills and techniques to conduct independent inquiry in a chosen scientific discipline.

20. Apply knowledge of nutrient metabolism to improve animal wellness and productivity.

## 5 Teaching and Learning Activities

### 5.1 Lecture

#### Topics:

Lecture Content

Tentative. Topics and schedule subject to changes

<b>Date</b> <b>dd/mm/yyyy</b>	<b>Lecture</b> <b>Number</b>	<b>Format</b>	<b>Topics</b>
08/09/2023	1	In person/ Hybrid	Introduction to Course and Laboratory Sessions Introduction to Animal Nutrition: Why and What we Feed
11/09/2023	2	In person/ Hybrid	Animals? - Part 1 Introduction to Animal Nutrition: Why and What we Feed
13/09/2023	3	In person/ Hybrid	Animals? - Part 2
15/09/2023	4	Remote	Review of Feed Resources - Part 1
18/09/2023	5	In person/ Hybrid	Review of Feed Resources - Part 2
20/09/2023	6	In person/ Hybrid	Review of Feed Resources - Part 3
21/09/2023	7	Remote	The Chemical Components of Foods and Feeds - Part 1
25/09/2023	8	In person/ Hybrid	The Chemical Components of Foods and Feeds - Part 2
27/09/2023	9	In person/ Hybrid	The Chemical Components of Foods and Feeds - Part 3
29/09/2023	10	Remote	Approaches to Characterizing the Composition of Ingredients Feeds - Part 1
02/10/2023	11	In person/ Hybrid	Approaches to Characterizing the Composition of Ingredients Feeds - Part 2 Understanding the Animals: Digestive Systems and Digestion - Part 1
04/10/2023	12	In person/ Hybrid	Understanding the Animals: Digestive Systems and Digestion - Part 2
06/10/2023	13	Remote	Understanding the Animals: Digestive Systems and Digestion - Part 2
09/10/2023		No Lecture	
10/10/2023		No Lecture	

			Understanding the Animals: Energy Metabolism and Requirements - Part 1
11/10/2023	14	In person/ Hybrid	
13/10/2023	15	Remote	Understanding the Animals: Energy Metabolism and Requirements - Part 2
16/10/2023	16	In person/ Hybrid	Understanding the Animals: Nutrient Utilization and Requirements - Part 1
18/10/2023	17	In person/ Hybrid	Understanding the Animals: Nutrient Utilization and Requirements - Part 2
20/10/2023	18	Remote	Understanding the Animals: Nutrient Utilization and Requirements - Part 3
23/10/2023	19	In person/ Hybrid	Principles of Feed Formulation and Manufacturing - Part 1
25/10/2023	20	Remote	Principles of Feed Formulation and Manufacturing - Part 2
27/10/2023	21	In Person/Hybrid	Principles of Feed Formulation and Manufacturing - Part 3
30/10/2023	22	In person/ Hybrid	Feeding Management: Monogastric
1/11/2023	23	In person/ Hybrid	Feeding Management: Ruminants
3/11/2023	24	Remote	Nutrition and Health
6/11/2023	25	In person/ Hybrid	Species Nutrition and Feeding Overview: Poultry
8/11/2023	26	In person/ Hybrid	Species Nutrition and Feeding Overview: Poultry
10/11/2023	27	In person/Hybrid	Species Nutrition and Feeding Overview: Swine
13/11/2023	28	In person/ Hybrid	Species Nutrition and Feeding Overview: Swine
15/11/2023	29	In person/ Hybrid	Species Nutrition and Feeding Overview: Dairy Cattle
17/11/2023	30	In Person/Hybrid	Species Nutrition and Feeding Overview: Dairy Cattle
20/11/2023	31	Remote	Species Nutrition and Feeding Overview: Beef Cattle
22/11/2023	32	Remote	Species Nutrition and Feeding Overview: Small Ruminants
24/11/2023	33	Remote	Species Nutrition and Feeding Overview: Equine
28/11/2022	34	Remote	Species Nutrition and Feeding Overview: Exotic Species
30/11/2022	35	Remote	Species Nutrition and Feeding Overview: Canine
01/12/2022	36	Remote	Species Nutrition and Feeding Overview: Feline

## 5.2 Lab

### Topics:

### Labs

The laboratory portion of ANSC 3120 includes five different laboratory activities: 1) Nutrition calculations (individual submission of an assignment) 2) feed ingredients characterization (group submission of an ingredient profile), 3) Monogastric animal feed formulation (individual submission of an assignment), 4) a monogastric animal feed trial

(group report submission) and 5) a ruminant animal ration balancing exercise (individual student submission)

### 5.3 Pandemic Guidelines for Lectures/Labs

Please note that pandemic restrictions in place at the time of each lecture / lab must be followed by everyone according to the guidelines provided by the University and the local public health unit. The pandemic is a community problem and we all need to actively participate in a community solution. Restrictions may include but not be limited to a vaccination requirement, proper use of appropriate PPE, hand sanitation, social distancing and other measures. Failure to comply with restrictions that are in place at the time of the lecture / lab could result in the immediate cancelation of that lecture / lab. Students would still be responsible for learning the material that was to be covered in that lecture / lab regardless of the cancelation.

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## 6 Assessments

### 6.1 Marking Schemes & Distributions

Name	Scheme A (%)
Lab Quizzes	5
Feed Ingredient Profile	10
Animal Project Report	15
Course Quizzes	20
Monogastric Feed Formulation	10
Ruminant Feed Formulation	10
Final	30
Total	100

### 6.2 Assessment Details

#### Lab Quizzes (5%)

**Learning Outcome:** 1, 4, 5, 8, 10, 11, 12, 13, 16, 17, 18

There will be 5 lab quizzes that will ask students questions on the forthcoming labs. The quizzes are scheduled at the start of the first lab devoted to each lab activities/projects. Students will be required to read lab assignments before their scheduled lab to have basic understanding on the principles for the upcoming lab and the data that is being collected, and how the lab will be conducted.

The open book quizzes will be offered on-line and will be 10 minutes in duration. Each quiz will be worth 1% of the final mark for the course. The quiz may require use of a calculator.

Quizzes start the week of September 12th for all lab sections.

**Course Quiz 1 (10%)**

**Date:** Fri, Sep 29 - Tue, Oct 3, 11:59 AM

**Learning Outcome:** 1, 2, 3, 5, 6, 7, 9, 15, 17, 18

Questions will include multiple choice and a short answer questions. The quiz will cover lecture material from the start of the semester until the end of the Friday lecture on September 29, 2023. A calculator may be required. The quiz will be accessed on-line and will require the student to use Respondus with the lockdown browser or similar technology that the U of G may have available.

**Course Quiz 2 (10%)**

**Date:** Fri, Oct 20 - Tue, Oct 24, 11:59 PM

**Learning Outcome:** 1, 2, 3, 5, 6, 7, 9, 15, 17, 18

Questions will include multiple choice and a short answer questions. The quiz will cover lecture material from the start of the semester until the end of the Friday lecture on October 20, 2022. A calculator may be required. The quiz will be accessed on-line and will require the student to use Respondus with the lockdown browser or similar technology that the U of G may have available.

**Feed Formulation Assignments (20%)**

**Due:** Lab section dependent

**Learning Outcome:** 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 15, 16, 18

The monogastric feed formulation and the ruminant ration balancing are each worth 10% of the final mark for the course. All students are required to complete these two (2) feed formulation assignments on an individual student basis.

**Feed Ingredient Profile (10%)**

**Date:** Lab section dependent

**Learning Outcome:** 1, 4, 5, 6, 7, 8, 10

Each lab group will develop a feed ingredient profile in the prescribed format. The profile will be worth 10% of the final mark.

**Animal Project Report (15%)**

**Due:** Sat, Dec 2, 11:59 PM

**Learning Outcome:** 1, 4, 5, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20

All students will be involved in writing up an animal project report which will either be an evaluation of swine or chick growth performance trial. The animal projects are group efforts from data and diet calculations to submission of a final report with the exception that each student must complete a thorough peer evaluation for all members in his/her group.

**Final (30%)**

**Date:** Fri, Dec 8, 2:30 PM - 10:30 AM, Online

**Learning Outcome:** 1, 2, 3, 5, 6, 7, 9, 15, 17, 18

The final exam will cover: 1) lecture material not covered on the quizzes, 2) all principles of feed formulation and feedstuffs that are covered in the lab and 3) the animal projects. A calculator may be required for the midterm and final examination.

**6.3 Additional Notes**

Each lab group will hand in a feed ingredient profile and animal project report for marking. Each lab group will be responsible for feeding animals and ensuring their well being, data collection, and compiling and tabulating data for the animal project.

**6.4 Technical Skills Required for the Student**

As part of your learning experience, you are expected to use a variety of technologies for assignments, lectures, teamwork, and meetings. In order to be successful in this course you will need to have the following technical skills:

- 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.

**Contact your course instructor if you need support with any of the above except Installation of software, security, and virus protection.**

**7 Course Statements**

## 7.1 Grading Policies

Examples of exam questions:

1) Multiple choice question:

Which of the following is (are) gluconeogenic volatile fatty acids?

- a) Butyrate
- b) Acetate
- c) Methane
- d) Acetate and butyrate
- e) None of the above

2) Short answer question: Name a gluconeogenic volatile fatty acid.

3) SHORT ESSAY QUESTION: What components are determined when you run a proximate analysis of feedstuffs based on the techniques developed in the 1800's. Discuss the limitations of each technique regarding the nutritional information that is provided. (5 to 7 sentences may be required to answer this question).

4) LONG ESSAY QUESTION: Outline the fate of ingested nitrogen in the ruminant. Include protein nitrogen, nonprotein nitrogen, and heat damaged protein in your discussion (this question may require up to a full page of writing to complete the answer).

We reserve the right to change the format of the exam for students who miss the scheduled evaluation.

Late submission for assignments and projects will have marks deducted:

**Drop Box will be used to hand in all lab assignments.**

### Dropbox Submissions

Designated assignments should be submitted electronically via the online **Dropbox** tool. **For all group assignments, make sure there is a cover page listing the names fo all group members and the lab section.** 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., OneDrive), 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.

<http://spaces.uoguelph.ca/ed/contact-us/>

### **Late Policy for assignments using Drop Box for submission**

If you choose to submit 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. Late Graded Homework Assignments will NOT be graded if they are submitted after the solutions have been posted to CourseLink.

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.

## **7.2 Group Work**

All students will be involved in 2 group projects, including a project during which feeding animals and ensuring their well being, data collection, and compiling and tabulating data. These are group efforts from information gathering to submission of a final report with the exception that each student must complete a thorough peer evaluation for all members in his/her group.

For both assignments, each lab group will submit group lab reports. Failure to submit a proper peer evaluation will result in a 2.5-mark deduction from the animal project report mark.

# **8 University Statements**

## **8.1 Email Communication**

As per university regulations, all students are required to check their e-mail account regularly:

e-mail is the official route of communication between the University and its students.

## 8.2 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. The grounds for Academic Consideration are detailed in the Undergraduate and Graduate Calendars.

Undergraduate Calendar - Academic Consideration and Appeals

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

Graduate Calendar - Grounds for Academic Consideration

<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/index.shtml>

Associate Diploma Calendar - Academic Consideration, Appeals and Petitions

<https://www.uoguelph.ca/registrar/calendars/diploma/current/index.shtml>

## 8.3 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 students (undergraduate, graduate and diploma) 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 their respective Academic Calendars.

Undergraduate Calendar - Dropping Courses

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

Graduate Calendar - Registration Changes

<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/genreg-reg-regchg.shtml>

Associate Diploma Calendar - Dropping Courses

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

## 8.4 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.

## 8.5 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 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 Guelph students, information can be found on the SAS website  
<https://www.uoguelph.ca/sas>

For Ridgetown students, information can be found on the Ridgetown SAS website  
<https://www.ridgetownc.com/services/accessibilityservices.cfm>

## 8.6 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 encourages academic integrity. 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.

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

Graduate Calendar - Academic Misconduct  
<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/index.shtml>

## 8.7 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.

## 8.8 Resources

The Academic Calendars are the source of information about the University of Guelph's procedures, policies, and regulations that apply to undergraduate, graduate, and diploma programs.

Academic Calendars  
<https://www.uoguelph.ca/academics/calendars>

## 8.9 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).

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