

AGR*1110 - Introduction to the Agri-Food Systems

Fall 2023 Course Outline

Section: 01

Credits: 1.00

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 introductory course provides an overview of Canadian and global agri-food systems. Students will be introduced to many different facets of agriculture, including primary production (conventional and organic) of commodity, mid-value and high-value crops, and livestock. Students will explore the agri-food system by tracing consumer end-products back to primary production. Modern, industrial agri-food systems as well as subsistence farming will be discussed. The course incorporates an experiential learning component in which students will explore a new agri-food opportunity for Ontario by designing and assessing the value chain.

Restriction(s): AGR*1100. AGR*1250. Restricted to students in BAH.FARE, BSC(AGR), Minor in Agriculture

Department(s): Department of Plant Agriculture, Department of Animal Biosciences

Course Description

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Lecture Schedule

MonWedFri 1:30pm-2:20pm in RICH*2520 (9/7 to 12/15)

Lab / Seminar Sections

1. Tutorial sections (seminars) will be conducted with a teaching assistant in small groups in person in Room 121A Crop Science.
2. The first tutorial sections will begin during the week of September 11 with your teaching assistant.
3. Tutorial/Independent Study Sections (Room 121A Crop Science)

Section #	Day	Time
101	Tuesday	8:30am - 11:20am
102	Thursday	8:30am - 11:20am
103	Wednesday	8:30am - 11:20am
104	Friday	8:30am - 11:20am
105	Monday	8:30am - 11:20am

Instructor Information

Elizabeth Lee, PhD
FACULTY Instructor
Email: lizlee@uoguelph.ca
Office: Crop Science 220
Fall 2023 Office Hours:
TBA
Office Phone: 1-519-824-4120 x53360
Please use email instead of calling my office.

Andrew Robinson, PhD
FACULTY Instructor
Email: andyr@uoguelph.ca
Office: 122 Animal Science
Fall 2023 Office Hours:
TBA
Office Phone: 1-519-824-4120 x53679
Please use email instead of calling my office

Roshan Pudasaini
Lecturer
Email: rpudasai@uoguelph.ca
Fall 2023 Office Hours:
TBA

Communicating with Instructors and Teaching Assistants

During the course, your Instructor will interact with you on various course matters using the following ways of communication:

First 5 minutes of each Class (Instructor): This time will be allocated to ask the Instructor questions.

First and last 5-15 minutes of each online Tutorial Section (T.A.): This time will be allocated to ask your Teaching Assistant questions.

Announcements: The Instructors 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.

Scheduled Online Office Hours: Each Instructor and Teaching Assistant will be online for 1-2 hours each week at a scheduled time on Zoom for video chats. Please wait online to be admitted.

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. **Please put AGR1110 in the header of any emails to the Instructors or Teaching Assistants, as they are teaching multiple courses.** The instructor will attempt to respond to your email within 2 business days. This may be followed up by a meeting or private Zoom call if needed. Please see below for additional notes about sending emails to the Instructors.

Emailing Instructors and Teaching Assistants

For assignment related questions, please email your Teaching Assistant first. For midterm/final exam questions, please email the Professor responsible for that particular test **more than 24 hours prior** to the midterm/final.

Email is used as an important source of updates about this course. All official email from the instructor will be sent to your University email account (@uoguelph.ca). It is expected that you are checking this email account on a frequent basis. University policy prevents instructors from replying to a non-U of G email about anything to do with this course. The instructors for this course are involved with other courses as well, just as you are. If you email a course instructor and would like a timely response, please keep in mind that over 1,000 other students may also be emailing the instructors about this course and other courses – it can be a lot of email in a day. In order to facilitate an answer to your email, please consider the following guidelines:

- correspond with the instructor using your official University email only (@uoguelph.ca), emails from other addresses could be screened as spam
- if the answer to your email query can be found in the course outline or other material posted on the AGR-1110 CourseLink site, you might not receive a reply
- include the course code (AGR-1110) in the subject along with a few relevant key words indicating what your message is about
- include your full name and student number in the email signature

Please allow 24 to 48 hours for a response to your query. Keep in mind that even before you complete your university degree, you will be corresponding with people who may become your employer. Practicing professional email communications right from the start is a good habit to get into.

Learning Resources

Required Resources

There is no textbook for this course. PDFs of required readings will be posted on CourseLink (<https://courselink.uoguelph.ca/shared/login/login.html>), in addition to all lecture podcasts, Slido, lecture notes, instructional course materials and grades.

Library Resources

As a student, you have access to the University of Guelph's library collection, including both physical and electronic materials. For information on checking out or couriering physical library items, accessing electronic journals and returning items to the library, visit the library's website (<https://www.lib.uoguelph.ca/>). If you are studying off campus and would like to access the library's electronic resources, use the Off Campus Login (<https://www.lib.uoguelph.ca/campus-login/>) and login using your Single Sign On credentials or using your last name and library barcode.

Campus Resources

If you are concerned about any aspect of your academic program: Make an appointment with a Program Counsellor (<https://www.uoguelph.ca/uaic/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.

Course Learning Outcomes

1. Have an awareness of the complexity and breadth of the Canadian agri-food system
2. Have an understanding of basic statistical analysis of a large data set and graphic representation of data
3. Have further developed your written communication skills through one-on-one interaction with a teaching assistant
4. Have gained experience in visual and oral presentations
5. Have gained an introduction to the contrasts of subsistence versus commercial agri-food systems
6. Have gained critical analysis and problem-solving skills to help tackle real-world problems in the agri-food system

Schedule of Topics and Assignments

Day:	Date:	Topic	Activities	Due:
Fri	9/8	First Lecture Introductions, Course Overview, Facebook Group for OAC 2026, Assignments, Academic Misconduct, Course Logistics	None	
Mon	9/11	University of Guelph's Food System Guest Lecture: Mark Kenney and Samantha Casey Week 1 Tutorial / Seminar (p. 5)	None	
Wed	9/13	Instructor: Lee The following 10 lectures are divided into 3 broad topic areas. To see the order in which content will be covered in each broad topic go to "Lecture Topics for Sept. 13 - Oct. 4" section. Topic 1: Issues in the News		

Fri	9/15	Instructor: Lee Topic 1: Issues in the News	
Mon	9/18	Instructor: Lee Topic 1: Issues in the News Week 2 Tutorial / Seminar (p. 6)	
Wed	9/20	Instructor: Lee Topic 2: Crop Production 101	
Fri	9/22	Instructor: Lee Topic 2: Crop Production 101	
Mon	9/25	Instructor: Lee Topic 2: Crop Production 101 Week 3 Tutorial / Seminar (p. 6)	
Wed	9/27	Instructor: Lee Topic 2: Crop Production 101	
Fri	9/29	Instructor: Lee Topic 3: The Agri-Food System	
Mon	10/2	Instructor: Lee Topic 3: The Agri-Food System Week 4 Tutorial / Seminar (p. 6)	Food Journal (p. 8) - Statistical Analysis
Wed	10/4	Instructor: Lee Topic 3: The Agri-Food System	
Fri	10/6	Instructor: Lee Topic 3: The Agri-Food System	Midterm - Whole Class (p. 9) Midterm 1 is conducted during class time.
Mon	10/9	Holiday (No class)	
Wed	10/11	Instructor: Robinson Topics: Animal Agriculture Overview Week 5 Tutorial / Seminar (p. 6)	
Fri	10/13	Instructor: Robinson Topics: Dairy	Food Journal (p. 8) - Graphing Analysis
Mon	10/16	Instructor: Robinson Topics: Eggs Week 6 Tutorial / Seminar (p. 6)	
Wed	10/18	Instructor: Robinson Topics: Poultry	
Fri	10/20	Instructor: Robinson Topics: Swine	
Mon	10/23	Instructor: Robinson Topics: Beef Week 7 Tutorial / Seminar (p. 6)	
Wed	10/25	Instructor: Robinson Topics: Aquaculture	
Fri	10/27	Instructor: Robinson Topics: Other animals	
Mon	10/30	Instructor: Robinson Topics: Feedstuffs Week 8 Tutorial / Seminar (p. 6)	
Wed	11/1	Instructor: Robinson Topics: Integrating systems	
Fri	11/3	Instructor: Robinson Topics: Feeding 9 Billion - The Role of Animals	
Mon	11/6	Instructor: Robinson Week 9 Tutorial / Seminar (p. 6)	Midterm - Whole Class (p. 9) Midterm 2 is conducted during class time.

Wed	11/8	Instructor: Pudasaini Topics: Introduction to subsistence farming and Africa	Readings: Online course notes: Raizada (2017) pages assigned in class
Fri	11/10	Instructor: Pudasaini Topics: Smallholder women farmer challenges	
Mon	11/13	Instructor: Pudasaini Topics: Choice of crops and livestock on smallholder farms Week 10 Tutorial / Seminar (p. 6)	
Wed	11/15	Instructor: Pudasaini Topics: Land preparation, seed preparation, planting, water challenges and solutions on smallholder farms	
Fri	11/17	Instructor: Pudasaini Topics: Soil erosion and fertility on smallholder farms	
Mon	11/20	Instructor: Pudasaini Harvesting, seed drying, post-harvest storage on smallholder farms Week 11 Tutorial / Seminar (p. 6)	
Wed	11/22	Instructor: Pudasaini Topics: Challenges of cooking on smallholder farms and opportunities for income generation from high value crops	
Fri	11/24	Instructor: Pudasaini Topics: Markets, sales, trade, subsidies affecting smallholder farms	
Mon	11/27	Instructor: Pudasaini Topics: Seasonal crop failure, animals as food security, other household expenses on smallholder farms Week 12 Tutorial / Seminar (p. 6)	
Wed	11/29	Instructor: Pudasaini Topics: How Westerners can help smallholder farmers, local smallholder farmer entrepreneurs and lifting smallholders out of poverty and hunger	
Fri	12/1	Instructor: Pudasaini Topic: Subsistence farming themes, choosing your career, exam prep	

Lab / Seminar Schedule

Week 1 Tutorial / Seminar

First Tutorial Meeting: go to your assigned seminar section time.

Assign:

- Independent Study Project
- 2 page interim report
- Individual student topics assigned

Week 2 Tutorial / Seminar

In seminar Food Journal entry into Excel

Group Discussion: Peer and TA tips on **Independent Study** project (e.g. useful resources, subtopics, etc.)

Week 3 Tutorial / Seminar

Excel Tutorial

Graphing Tutorial

Stats tutorial

Work on Assign: Numeracy Statistical and Graphing Analysis of Food Journal Entry 1

Week 4 Tutorial / Seminar

Introduce Assignment: Describe a Food Group Presentation

Assignment Due: Numeracy Statistical and Graphing Analysis of Food Journal Entry 1 (based on your seminar day and time)

Week 5 Tutorial / Seminar

NO TUTORIALS / SEMINARS SCHEDULED

Week 6 Tutorial / Seminar

TA: Common problems in writing; and general tips for improvement

Discussion: On Independent Study Essay + PowerPoint/YouTube presentations

Tutorial section: Group work on Describe a Food and coordinate final presentation.

Week 7 Tutorial / Seminar

Describe a Food Group Presentations (Week 1 groups)

Week 8 Tutorial / Seminar

Describe a Food Group Presentations (Week 2 groups)

Week 9 Tutorial / Seminar

Final tips and questions/answers on Independent Study Essay + PowerPoint/YouTube Presentations

Week 10 Tutorial / Seminar

No tutorials/seminars section (TA available by appointment)

Week 11 Tutorial / Seminar

Due: INDEPENDENT STUDY PowerPoint Presentations + Peer Questioners (week1 groups)

Discussion: INDEPENDENT STUDY Essay Revision Instructions

Week 12 Tutorial / Seminar

Due: INDEPENDENT STUDY PowerPoint Presentations + Peer Questioners (week 2 groups)

Lecture Topics for Sept.13-Oct.4

This is a series of 10 lectures that have been divided into 3 broad topic areas: Issues in the News, Crop Production 101, and The Agri-Food System. Within each of these broad areas are topics that we will be covering through interactive lectures. There will be 10 lectures in total, roughly 3 lectures per broad topic area. The topics and the order in which they will be covered in the lectures are listed below.

1. Issues in the News

- World population
- Bottom billion
- Food insecurity/Food loss & waste

- The food dollar
- GMOs
- Globalization
- Trade issues – dairy & feathers
- Nutrient pollution
- Sustainability Metrics

2. Crop Production 101

- Plant nutrient concepts
- Soils
- Pests
- Climate
- Canola
- Wheat
- Asparagus
- Cocoa
- Coffee

3. The Agri-food System

- The history of agriculture
- Modern agriculture
- The agri-food system
- Overview of Canadian agriculture
- Agri-food systems in wealthy nations
- Production systems
- Household spending on food

Assessment Breakdown

Description	Weighting (%)	Due Date
Food Journal - Statistical Analysis	12%	Week of Oct. 4
Midterm 1 - Lee (online during class time)	30%	Oct. 6
Food Journal - Graphing Analysis	8%	Oct. 13 (all sections)
Describe a Food Group Presentation	10%	Weeks of Oct. 23 & 30
Midterm 2 - Robinson (online during class time)	30%	Nov. 6
Independent Study	80% total	see below for breakdown
Made up of	5%	week of Sept 17
- List of 3 export ideas	10%	week of Oct 15
- Interim 2 page report	10%	weeks of Nov 5 and 12
- Presentation media	5%	weeks of Nov 5 and 12
- Peer assessment	40%	Nov 24
- Final essay	10%	Dec 1
- Website media		
Final Exam - Pudasaini	30%	See "Final Exam" section below
Total	200%	

Assessment Details

Food Journal

Statistical Analysis & Graphing of Journal Entry

20%

This assignment is overseen by: **Professor Lee**

Week 1 - Food journal entry: 5-day (120 hour) food journal. Starting with breakfast and ending with an evening meal on the 5th day. Please fill in the Excel sheet provided to record what you ate and when. Summarize the food groups you ate from as indicated.

Numeracy Lab Assignment 1 (Statistical Analysis of Journal Entry) (Worth 10/200%)

Numeracy Lab Assignment 2 (Graphing of Journal Entry) (Worth 6/100%)

Presentation

Describe a Food Group

10%

This assignment is overseen by: **Professor Robinson**

Each student will be placed in a group (5-6 students) and create a 25-30 minute PowerPoint presentation on their assigned topic. All group members must participate in the presentation for a minimum of 5 minutes. Another group will be assigned to ask a minimum of 5 questions following the presentation. Questions from the assigned groups must be prepared in advance and emailed to your TA one day before the presentation. This will require some background research on the other group's topic. Each group is to have a minimum of 5 questions prepared. A failure to submit questions will result in a 10% reduction in your group's presentation mark. The remaining question time following the initial 5 questions will be used to answer questions from the audience.

Marks: The assignment is worth a total of 10% of your final grade. The assignment will be graded out of 100 based on the following:

Content of the report (60%)

Oral presentation skills (40%)

Plan and practice your presentation as a group. Within a group, all the presentations must be stitched together such that only one PowerPoint is presented. Remember to have an introductory slide with the Food, all components, and your names beside the components being presented (more details provided later). Keep in mind that while presenting to a group, nerves tend to make people speed up so figure out your pace per slide so you don't shorten your talk from 25-30 minutes down to 15! For every minute shorter than the required minimum of 25 minutes, groups will lose 10% of their mark.

Due Date: Presentations will take place in tutorial/seminar section during two weeks as indicated in the Seminar Calendar. The schedule will be set via e-mail once groups are assigned and registered in CourseLink.

Assignment Description

Each group will be assigned a food commonly eaten by University of Guelph students. Your first task within the group is to break the food (e.g. Subway Meatball Sub) into components (e.g. wheat, hamburger, cheese ...). Then, assign each of the major 5-6 components to each of the 5-6 students within your group. **Water is not considered an ingredient for the purposes of this assignment.** Each student should then put together a 4-5 min presentation that addresses the following questions concerning that food component (see below), but feel free to go beyond this. Finally, for each group, stitch together all 5- 6 presentations such that only one PowerPoint is presented. Remember to have an introductory slide listing the food, all components, and your names beside the components being presented. You also need to give a brief history of the food or the company associated with the food. This can be part of the introduction.

Suggested Questions – note these are suggestions, if you find an interesting direction to take your food component then by all means feel free to deviate from this list.

- What is the domestication origin of the food component? (e.g. corn is from Southern Mexico)
- Where is the food component primarily grown?
- Where is the food component primarily processed?
- Describe the inputs required to grow/make/process the food component.
- Describe the history of the food component.
- What are the average miles traveled so that the food component arrived in Guelph?
- Are there any ethical issues associated with the food component? (e.g. poor prices for coffee bean farmers?)

Midterm

Midterm 1 & 2

30% each

Midterms 1 & 2 (worth 30% each / 200) will be given online via Respondus Lockdown Browser, but is subject to change. Respondus Lockdown browser only works on Windows and MacOS. The only compatible tablet is an iPad. Google Chrome and Linux are not compatible. Students need to install Lockdown Browser on their machines. If there is a connectivity problem during an exam/midterm, please contact the CoursLink Help Desk ASAP who will reconnect you during the exam.

Students with special needs may receive special accommodation (e.g. more time to write an exam) by contacting Student Accessibility Services (<https://wellness.uoguelph.ca/accessibility/>) at the start of the semester. To help ensure you have the best learning experience possible, please review the list of system and software requirements.

Independent Study

Export Assignment

80%

"Export Ideas to Build Canadian Agri-food Innovation" (Worth 80/200% of final grade; see CourseLink for details)

This assignment is overseen by: **Prof. Robinson**

Each student will develop an export idea for trade with the U.S. to develop an aspect of Canadian agriculture - a crop, a harvesting innovation, a processing innovation etc. Details of each interim deliverable assessment will be provided in seminar and on CourseLink.

Final Exam

Date: Dec 8

Time: Fri 8:30am-10:30am

Location: TBA *Please see Web Advisor closer to the date of scheduled final for location.*

To understand rules and regulations regarding Examinations students are encouraged to read Student's Responsibilities (<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/examinations/>)

If the student is unable to meet the final exam requirements due to medical, psychological or compassionate circumstances they are encouraged to review Student's Responsibilities in the Academic Consideration, Appeals and Petitions (<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/academic-consideration-appeals-petitions/>) section of the Academic Calendar.

Last Day to Drop Course

The deadline to drop Fall 2023 courses without academic penalty is the last day of classes: December 01

After this deadline, 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.

Course Grading Policies

Grades and Feedback

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

Your instructor will attempt to have grades posted online in a reasonable time after your submission. 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 students can access their final grade by logging into WebAdvisor (<https://webadvisor.uoguelph.ca>) (using your U of G central ID).

Submission of Assignments

All 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 been successfully uploaded. To verify that your submission was complete, you can view the submission history immediately after the upload to see which files were 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 recommends you save your assignments to a cloud-based file storage (e.g., Google Docs) or send them to your email account, so that should something happen to your computer, the assignment could still be submitted on time or resubmitted.

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 Assignment

Assignments are NOT accepted late, except in extreme circumstances (death in the family) or significant illness. Failure to notify the relevant Instructor (in the case of a midterm) or Teaching Assistant (for assignments) prior to a due date or midterm cannot be accommodated afterwards. Late Assignments will NOT be graded if they are submitted after the solutions and/or grades have been posted to CourseLink. 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.

Course Technology Statements

In this course, it is your responsibility to ensure that you can access the course materials and complete online course requirements within the time allotted regardless of technological issues you may encounter including Internet and Wifi connections. Please anticipate technical challenges that you may face, as it cannot be used as an excuse for incomplete or late assignments or missed exams.

If CourseLink is not accessible for a significant period of time (not including scheduled maintenance) deemed by the course coordinator to have had an impact on students' abilities to complete quizzes, deadlines will be extended.

Keep in mind that if your technology uses the University's wireless network to access Internet, the University's acceptable use policy also comes into play.

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
Day Hall, Room 211
Email: courselink@uoguelph.ca
Tel: 519-824-4120 ext. 56939
Toll-Free (CAN/USA): 1-866-275-1478

Walk-In Hours (Eastern Time):
Monday thru Friday: 8:30 am-8:30pm

Phone/Email Hours (Eastern Time):
Monday thru Friday: 8:30am-8:30pm
Saturday: 10:00am - 4:00pm
Sunday: 12:00pm - 6:00pm

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.

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 days in advance, and no later than the first business day in November, March or July as appropriate for the semester. Similarly, new or changed accommodations for online quizzes, tests and exams must be approved at least a week ahead of time. For students at the Guelph campus, information can be found on the SAS website. (<https://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/>)