



ENGG*3240 Engineering Economics

Winter 2022

Section: DE01

School of Engineering

Credit Weight: 0.50

Course Details

Calendar Description

This course covers the principles of project evaluation; analysis of capital and operating costs of engineering alternatives, benefit-cost ratio; break-even studies, evaluations recognizing risk, replacement and retirement of assets; tax considerations, influence of sources of funds.

Pre-Requisite(s): 10.25 credits, including MATH*1210

Co-Requisite(s): None

Restriction(s): None

Method of Delivery: Online

Final Exam

Date: Thursday, April 21, 2022

Time: 2:30 PM to 4:30 PM

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

Location: Online via the **Quizzes** tool in CourseLink.

Instructional Support

Instructor

Soha Eid Moussa

Email: smoussa@uoguelph.ca

Office: THRN 1341

Office Hours via Zoom or Microsoft Teams: Students may opt to drop in to office hours. A survey will be made available to students in the first week of classes to determine the best time to hold office hours. Please note that further details will be posted in the **Announcements**. See also **Communicating with Your Instructor**.

Teaching Assistant

Name: Akul Bhatt

Email: akul@uoguelph.ca

Learning Resources

Required Resource

Title: ENGG*3240 Course Supplement – Compound Interest Factors

Author: S. E. Moussa

Publisher: University of Guelph Bookstore

ISBN 9780901058805

Note: You must purchase this course supplement from the University of Guelph Bookstore.

Recommended Textbook

Title: Engineering Economics: Financial Decision Making for Engineers

Author(s): N. M. Fraser, E. M. Jewkes, M. Pirnia

Edition / Year: 6th Edition / 2017

Publisher: Pearson

ISBN (Print): 9780133405538

ISBN (eBook no expiry): 9780134453767

ISBN (180-day eBook): 9780134453774

You may purchase the textbook at the [Guelph Campus Co-op Bookstore](#) or the [University of Guelph Bookstore](#). Please note that DE textbooks are located in the Distance Education section of the University of Guelph Bookstore.

<https://guelphcampus.coop/bookstore>

<http://www.bookstore.coop/>

You may also purchase an electronic version of the recommended textbook directly from the publisher. For more information about this option see the Supplementary Materials section on the course website which you can access from the Table of Contents.

Course Materials

This course requires the use of ENGG*3240 Course Supplement – Compound Interest Factors to complete the course activities and/or assessments. It is your responsibility to ensure that you have all of the required materials for the course. This resource is available for purchase from the University of Guelph Bookstore.

Course Website

[CourseLink](#) (powered by D2L's Brightspace) is the course website and will act as your classroom. It is recommended that you log in to your course website every day to check for announcements, access course materials, and review the weekly schedule and assignment requirements.

<https://courselink.uoguelph.ca>

Learning Outcomes

Course Learning Outcomes

This course is designed to teach engineers how to evaluate different alternative investments/projects in order to find the one that makes the most economical sense. You will learn about how the value of money changes over time due to interest and inflation. You will also learn how to work with cash flows that take place at different times over the life of the project. This knowledge will then be used with different evaluation techniques to determine whether an investment is worth making

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

1. Apply the concepts of time-value of money, taking into consideration the impact of interest on investment decisions by comparing between potential candidates and identifying the better investment;
2. Determine the book value of an asset for accounting and tax purposes by applying knowledge of depreciation;
3. Explain how assets having different life expectancies cannot be directly compared through use of common life concepts or by using annual worth comparisons;
4. Evaluate different project/investment opportunities to select the most beneficial by applying the appropriate evaluation method;

5. Determine the rate of return of a project through analysis of cash flows, whether they are positive or negative, and how frequently they change from positive to negative;
 6. Select the appropriate evaluation method for comparing between alternate investment opportunities by identifying important factors such as life expectancy and measure of interest (dollar value vs. rate of return);
 7. Outline basic accounting concepts through identification of elements of a balance sheet and income statement;
 8. Evaluate when an asset should be replaced through the use of replacement analysis both before and after tax by determining its economic life;
 9. Determine the after-tax viability of a project through the application of after-tax cash flow analysis using capital tax factors, capital salvage factors, tax rates, and depreciation rates;
 10. Calculate asset/project value due to inflation through application of concepts of real dollars versus actual dollars;
 11. Recommend public-sector projects to be implemented by applying benefit cost ratio analysis;
 12. Determine appropriate investment to make, taking into consideration uncertainty and risk.
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Teaching and Learning Activities

Method of Learning

This course introduces you to the theory associated with the different concepts. It then introduces examples to demonstrate how the theory is applied. You are then encouraged to solve the practice problems provided as a means of reinforcing what you have learned and identifying any areas that need reviewing. Discussion boards are provided to give you the opportunity to further discuss concepts and ask/answer questions you may have.

Course Structure

This course is divided into 11 units:

- Unit 01: Introduction and Time Value of Money
- Unit 02: Cash Flow Analysis
- Unit 03: Comparison Using Present Worth, Future Worth, and Annual Worth
- Unit 04: Comparison Based on Rate of Return
- Unit 05: Basic Financial Accounting Concepts

- Unit 06: Replacement Analysis
- Unit 07: Canadian Tax Implication on Investment Decisions
- Unit 08: Impact of Inflation on Investment Decisions
- Unit 09: Public Sector Decision Making
- Unit 10: Dealing with Uncertainty: Sensitivity Analysis
- Unit 11: Dealing with Risk: Probability Analysis

What to Expect for Each Unit

Each unit covers a major topic for the course. The course content presents a significant number of problems to support the learning of concepts. Extensive examples of how to solve problems are provided. There are also opportunities to practice solving problems. Students are expected to stay current with the course material as this is a course in which all the concepts build on those that preceded them.

Schedule

It is strongly recommended that you follow the course schedule provided below. The schedule outlines what you should be working on each week of the course and lists the important due dates for the assessments. By following the schedule, you will be better prepared to complete the assessments and succeed in this course.

Unit 01: Introduction to Time Value and Money

Week 1 – Monday, January 10 to Sunday, January 16

Readings

- You are required to complete all unit content reading and activities. It is recommended that you read about this unit topic in the recommended textbook if you are using it as a reference. If you are not using the recommended textbook as a reference, you might want to choose another textbook with this topic to read.

Activities

- Familiarize yourself with the course website by selecting **Start Here** on the navbar.
- Review **Outline** and **Assessments** on the course website to learn about course expectations, assessments, and due dates.
- Work on the practice problems located in **Supplementary Materials** module which you can access from the **Table of Contents**.
- Complete the **Practice Image File Upload** exercise to ensure you know how to upload image files for the quizzes and final exam.

Unit 02: Cash Flow Analysis

Week 2 – Monday, January 17 to Sunday, January 23

Readings

- You are required to complete all unit content reading and activities. It is recommended that you read about this unit topic in the recommended textbook if you are using it as a reference. If you are not using the recommended textbook as a reference, you might want to choose another textbook with this topic to read.

Activities

- Work on the practice problems located in **Supplementary Materials** module which you can access from the **Table of Contents**.

Quiz 1 – Time Value of Money

- Quiz 1 will be available on CourseLink through the Quiz tool on Sunday, January 23 from 7 pm to 9 pm. The quiz will have a duration of 20 minutes.

Unit 03: Comparison Using Present Worth, Future Worth, and Annual Worth

Week 3 – Monday, January 24 to Sunday, January 30

Readings

- You are required to complete all unit content reading and activities. It is recommended that you read about this unit topic in the recommended textbook if you are using it as a reference. If you are not using the recommended textbook as a reference, you might want to choose another textbook with this topic to read.

Activities

- Work on the practice problems located in **Supplementary Materials** module which you can access from the **Table of Contents**.

Quiz 2 – Cash Flow Analysis

- Quiz 2 will be available on CourseLink through the Quiz tool on Sunday, January 30 from 7 pm to 9 pm. The quiz will have a duration of 20 minutes.

Unit 04: Comparison Based on Rate of Return

Week 4 – Monday, January 31 to Sunday, February 6

Readings

- You are required to complete all unit content reading and activities. It is recommended that you read about this unit topic in the recommended textbook if you are using it as a reference. If you are not using the recommended

textbook as a reference, you might want to choose another textbook with this topic to read.

Activities

- Work on the practice problems located in **Supplementary Materials** module which you can access from the **Table of Contents**.

Quiz 3 – Comparison Using Present Worth, Future Worth, and Annual Worth

- Quiz 3 will be available on CourseLink through the Quiz tool on Sunday, February 6 from 7 pm to 9 pm. The quiz will have a duration of 20 minutes.

Unit 05: Basic Financial Accounting Concepts

Week 5 – Monday, February 7 to Sunday, February 13

Readings

- You are required to complete all unit content reading and activities. It is recommended that you read about this unit topic in the recommended textbook if you are using it as a reference. If you are not using the recommended textbook as a reference, you might want to choose another textbook with this topic to read.

Activities

- Work on the practice problems located in **Supplementary Materials** module which you can access from the **Table of Contents**.

Quiz 4 – Comparison Based on Rate of Return

- Quiz 4 will be available on CourseLink through the Quiz tool on Sunday, February 13 from 7 pm to 9 pm. The quiz will have a duration of 20 minutes.

Unit 06: Replacement Analysis

Week 6 – Monday, February 14 to Sunday, February 20

Readings

- You are required to complete all unit content reading and activities. It is recommended that you read about this unit topic in the recommended textbook if you are using it as a reference. If you are not using the recommended textbook as a reference, you might want to choose another textbook with this topic to read.

Activities

- Work on the practice problems located in **Supplementary Materials** module which you can access from the **Table of Contents**.

Winter Break – Monday, February 21 to Sunday, February 27

Unit 07: Canadian Tax Implications on Investment Decisions

Week 7 – Monday, February 28 to Sunday, March 6

Readings

- You are required to complete all unit content reading and activities. It is recommended that you read about this unit topic in the recommended textbook if you are using it as a reference. If you are not using the recommended textbook as a reference, you might want to choose another textbook with this topic to read.

Activities

- Work on the practice problems located in **Supplementary Materials** module which you can access from the **Table of Contents**.

Quiz 5 – Basic Financial Accounting Concepts and Replacement Analysis

- Quiz 5 will be available on CourseLink through the Quiz tool on Sunday, March 6 from 7 pm to 9 pm. The quiz will have a duration of 20 minutes.

Unit 08: Impact of Inflation on Investment Decisions

Week 8 – Monday, March 7 to Sunday, March 13

Readings

- You are required to complete all unit content reading and activities. It is recommended that you read about this unit topic in the recommended textbook if you are using it as a reference. If you are not using the recommended textbook as a reference, you might want to choose another textbook with this topic to read.

Activities

- Work on the practice problems located in **Supplementary Materials** module which you can access from the **Table of Contents**.

Quiz 6 – Canadian Tax Implications on Investment Decisions

- Quiz 6 will be available on CourseLink through the Quiz tool on Sunday, March 13 from 7 pm to 9 pm. The quiz will have a duration of 20 minutes.

Unit 09: Public Sector Decision Making

Week 9 – Monday, March 14 to Sunday, March 20

Readings

- You are required to complete all unit content reading and activities. It is recommended that you read about this unit topic in the recommended textbook if you are using it as a reference. If you are not using the recommended

textbook as a reference, you might want to choose another textbook with this topic to read.

Activities

- Work on the practice problems located in **Supplementary Materials** module which you can access from the **Table of Contents**.

Quiz 7 – Impact of Inflation on Investment Decisions

- Quiz 7 will be available on CourseLink through the Quiz tool on Sunday, March 20 from 7 pm to 9 pm. The quiz will have a duration of 20 minutes.

Unit 10: Dealing with Uncertainty: Sensitivity Analysis

Week 10 – Monday, March 21 to Sunday, March 27

Readings

- You are required to complete all unit content reading and activities. It is recommended that you read about this unit topic in the recommended textbook if you are using it as a reference. If you are not using the recommended textbook as a reference, you might want to choose another textbook with this topic to read.

Activities

- Work on the practice problems located in **Supplementary Materials** module which you can access from the **Table of Contents**.
- Work on your mini project.

Quiz 8 – Public Sector Decision Making

- Quiz 8 will be available on CourseLink through the Quiz tool on Sunday, March 27 from 7 pm to 9 pm. The quiz will have a duration of 20 minutes.

Unit 11: Dealing with Risk: Probability Analysis

Weeks 11 and 12 – Monday, March 28 to Friday, April 8

Readings

- You are required to complete all unit content reading and activities. It is recommended that you read about this unit topic in the recommended textbook if you are using it as a reference. If you are not using the recommended textbook as a reference, you might want to choose another textbook with this topic to read.

Activities

- Work on the practice problems located in **Supplementary Materials** module which you can access from the **Table of Contents**.

- Work on your mini project.
- Study for final exam.

Assessments

- Submit Mini Project. Due: Friday, April 8 at 11:59 p.m.

Assessments

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

Table 1: Course Assessments

Assessment Item	Weight	Learning Outcomes
Quizzes (best 6 out of 8)	42%	1-8
Mini Project	10%	12
Final Exam	48%	1-12
Total	100%	

Assessment Descriptions

Quizzes (8)

The quizzes will be delivered online via the **Quizzes** tool. Each quiz will be 20 minutes in length. The dates and times for quizzes are posted in the Schedule. There will be an entry window during which you can enter the online quizzes.

Eight quizzes will be provided with the best six quizzes counting towards the final grade. Each quiz will be worth 7% of the final grade for a total of 42%. The quizzes will cover the content from the unit listed as well as any prior units needed to be able to complete the questions successfully. Each quiz may consist of problems that you will have to solve, true/false questions, multiple choice/multi-select questions. The questions will be generated randomly for each student but will cover the same content. Students will get feedback, upon completion of grading of each quiz.

Some quizzes will be solved/answered entirely online using the **Quiz** tool while others will require you to solve on paper and then submit your solution to the appropriate Crowdmark quiz. For quizzes using Crowdmark, you will receive a link that will be

emailed to you when the quiz time window opens, that will allow you to access the site where you will upload your solutions. Each question should be uploaded to its corresponding question on Crowdmark. No identifying information such as name or student id should be included on any submissions.

Crowdmark

<https://app.crowdmark.com/sign-in/guelph>

The purpose of the quizzes is to assess your understanding of the material covered in the unit. It is an opportunity for you to ensure that you have mastered the concepts covered up to that point. This is particularly important since the material of the following units will build on what has already been covered. Therefore, inability to successfully complete a quiz implies that you will have difficulty with all subsequent material if remedial action is not taken. It is therefore an indication that you have not yet mastered the material up to that point of the course and that additional time should be spent reviewing the units that have just been completed.

The undergraduate calendar states that if you miss a test due to grounds for granting academic consideration or religious accommodation, the weight of any missed quiz in excess of two will be added to the final exam. There will be no makeup quizzes.

Students are permitted to use the required textbook, ENGG*3240 Course Supplement – Compound Interest Factors, containing the interest tables and equations when completing each of the quizzes. No other aids are permitted.

Mini Project

The purpose of the mini project is to assess your understanding of decision making under uncertainty. Students will work in small groups of no more than four people. Groups having a problem they would like to analyze may submit a proposal in which they detail the problem as well as the relevant financial information. These proposals will be assessed by the course instructor to ensure all needed information is available. Groups who do not have their own problem, will be provided a problem on which they will need to do the analysis. The project report will be submitted **via** Dropbox on the course website.

Online Final Exam

This course requires you to write an online final exam using the **Quizzes** tool in CourseLink.

The final exam will be used to assess your ability to apply all the concepts discussed over the course of the semester. It will consist of problem scenarios that will require students to gather the necessary data from the problem statement and apply the appropriate analysis/solution method in order to provide a recommendation with regards to the course of action that should be taken for the scenario in question. It will be a cumulative assessment and problem scenarios can require applying more than one concept in order to determine the correct course of action to be taken.

Select **Content** on the navbar to locate **Assessments** in the table of contents panel to review further details of the final exam.

The final exam will be delivered online via the **Quizzes** tool. The exam is 2 hours in length and will be held on **Thursday, April 21, 2022**.

To accommodate students who may be located in various time zones, the exam will be available beginning at **2:30 pm** until **3:30 pm** . Eastern Time (ET). You can enter the exam at any point during this window of time but will only have 2 hours to complete it from when you start writing. For example, if you start writing the exam by **3:00 pm**, you will have until **5:00 pm** to complete it. After **3:30 pm** ET you will no longer be able to enter the exam environment.

Passing Grade

In order to pass the course, you must obtain a grade of 50% or higher on the final exam. Failure to do so will result in a grade of at most 48.

University of Guelph degree and associate diploma students must check [WebAdvisor](#) for their examination schedule. Open Learning program students must check the [Open Learning Program Final Examination Schedule](#) for their examination schedule.

<https://webadvisor.uoguelph.ca>

<http://opened.uoguelph.ca/student-resources/Open-Learning-Program-Final-Exam-Schedule>

<http://opened.uoguelph.ca/student-resources/final-exams>

Course Technologies and Technical Support

CourseLink System Requirements

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

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

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

Crowdmark

Crowdmark is an online testing and assessment software that is used in this course. Visit the Crowdmark website to review the [Crowdmark system requirements](#).

Microsoft Teams System Requirements

This course may use **Microsoft Teams** as a video communication tool. A Webcam, a microphone, and headphones/speakers are 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;

Zoom Requirements

This course uses **Zoom** as a video communication tool. You are responsible for downloading a free copy of Zoom from www.zoom.us. A Webcam, headphones/speakers are needed. In order to use **Zoom**, you must meet the following technical requirements:

1. An internet connection – broadband wired or wireless (3G or 4G/LTE)
2. Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
3. A webcam or HD webcam - built-in or USB plug-in
4. 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, copy, backup, rename, delete, and check properties);
- Install software, security, and virus protection;
- Use office applications (e.g., Word, PowerPoint, Excel, or similar) to create documents;
- Be comfortable uploading and downloading saved files;
- Communicate using email (e.g., create, receive, reply, print, send, download, and open attachments);
- Navigate the CourseLink learning environment and use the essential tools, such as **Dropbox**, **Quizzes**, **Discussions**, and **Grades** (the instructions for this are given in your course);
- Access, navigate, and search the Internet using a web browser (e.g., Firefox, Chrome); and
- Perform online research using various search engines (e.g., Google) and library databases.

Technical Support

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

CourseLink Support
University of Guelph
Day Hall, Room 211

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

Walk-In Hours (Eastern Time):
Monday thru Friday: 8:30 am–4:30 pm

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

Course Specific Standard Statements

Acceptable Use

The University of Guelph has an [Acceptable Use Policy](#), which you are expected to adhere to.

<https://www.uoguelph.ca/ccs/infosec/aup>

Communicating with Your Instructor

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

- **Announcements:** The instructor will use **Announcements** on the Course Home page to provide you with course reminders and updates. Please check this section frequently for course updates from your instructor.
- **Ask Your Instructor Discussion:** Use this discussion forum to ask questions of your instructor about content or course-related issues with which you are unfamiliar. If you encounter difficulties, the instructor is here to help you. Please post general course-related questions to the discussion forum so that all students have an opportunity to review the response. To access this discussion forum, select **Discussions** from the **Tools** dropdown menu.
- **Email:** If you have a conflict that prevents you from completing course requirements, or have a question concerning a personal matter, you can send your instructor a private message by email. The instructor will respond to your email within 48 to 72 hours.
- **Online meeting:** If you have a complex question you would like to discuss with your instructor, you may book an online meeting. Online meetings depend on the availability of you and the instructor, and are booked on a first come first served basis.

Netiquette Expectations

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

Inappropriate online behaviour will not be tolerated. Examples of inappropriate online behaviour include:

- Posting inflammatory messages about your instructor or fellow students;
- Using obscene or offensive language online;
- Copying or presenting someone else's work as your own;
- Adapting information from the Internet without using proper citations or references;
- Buying or selling term papers or assignments;
- Posting or selling course materials to course notes websites;
- Having someone else complete your quiz or completing a quiz for/with another student;
- Stating false claims about lost quiz answers or other assignment submissions;
- Threatening or harassing a student or instructor online;
- Discriminating against fellow students, instructors, and/or TAs;
- Using the course website to promote profit-driven products or services;
- Attempting to compromise the security or functionality of the learning management system;
- Sharing your username and password; and
- Recording lectures without the permission of the instructor.

Submission of Assignments to Dropbox

The Mini Project should be submitted electronically via the online **Dropbox** tool. When submitting your mini project using the **Dropbox** tool, do not leave the page until your mini project has successfully uploaded. To verify that your submission was complete, you can view the submission history immediately after the upload to see which files uploaded successfully. The system will also email you a receipt. Save this email receipt as proof of submission.

Be sure to keep a back-up copy of all of your assignments in the event that they are lost in transition. In order to avoid any last-minute computer problems, your instructor strongly recommend you save your assignments to a cloud-based file storage (e.g., Google Docs), or send to your email account, so that should something happen to your computer, the assignment could still be submitted on time or re-submitted.

It is your responsibility to submit your assignments on time as specified on the Schedule. Be sure to check the technical requirements and make sure you have the proper computer, that you have a supported browser, and that you have reliable Internet access. Remember that **technical difficulty is not an excuse not to turn in your assignment on time**. Don't wait until the last minute as you may get behind in your work.

If, for some reason, you have a technical difficulty when submitting your assignment electronically, please contact your instructor or [CourseLink Support](#).

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

Late Policy

The Dropbox will be set up to close immediately and not accept late submissions.

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

Obtaining Grades and Feedback

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

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

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

<https://webadvisor.uoguelph.ca>

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

Rights and Responsibilities When Learning Online

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

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

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

Turnitin Originality Check

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

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

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

University Standard Statements

University of Guelph: Undergraduate Policies

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

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

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

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

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

Email Communication

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

When You Cannot Meet Course Requirements

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

University of Guelph Degree Students

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

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

Open Learning Program Students

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

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

Drop Date

University of Guelph Degree Students

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

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

Open Learning Program Students

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

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

Copies of Assignments

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

Accessibility

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

University of Guelph Degree Students

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

For more information, contact Accessibility Services at 519-824-4120 ext. 56208, [email Accessibility Services](#) or visit the [Accessibility Services website](#).

accessibility@uoguelph.ca

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

Open Learning Program Students

If you are an Open Learning program student who requires academic accommodation, please [contact the Academic Assistant to the Executive Director](#). Please ensure that you contact us before the end of the first week of your course (every semester) in order to avoid any delays in support. Documentation from a health professional is required for all academic accommodations. Please note that all information provided will be held in confidence.

If you require textbooks produced in an alternate format (e.g., DAISY, Braille, large print or eText), please [contact the Academic Assistant to the Executive Director](#) at least two months prior to the course start date. If contact is not made within the suggested time frame, support may be delayed. It is recommended that you refer to the course outline before beginning your course in order to determine the required readings.

The provision of academic accommodation is a shared responsibility between OpenEd and the student requesting accommodation. It is recognized that academic accommodations are intended to “level the playing field” for students with disabilities.

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Academic Misconduct

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

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

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

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

Copyright Notice

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

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

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

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

http://www.lib.uoguelph.ca/sites/default/files/fair_dealing_policy_0.pdf

Plagiarism Detection Software

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

Recording of Materials

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

Disclaimer

Please note that the ongoing COVID-19 pandemic may necessitate a revision of the format of course offerings, changes in classroom protocols, and academic schedules. Any such changes will be announced via CourseLink and/or class email.

This includes on-campus scheduling during the semester, mid-terms and final examination schedules. All University-wide decisions will be posted on the [COVID-19 website](#) and circulated by email.

<https://news.uoguelph.ca/2019-novel-coronavirus-information/>

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).

Covid-19 Safety Protocols

For information on current safety protocols, follow these links:

[How U of G Is Preparing for Your Safe Return](#)

[Guidelines to Safely Navigate U of G Spaces](#)

Please note, these guidelines may be updated as required in response to evolving University, Public Health or government directives.

<https://news.uoguelph.ca/return-to-campus/how-u-of-g-is-preparing-for-your-safe-return/>

<https://news.uoguelph.ca/return-to-campus/spaces/#ClassroomSpaces>