



# ANSC\*2340 Structure of Farm Animals

Fall 2025

Section: DE01

Department of Animal Biosciences

Credit Weight: 0.50

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## Course Details

### Calendar Description

This course is an introduction to anatomy and carcass structure of farm animals. Consideration is given to the major systems in the body and the whole range of animal structure from molecular biology to commercial carcass grading. The course provides a basic understanding of factors such as meat tenderness, adipose development in the carcass, abnormalities of meat quality such as PSE pork and dark-cutting beef, and carcass composition.

**Pre-Requisite(s):** 2 of BIOL\*1050, BIOL\*1070, BIOL\*1080, BIOL\*1090

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

**Restriction(s):** none

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

### Final Exam

**Date:** Wednesday, December 3, 2025

**Time:** 2:30 PM to 4:30 PM ET

**Location:** Online via the **Quizzes** tool in CourseLink using Respondus LockDown Browser and Monitor.

**Note:** There is additional, important information about final exams in the **Assessments** section of this Outline.

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## Instructional Support

### Instructor

**Marcio Duarte**

**Email:** mduarte@uoguelph.ca

**Phone:** 519-824-4120 x53660

**Office:** ANNU 152

Dr. Duarte is a meat scientist and muscle biologist who works as a faculty member of the Animal Bioscience Department at University of Guelph. His area of expertise focuses on skeletal muscle growth and metabolism both pre and post-natally and its overall impact on the quality of meat.

**Office Hours via Microsoft Teams:** Students may opt to drop in to office hours on Thursday from 9:00 to 10:00 beginning on September 18<sup>th</sup>. Please note that further details will be posted in the **Announcements**. See also **Communicating with Your Instructor**.

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## Learning Resources

### Required Textbook

**Title:** Clinical Anatomy and Physiology for Veterinary Technicians

**Author(s):** Thomas Colville and Joanna M. Bassert

**Edition / Year:** 4<sup>th</sup> Edition, 2023

**Publisher:** Mosby Elsevier

**ISBN:** 9780323793414, 9780323826310

You may purchase this textbook at the [Co-op Bookstore](https://bookstore.coop/).

<https://bookstore.coop/>

**Title:** The Science of Animal Growth and Meat Technology

**Author(s):** Steve M Lonegan, David G. Topel, & Dennis N. Marple

**Edition / Year:** 2<sup>nd</sup> Edition, 2019

**Publisher:** Academic Press - Elsevier

**ISBN:** 978-0-12-815277-5

The 2018 edition is available as eBook through the Library and can be accessed at **Ares**.

## Cost of Textbook and Learning Resources

The cost of the required text for this course, Clinical Anatomy and Physiology for Veterinary Technicians 4<sup>th</sup> Edition, is \$122.99 at the Co-op Bookstore as a hard copy, and \$113.99 as an Ebook. Students are welcome to use second-hand copies of the textbook or purchase the textbook from alternate locations. The prices in other locations may differ from that at the bookstore and prices at the bookstore are subject to change.

The textbook [The Science of Animal Growth and Meat Technology](https://www.sciencedirect.com/book/9780128152775/the-science-of-animal-growth-and-meat-technology) is available free of charge for students, provided they access the electronic version through the university system. This ensures all students have convenient access to the material without additional costs.

<https://www.sciencedirect.com/book/9780128152775/the-science-of-animal-growth-and-meat-technology>

## Course Website

[CourseLink](https://courselink.uoguelph.ca) (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>

## Ares

For this course, you may be required to access course reserve materials through the University of Guelph McLaughlin Library. To access these items, select **Ares** on the navbar in CourseLink. Note that you will need your Central Login ID and password in order to access items on reserve.

For further instructions on accessing reserve resources, visit [How to Get Course Reserve Materials](#).

If at any point during the course you have difficulty accessing reserve materials, please contact the Course Material and Reserve Services staff at:

Tel: 519-824-4120 ext. 53621

Email: [libres2@uoguelph.ca](mailto:libres2@uoguelph.ca)

Location: McLaughlin Library, First Floor, University of Guelph

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

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# Learning Outcomes

## Course Learning Outcomes

For many students in the B.Sc. Animal Biology and B.Sc. Agr. Programs, previous exposure to the major food animal production species has been limited. ANSC\* 2340 examines the major tissues and anatomical structures found in the major food animal production species and relates them to functions in the whole animal or in specific organ systems. This course also covers the conversion of muscle to meat, meat quality, and carcass grading, topics which will not be covered to any great extent in the rest of the Animal Biology, Animal Science, and Honours Agriculture curriculums.

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

1. Describe primary animal structures in food animal production species and describe their location in the animal body
2. Outline the domestication of the major food animal production species
3. Explain major structural components of organ systems for food animal production species
4. Explain the process of muscle contraction and relaxation
5. Discuss how muscle is converted to meat after death
6. Explain factors affecting meat quality
7. Analyze the slaughter procedures for the major food animal production species
8. Identify major muscles in the primary cuts of meat
9. Identify major bones in food animal production species
10. Describe (Discuss) the organization of bone and bone formation;

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# Teaching and Learning Activities

## Course Structure

Unit 01: Basic Concepts of Animal Structure

Unit 02: Organ Systems I

Unit 03: Organ Systems II

Unit 04: Organ Systems III

Unit 05: Organ Systems IV

Unit 06: Muscle I

Unit 07: Muscle II

Unit 08: Conversion of Muscle to Meat/Meat Quality

Unit 09: Connective Tissue/Adipose Tissue

Unit 10: Bone

Unit 11: Gene Mutations/Carcass Grading

Unit 12: Avian Systems

Labs

- Lab 01 Beef Slaughter
- Lab 02 Pig Slaughter
- Lab 01 and 02 Activities and Assessments
- Lab 03 Sheep Slaughter
- Lab 04 Poultry Slaughter
- Lab 03 and 04 Activities and Assessments
- Lab 05 Forequarter muscles & skeleton
- Lab 06 Hindquarter muscles & skeleton
- Lab 05 and 06 Activities and Assessments

## **What to Expect for Each Unit and the Labs**

### **Units**

Each unit consists of 3 long scrolling pages. On the Introduction page you will find a general overview of the unit and the unit learning outcomes. The Commentary page contain the instructor's note as they relate to the unit's learning outcomes. The Activities pages provides you with opportunities to further explore key unit concepts.

### **Labs and Labs Activities and Assessments**

In this course there are 6 labs that focus on either an animal or a part of the meat preparation process. These labs provide more in-depth coverage of key course concepts. Labs are paired with opportunities to practice key concepts (i.e. individual activities that do not count for a mark but help prepare you for assessments). They also contain the discussion prompt for the Lab Analysis discussion that will take place at time specified in the outline. These lab analysis discussions require you to work in small groups to apply course concepts in varied contexts.

### **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: Basic Concepts of Animal Structure

### Week 1 – Thursday, September 4 to Sunday, September 14

#### Readings

- Website: Unit 01 Content
- Colville and Bassert: pages 1-10 (excluding all clinical applications sections)

#### Activities

- Familiarize yourself with the course website and online learning by selecting **Help & Resources** on the navbar.
- Review the **Outline** and **Assessments** sections on the course website to learn about course expectations, assessments, and due dates.
- Complete the Practice Test using Respondus through the Quizzes tool.
- Complete Lab 01 (Note: Labs are found after Unit 12 in the Table of Contents within the Labs module)

## Unit 02: Organ Systems I

### Week 2 – Monday, September 15 to Sunday, September 21

#### Readings

- Website: Unit 02 Content
- Colville and Bassert: Pages 147 to 169, excluding:
  - all Clinical Application sections
  - Special Features of the Integument starting on Page 156, middle of Column 1 and ending on Page 158
  - Growth Cycles of Hair on Page 159
  - Arrector Pilli Muscles on Pages 161 to 162
  - Page 165 starting with the description of the Laminar corium beginning in Column 1 to the end of the second paragraph in Column 1 of Page 167.
- Colville and Bassert: Pages 378 to 415, excluding:
  - all Clinical Application sections,
  - Regulation of Gastrointestinal Function on Pages 381 to 382;
  - Carbohydrate Digestion in Ruminants beginning in the first column on Page 401 to the middle of the first column on Page 402;
  - Secretions of the Small Intestine found in the second column of Page 404;

- Bile Formation and Bilirubin Excretion starting in the second column of Page 406 to the middle of the second column on Page 412; and
- Pages 414 to 415 starting with Regulation of Large Intestine Motility.

### **Activities**

- Complete Lab 02 (Note: Labs are found after Unit 12 in the Table of Contents within the Labs module)

### **Assessments**

#### **Lab Quiz #1** (for Labs 01 and 02)

Opens: Tuesday, September 16 at 11:59 pm ET

Closes: Thursday, September 18 at 11:59 pm ET

## **Unit 03: Organ Systems II**

### **Week 3 – Monday, September 22 to Sunday, September 28**

#### **Readings**

- Website: Unit 03 Content
- Colville and Bassert: Pages 338 to 360, excluding:
  - All Clinical Application sections,
  - The section on Cardiac Output on Pages 351 to 352,
  - Pages 354 to 360, but students need to read the section on Electrocardiography.
- Colville and Bassert: Pages 361 to the bottom on the second column on Page 372 and the Exchange of Gases in Alveoli section on Page 374. Do not worry about any Clinical Application section in the assigned reading.

### **Assessments**

#### • **Quiz 1**

Opens: Tuesday, September 23 at 11:59 pm ET

Closes: Thursday, September 25 at 11:59 pm ET

## **Unit 04: Organ Systems III**

### **Week 4 – Monday, September 29, to Sunday, October 5**

#### **Readings**

- Website: Unit 04 Content
- Colville and Bassert: Pages 445 to 461, excluding all Clinical Application sections.

- Colville and Bassert: Pages 469 (starting with Male Reproductive System) to the end of the Estrous Cycle on Page 483 (stop before Estrous Cycle Intervals begin). Do not worry about any Clinical Application section in the assigned reading.
- Colville and Bassert: Pages 486 (starting with Fertilization of the Ovum) to Mammary Development on Page 497. Exclude all Clinical Application sections along with the sections on Labour (Page 495) and Involution of the Uterus (Page 496).

### **Activities**

- Complete Lab 03 (Note: Labs are found after Unit 12 in the Table of Contents within the Labs module)

## **Unit 05: Organ Systems IV**

### **Week 5 – Monday, October 6 to Friday, October 10**

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

### **Readings**

- Website: Unit 05 Content
- Colville and Bassert: Pages 226 to 247, exclude all Clinical Application sections.
- Colville and Bassert: Pages 273 to the middle of the first column on Page 280. Exclude all Clinical Application sections.

### **Assessments**

- **Quiz 2**  
Opens: Tuesday, October 7 at 11:59 pm ET  
Closes: Thursday, October 9 at 11:59 pm ET

## **Unit 06: Muscle I**

### **Week 6 – Wednesday, October 15 to Sunday, October 19**

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

### **Readings**

- Website: Unit 06 Content
- Colville and Bassert: Pages 210 to 213
- Colville and Bassert: Pages 217 (starting with Microscopic Anatomy of Skeletal Muscle) to the beginning of Cardiac Muscle found on Page 223. Exclude all Clinical Application sections.



- Loneragan, Topel, & Marple: Chapter 4.

### **Activities**

- Complete Lab 04 (Note: Labs are found after Unit 12 in the Table of Contents within the Labs module)

### **Assessments**

- **Lab Quiz #2** (for Labs 03 and 04 Activities and Assessments - also found in the Labs module)  
Opens: Wednesday, October 15 at 11:59 pm ET  
Closes: Friday, October 17 at 11:59 pm ET

## **Unit 07: Muscle II**

### **Week 7 – Monday, October 20 to Sunday, October 26**

#### **Readings**

- Website: Unit 07 Content
- Colville and Bassert: Pages 435 to 440
- Loneragan, Topel, & Marple: Chapter 11.

#### **Assessments**

- **Quiz 3**  
Opens: Tuesday, October 21 at 11:59 pm ET  
Closes: Thursday, October 23 at 11:59 pm ET

## **Unit 08: Conversion of Muscle to Meat/Meat Quality**

### **Week 8 – Monday, October 27 to Sunday, November 2**

#### **Readings**

- Website: Unit 08 Content
- Loneragan, Topel, & Marple: Chapter 10

#### **Activities**

- Complete Lab 05 (Note: Labs are found after Unit 12 in the Table of Contents within the Labs module)

## **Unit 09: Connective Tissue/Adipose Tissue**

### **Week 9 – Monday, November 3 to Sunday, November 9**

#### **Readings**

- Website: Unit 09 Content

- Colville and Bassert: Page 119 to the end of Blood on Page 129
- Lonergan, Topel, & Marple: Chapter 5

### **Assessments**

- **Quiz 4**  
Opens: Tuesday, November 4 at 11:59 pm ET  
Closes: Thursday, November 6 at 11:59 pm ET

## **Unit 10: Bone**

### **Week 10 – Monday, November 10 to Sunday, November 16**

#### **Readings**

- Website: Unit 10 Content
- Colville and Bassert: Pages 170 to 180, exclude all Clinical Application sections.
- Colville and Bassert: Pages 284 to 285 (the 2 small sections on Calcitonin and Parathyroid Hormone).
- Colville and Bassert: For more detail on bones in the fore- and hindquarters, review Pages 189 to 204.
- Lonergan, Topel, & Marple: Chapter 3

#### **Activities**

- Complete Lab 06 (Note: Labs are found after Unit 12 in the Table of Contents within the Labs module)

#### **Assessments**

- **Lab Quiz #3** (for Labs 05 and 06 Activities and Assessments – also found in the Labs module)  
Opens: Tuesday, November 11 at 11:59 pm ET  
Closes: Thursday, November 13 at 11:59 pm ET

## **Unit 11: Gene Mutations/Carcass Grading**

### **Week 11 – Monday, November 17 to Sunday, November 23**

#### **Readings**

- Website: Unit 11 Content

#### **Assessments**

- There are no graded assessments due this week

## Unit 12: Avian Systems

### Week 12 – Monday, November 24 to Friday, November 28

**Note:** This is a shortened week. Please note the due dates carefully.

#### Readings

- Website: Unit 12 Content
- There are no textbook readings this week. For more information on the topics, students may want to examine Pages 500 to 540 in the textbook if they want more details on avian anatomy.

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## 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 Assessment**

Assessment Item	Weight
Quizzes (4 @ 10% each)	40%
Lab Quizzes	20%
Final Exam	40%
<b>Total</b>	<b>100%</b>

## Assessment Descriptions

### Online Quizzes

There will be 4 online quizzes to complete via the **Quizzes** tool. Each quiz will consist of multiple choice and short answer questions, and you will have a total of 30 minutes to complete the quiz.

Quiz 1 will cover material from Units 01 and 02, Quiz 2 will cover material from Units 03 and 04, Quiz 3 will cover material from Units 05 and 06, and Quiz 4 will cover material from Units 07 and 08.

Students will be able to access the results of the quizzes, including their answers, in one week after the Quizzes close.

## Lab Quizzes

There will be 3 lab quizzes to complete via the **Quizzes** tool.

There are 3 **Lab Quizzes** with the weight of your final grade as follows:

Lab Quiz #1: 7%

Lab Quiz #2: 6.5%

Lab Quiz #3: 6.5%

Each quiz will consist of multiple choice questions, and you will have a total of 60 minutes to complete the quiz.

Lab Quiz #1 will cover material from Labs 1 and 2, Lab Quiz #2 will cover Labs 3 and 4, and Lab Quiz #3 will cover Labs 5 and 6.

## Online Final Exam with Respondus Lockdown Browser and Monitor

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

The final exam will be comprehensive. Approximately 75% of the questions will be derived from Units 09-12 and 25% on Units 01-08). It will consist of multiple choice and short answer questions.

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

This course requires the use of Respondus LockDown Browser and Monitor (webcam) to proctor your online final exam within CourseLink. Use of Lockdown Browser with a webcam has been implemented to maintain the academic integrity of the final exam. You must [download and install LockDown Browser and Monitor](#) to complete the practice test and final exam. While writing the practice test and final exam, you must show your university issued identification card during the Respondus Startup Sequence.

The final exam will be delivered online via the **Quizzes** tool. The exam is 2 hours in length and will be held on **Wednesday December 3, 2025**.

To accommodate students who may be 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 at **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.

Similar to a sit-down exam where you must arrive prior to the start of the exam, it is highly recommended that you enter the online exam environment in Respondus at least 20-30 minutes before the end of the available window to allow enough time for you to complete the Respondus Startup Sequence and ensure that you have the full two hours for the exam.

Please be sure to review the Using Respondus Lockdown Browser and Monitor instructions by selecting **Content** on the navbar to locate **Assessments** in the table of contents panel.

**Important Note:** There is a mandatory practice test that you are required to take before the online exam. The purpose of the practice test is to ensure that Respondus LockDown Browser and Monitor is set up properly and that you are comfortable using the software.

If you have any questions regarding the use of Respondus Lockdown Browser and Monitor or if you encounter any technical issues during the practice test or final exam, please contact CourseLink Support at [courselink@uoguelph.ca](mailto:courselink@uoguelph.ca) or 519-824-4120 ext. 56939.

University of Guelph degree and associate diploma students must check [WebAdvisor](#) for the final exam location, while Open Learning program students must check [Exam Schedules By Semester](#).

<http://www.respondus.com/lockdown/download.php?id=273932365>

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

<https://www.uoguelph.ca/registrar/enrolment-records/exams/#exam-schedules-by-semester>

### **Requesting an Alternate Format without Respondus Monitor**

Alternative arrangements for students who object to the use of Respondus Monitor will continue to be made following current guidelines: Students may request an alternative assessment that does not use Respondus Monitor by contacting their instructor. Such requests must be made at least three business days (weekdays) in advance of a scheduled assessment.

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## **Last Day to Drop Course**

The final day to drop F25 courses without academic penalty is the last day of classes: November 28.

After this date, a mark will be recorded, whether course work is completed or not (a zero is assigned for missed tests/assignments). This mark will show on the student's transcript and will be calculated into their average.

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## **Use of Artificial Intelligence**

The use of artificial intelligence (AI) in this course must align with academic integrity principles. Students are expected to complete their work independently and showcase their problem-solving abilities. Undeclared and/or unauthorized use of AI tools to produce coursework is considered a form of academic misconduct. Any misuse of AI

tools, including submitting AI-generated work, may be considered academic misconduct. For specific guidelines on acceptable AI use in your course, please check with your instructor.

Review the [University of Guelph's Statement on Artificial Intelligence Systems, ChatGPT, and Academic Integrity](https://news.uoguelph.ca/2023/03/university-of-guelph-statement-on-artificial-intelligence-systems-chatgpt-academic-integrity/) for more information.

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

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## Course Grading Policies

### Extension Considerations

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 return marked materials to you in the shortest possible time.

### Late Assignments

For late final exam submissions to the **Quizzes** tool, your attempt will be flagged as late, and you will be prevented from making further changes to your attempt once your time ends. Make sure you save all your responses to the exam questions. For details on how long you have to complete the quiz or exam, please see the instructions in **Assessments** on CourseLink. The **Quizzes** tool counts down your time in the upper-left hand corner. Please pay close attention to this countdown and save your answers frequently.

### Obtaining Grades and Feedback

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

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

Final grades will be available at the end of the semester. Students can access their final grade by logging into [WebAdvisor](#) (using your U of G central ID).

Open Learning program students should log in to the [Student Portal](#) to view their final grade (using the same username and password you have been using for your courses).

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

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

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## Technology Requirements and Technical Support

### CourseLink System Requirements

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

<https://www.uoguelph.ca/continuing-studies/technical-requirements/>

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

### Respondus LockDown Browser and Monitor Requirements

Respondus LockDown Browser is a locked browser for taking quizzes in CourseLink. It prevents you from printing and copying; using other operating software; using search engines (e.g., going to another URL); communicating via instant messaging; and it blocks non-web-related software (e.g., Adobe PDF, Microsoft Word).

Respondus Monitor is a companion application for LockDown Browser that uses webcam and video technology to ensure academic integrity during online exams. The software captures video during the exam and allows the instructor to review the video once the exam is completed.

In order to use Respondus LockDown Browser and Monitor, your computer system must meet the following [system and software requirements](#).

If you have any questions about the system and software requirements, contact [CourseLink Support](#).

<https://www.uoguelph.ca/continuing-studies/technical-requirements/#Respondus-LockDown-Browser-and-Monitor>

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

### Microsoft Teams Requirements

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

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

## Technical Skills

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

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

## Technical Support

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

### CourseLink Support

University of Guelph

Day Hall, Room 211

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

Tel: 519-824-4120 ext. 56939

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

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

Monday thru Friday: 8:30 a.m.–4:30 p.m.

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

Monday thru Friday: 8:30 a.m.–8:30 p.m.

Saturday: 10:00 a.m.–4:00 p.m.

Sunday: 12:00 p.m.–6:00 p.m.



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# Standard Statements for Online Courses

## Acceptable Use

The University of Guelph has an [Acceptable Use Policy](https://www.uoguelph.ca/ccs/infosec/aup), 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.

## 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 the [Fair Dealing Policy](#).

<https://www.lib.uoguelph.ca/about/policies/fair-dealing-policy>

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## Standard Statements for Open Learning Program Students

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

**Open Learning program (OLp) students** are required to follow the same Senate-approved academic regulations as University of Guelph undergraduate students. For information on academic misconduct, academic accessibility accommodations, academic accommodation of religious obligations, and withdrawal procedures, consult [Academic Policies and Procedures](#) and [Withdrawals, Refunds, and Transfers](#) on the School of Continuing Studies website. You may also contact the School of Continuing Studies' [Learner Success Advisor](#) for assistance.

<https://www.uoguelph.ca/continuing-studies/academic-policies/>

<https://www.uoguelph.ca/continuing-studies/withdrawals-refunds-transfers/>

[scs-counsellor@uoguelph.ca](mailto:scs-counsellor@uoguelph.ca)

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## Standard Statements for Undergraduate Courses

As a student at 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 and associate diploma student**, consult the [Undergraduate Calendar](#) for the rules, regulations, curricula, programs and fees for current and previous academic years.

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

### 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](#) is outlined in the Undergraduate Calendar.

<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/academic-misconduct/>

## **Accessibility**

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

The University promotes the full participation of students who experience disabilities in their academic programs. To that end, the provision of academic accommodation is a shared responsibility between the University and the student.

When accommodations are needed, the student is required to first register with Student Accessibility Services (SAS). Documentation to substantiate the existence of a disability is required; however, interim accommodations may be possible while that process is underway.

Accommodations are available for both permanent and temporary disabilities. It should be noted that common illnesses such as a cold or the flu do not constitute a disability. Use of the SAS Exam Centre requires students to make a booking at least 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://wellness.uoguelph.ca/accessibility/>

### **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**

Courses that are one semester long must be dropped by the end of the last day of classes; two-semester courses must be dropped by the last day of classes in the

second semester. The regulations and procedures for [Dropping Courses](#) are available in the Undergraduate Calendar.

<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 well-being services at the [Vaccarino Centre for Student Wellness](#). If you are concerned about your mental health and not sure where to start, connect with a [Student Wellness Navigator](#) who can help develop a plan to manage and support your mental health or check out our [mental wellbeing resources](#). The Student Wellness team are here to help and welcome the opportunity to connect with you.

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

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

<https://wellness.uoguelph.ca/shine-this-year>

## 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](#) are the source of information about the University of Guelph's procedures, policies and regulations which apply to undergraduate, graduate and diploma programs.

<https://calendar.uoguelph.ca/>

## **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/>