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# SPAN\*1100 Introductory Spanish I

# Winter 2023

Sections: DE01

School of Languages & Literatures

Credit Weight: 0.50

## Course Details

### Calendar Description

This course introduces students to the basics of spoken and written Spanish through the study of grammar, vocabulary, and culture. The course is for students with no previous studies in Spanish.

**Pre-Requisite(s):** None

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

**Restriction(s):** This course is for students with no prior knowledge in Spanish. Students with previous knowledge in the language must seek advice on course selection from the Head of Spanish and Hispanic Studies and might be assigned to another level of Spanish.

**Method of Delivery:** Online

**Take Home Final Exam**

**Date available:** Monday, April 10 at 8:30 am ET

**Date due**: Monday, April 17 by 8:30 pm ET

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

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

## Instructional Support

**Instructor**

**Lee L’Clerc**

**Email:** llclerc@uoguelph.ca

**Telephone:** (519) 824-4120 Ext. 54246

Or, WhatsApp: 437-375-0557

**Office:** MCKN 251

**Office Hours** By appointment. Please note that further details will be posted in the **Announcements**. See also **Communicating with Your Instructor.**

**Teaching Assistant(s)**

**Name: Marcela Altamira**

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## Learning Resources

### Required Textbook

**Title: *¡****Hola, amigos!* Course Pack includes textbook and student activities manual (SAM).)

**Author(s):** Jarvis, A.C., Lebredo, R., Mena-Ayllon F., Rowinsky-Geurts, M. and

Stewart, R.

**Edition / Year:** 4PPthPP Canadian edition, 2021

**Publisher:** Nelson Education

**ISBN (print):** 9780176935078 Purchase of the package includes the textbook and student activities manual

**Note:** The 4PPthPP Canadian edition of the textbook is newly published. The 3PPrdPP Canadian edition is not recommended.This textbook will also be used in SPAN\*1110, Introductory Spanish II.

You may purchase the textbook at the 35T[35TUGuelph Campus Co-op Bookstore](https://bookstore.coop/)U35T35T or the 35T35T[University of Guelph Bookstore](http://www.bookstore.uoguelph.ca/).35T35T Please note that DE textbooks are located in the Distance Education section of the University of Guelph Bookstore.

35T[35Thttps://guelphcampus.coop/bookstore](https://guelphcampus.coop/bookstore)35T

http://www.bookstore.uoguelph.ca/

### Supplementary Materials

This course includes supplementary materials. These materials are meant to supplement the required readings and course content. For further information on these materials, select **Content**, in the navbar, then navigate to **Essential Documents** in the table of contents.

#### Nelson Companion Website

For students who acquire the printed version of the textbook package, the Nelson Companion website provides audio flashcards of the new vocabulary introduced at the start of each lesson. Use these flashcards to learn proper pronunciation and to test yourself on your acquisition of the vocabulary. The website also provides recordings of the dialogues that appear at the beginning of each lesson. By listening to the dialogues, you will better acquire correct pronunciation in Spanish.

Access the [Nelson Companion Website](https://www.cengage.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9780176871802&template=nelson)

https://www.cengage.com/cgi-wadsworth/course\_products\_wp.pl?fid=M20b&product\_isbn\_issn=9780176871802&template=nelson

### Course Website

35T[35TCourseLink](https://courselink.uoguelph.ca/)35T35T (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

This course introduces students to the basics of spoken and written Spanish through the study of grammar and vocabulary. The course is for students with no previous studies in Spanish.

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

1. Converse in basic Spanish about yourself, your interests and everyday life.
2. Write simple sentences leading up to short paragraphs as responses to questions posed in basic Spanish.
3. Comment on texts written in basic Spanish.
4. Respond to questions based on basic Spanish recordings.
5. Demonstrate control of appropriate grammatical structures.
6. Apply appropriate pronunciation in Spanish.
7. Discuss a variety of cultural elements of the Hispanic world.

## Teaching and Learning Activities

### Method of Learning

Research has concluded that a combination of different learning methods is beneficial to learners of foreign languages (Kramsch, 2014 and Correa, 2015). A variety of language learning methods is employed in this course, including language learning for specific communication needs, vocabulary acquisition for targeted communicative activities, task-based learning (using language to complete a specific task) and complementing language study with cultural content, among others. Each aspect of course content is provided in multiple ways to appeal to students’ different learning styles. The major materials used to support learning in our course are the various components of the textbook package, supplemented by additional notes and instructional videos created by the professor or sourced online. Progression through the content of the Units provides students opportunities to acquire, practice and master language concepts in sequence to achieve the learning outcomes of the course.

### Do You Have to Memorize “Stuff”?

Memorization may be a pain, but foreign language study requires some memorization. Core vocabulary in each Unit and basic rules about verbs and sentence structure, once memorized, will serve you well in multiple communicative situations.

The vocabulary listed in the ¡Hola, amigos! textbook at the beginning of each lesson (lección preliminar – lección 6) is our active course vocabulary. However, for vocabulary to really “stick” you need to use it in context. I will use our vocabulary to talk about course content and you will need it to complete all the practice activities and course assessments (quizzes, as well as written and oral assessments).

To help you master the vocabulary, listen to the pronunciation of all vocabulary items using the audio flashcards for each lesson of the textbook, available on the Nelson companion site (if you have a hard copy of the textbook). As you listen, follow along with the vocabulary list provided in the textbook so you can connect what you hear with what you see. To help you retain the vocabulary, do the assigned vocabulary related activities in the text-book.

In addition to completing the assigned activities, you may also complete additional ones as you need to master the course content and build your language skills.

#### Good Practice Tips to Remember Throughout the Semester

* When learning a foreign language, it’s important to practice it as often as possible. Thirty minutes of language study a day, four days a week beats two hours in one sitting. Regular and repeated exposure to the content and practice are your road to mastery. This includes, reading, writing, listening, and speaking. Do as much of each as you can, on a regular basis!
* In each weekly CourseLink Unit, complete as many of the listed practice activities as you can from the textbook and SAM. Even better, do them all! A solid foundation prepares you for more advanced topics.
* As you work through the lessons and practice activities, use a dictionary to process and create meaningful language.
* Rely on your professors, TAs, and classmates for help through the Main Discussion or via email.
* Take advantage of your professor’s availability by making an appointment to ask your questions or discuss any aspect of your learning experience.

#### Additional Course Resources

The course is supported by materials from several supplementary resources. In each CourseLink Unit, you are required to complete textbook readings and activities in the hard copy or electronic textbook, access the Nelson companion website for recorded materials, and complete practice activities in the Student Activities Manual (SAM). Additional resources include practice activities created on quizlet.com and a range of audio recordings and videos. This combination of course content provides you with ample learning opportunities to support your success in achieving the outcomes of the course.

#### Essential Documents

You will need to access additional documents that are essential to your performance and success in the course. You will find them in CourseLink Content under Essential Documents organized into folders.

The Textbook Information folder includes:

* Information on the content of the hard copy textbook package and its resources, including a link to the Nelson Companion website.
* Information about creating a Cengage account to access the eBook contents, navigating the eBook, and accessing assigned activities.

The Course Resources folder includes:

* Instructions on how to type accents and special punctuation marks required in Spanish.
* A list of electronic dictionaries and helpful websites.
* Extra practice activities and their answer keys, created by Prof. Mohan

The Claves/Answer Keys folder includes:

* An answer key for all assigned activities from Lección preliminar to Lección 6 in the textbook.
* An answer key for the SAM activities from lección preliminar to lección 6.
* Answer keys to additional assigned activities.

The Declaration of Suitability folder includes:

* A form requiring you to indicate whether you already speak or understand Spanish in conversations with family and friends, whether you studied Spanish before, or whether you are a complete beginner. This form must be submitted to the Dropbox before the end of the first week of classes. Submitted assessments will be graded only after submission of the Declaration of Suitability form.

### Course Structure

The course is structured into 12 Units, each one representing a week of the semester. Beginning with everyday greetings and an introduction to the sounds of the language, progression through the Units will provide you with the vocabulary and language structures needed to build your fluency and accuracy in using the language as you work towards achieving the learning outcomes of the course.

The units are as follows:

* Unit 01: Greetings and Introductions
* Unit 02: Me and My Surroundings
* Unit 03: Identity and Descriptions
* Unit 04: Everyday Action Verbs (-ar ending verbs)
* Unit 05: Time and Schedules
* Unit 06: More Everyday Actions (-er & -ir ending verbs)
* Unit 07: Expressing Feelings and Making Plans
* Unit 08: Some Common Irregular Verbs
* Unit 09: To be: *ser o estar?*
* Unit 10: Stem Changing Verbs
* Unit 11: Using Direct Object Pronouns
* Unit 12: Always, Never, How Long?

### First Steps

To begin, you are required to complete and submit the Declaration of Suitability form to confirm that this beginner level course, designed for students who have no Spanish or minimal Spanish, is appropriate for you. The Declaration of Suitability form is found under the Content tab and must be completed and submitted to the Dropbox by the end of week 1 and before you complete any other activity in the course.

Read this Outline in its entirety and do the same for the Assessments document under the Content tab. This will prepare you to complete the opening quiz, called Getting to Know your Course. The Getting to Know your Course quiz is not part of your course grade, but it is considered an important criterion for success in the course because the quiz questions require that you become familiar with the course layout and expectations. For this reason, you must achieve a score of 100% on the Getting to Know your Course Quiz before you can gain access to the six graded quizzes in weeks 3, 5, 7, 8, 10, 12. You will have unlimited access to the Getting to Know your Course quiz and you should prepare for it by reading the information in the Outline and Assessments documents under the Content tab. The Getting to Know Your Course quiz is found in Quizzes, under the Tools tab of the CourseLink page.

### What to Expect in Each Unit

Each Unit begins with an introduction to the Unit topic, followed by the Unit outcomes. The Unit outcomes indicate the skills and knowledge you will acquire by the end of the Unit if you complete the Unit activities. Achievement of the outcomes of each Unit contributes to your overall achievement of the outcomes of the course.

As an introduction to the Hispanic world, each Unit features a banner image from a Spanish speaking country. Interesting cultural, historical, or linguistic commentary about the image is provided for you at the start of each Unit. To gain some insight into important facts, practices, or places in the Hispanic world and enrich your cultural awareness, take a few minutes at the start of each Unit to view the banner image and read the information associated with it.

The course is focused on you applying the knowledge you gain to learn to read, write, comprehend, and speak Spanish at the introductory level. You are provided with multiple opportunities to do so in each Unit. Once you have completed the introduction in each Unit’s professor’s notes, introductory video or textbook reading, you will be guided to practise what you learned by completing a combination of activities in the textbook, SAM and Nelson companion website as well as through other online sources or activities created by the professor. Answer keys are provided for activities not automatically graded.

We have developed several activities and videos specifically to support your learning in this course, so be sure to put them to good use.

You are often invited to submit your written or oral work for feedback from the professor or a TA. This is especially useful as you prepare to submit graded written and oral assessments. Watch for these opportunities.

The assessments for the course are found in the Assessments module, under the Content tab in CourseLink.

### Schedule

We strongly recommend that you follow the course schedule. A general outline of the schedule with due dates for assessments is provided below. Detailed lists of topics you should be working on and practice activities for each week in the schedule can be found in the Unit modules in CourseLink Content. By working through the weekly Units in a timely fashion, you will be better prepared to complete the assessments and succeed in the course.

**Unit 01: Greetings, Introductions, the Alphabet**

**Week 1 – Monday, January 9 to Sunday, January 15**

**Activities**

Engage in Unit 01 activities as detailed in CourseLink Content Unit 01. Unit 01 topics include:

* Familiarize yourself with the course website by selecting **Start Here** on the navbar.
* Before the end of week 1, complete the Declaration of Suitability form, available in Content, and submit it to the Declaration of Suitability folder in the course **Dropbox**.
* Review **Outline** and **Assessments** on the course website to learn about course expectations, assessments, and due dates.
* Watch the **Welcome to the Course** video.
* Complete the Know your Course Quiz, accessible under Quizzes in the Tools dropdown menu. Remember you have unlimited attempts at this quiz and must score 100% on it in order to gain access to graded quizzes 1-6
* Participate in the Introduce Yourself discussion forum.
* Greetings and the alphabet

**Unit 02: Me and My Surroundings**

**Week 2 - Monday, January 16 to Sunday, January 22**

**Activities**

Engage in Unit 02 activities as detailed in CourseLink Content, Unit 02. Unit 02 topics include:

* Vocabulary for the classroom
* Vowel sounds
* Gender of nouns
* Definite and indefinite articles with nouns

**Assessments**

* **Discussion I:** Hispanic Culture in Canada

Opens: Monday, January 9 at 12:01 a.m. ET

Closes: Sunday, January 22 at 11:59 p.m. ET

**Unit 03: Identity and Descriptions**

**Week 3 – Monday, January 23 to Sunday, January 29**

**Activities**

Engage in Unit 03 activities as detailed in CourseLink Content, Unit 03. Unit 03 topics include:

* Subject pronouns
* Present indicative of the verb *ser*
* Agreement between nouns, articles and adjectives
* Numbers from 0-40
* Consonant sounds in Spanish

**Assessments**

* **Quiz #1**

Opens: Monday, January 9 at 12:01 a.m.

Closes: Sunday, January 29 at 11:59 p.m.

**Unit 04: Everyday Action Verbs (-ar ending verbs)**

**Week 4 – Monday, January 30 to Sunday, February 5**

**Activities**

Engage in Unit 04 activities as detailed in CourseLink Content, Unit 04. Unit 04 topics include:

* Vocabulary for the home
* Present indicative of regular verbs ending in -*ar*
* Possessive adjectives

**Assessments**

* There are no assessments due this week.

**Unit 05: Time and Schedules**

**Week 5 – Monday, February 6 to Sunday, February 12**

**Activities**

Engage in Unit 05 activities as detailed in CourseLink Content, Unit 05. Unit 05 topics include:

* Numbers up to 200
* Telling current time and the time of events
* Days, months, seasons and dates
* Gender of nouns, part II

**Assessments**

* **Writing Assessment #1**

Due: Wednesday, February 8 by 11:59 pm

* **Quiz #2**

Opens: Monday, January 9 at 12:01 a.m.

Closes: Sunday, February 12 at 11:59 p.m.

**Unit 06: More Everyday Actions (-er & -ir ending verbs)**

**Week 6 – Monday, February 13 to Friday, February 17**

**Activities**

Engage in Unit 06 activities as detailed in CourseLink Content, Unit 06. Unit 06 topics include:

* Vocabulary related to everyday activities
* Present indicative of verbs ending in *er* & -*ir*
* Expressing possession with *de*
* Present indicative of irregular verbs *tener* & *venir*

**Assessments**

* **Trial Submission** of **Oral Assessment on Video** via **Video Assignments**
Opens: Monday, January 9 at 12:01 a.m.
Due: Wednesday, February 15 at 11:00 p.m.

**Note**: You are strongly encouraged to complete the Trial Submission to clear up any technical challenges and to ensure that you are comfortable using the technology during the graded Oral Assessment on Video in Week 10. You must first access the Trial Submission via the links embedded in the **Content** area on the course site before the button in the **Tools** dropdown menu will allow you to access the **Video Assignments** tool.

**Winter Break –** **Monday, February 20 to Sunday, February 26**

**Unit 07: Expressing Feelings and Making Plans**

**Week 7 – Monday, February 27 to Sunday, March 5**

**Activities**

Engage in Unit 07 activities as detailed in CourseLink Content, Unit 07. Unit 07 topics include:

* Expressions with the verb *tener*
* Demonstrative adjectives and pronouns
* Numbers to 2.000.000

**Assessments**

* **Discussion 2:** Some Aspects of Hispanic Culture

Opens: Monday, January 9 at 12:01 a.m.

Closes: Wednesday, March 1 at 11:59 p.m.

* **Quiz #3**

Opens: Monday, January 9 at 12:01 a.m.

Closes: Sunday, March 5 at 11:59 p.m.

**Unit 08: Some Common Irregular Verbs**

**Week 8 – Monday, March 6 to Sunday, March 12**

**Activities**

Engage in Unit 08 activities as detailed in CourseLink Content, Unit 08. Unit 08 topics include:

* Vocabulary for family relationships
* Verbs with irregular *yo* forms in the present indicative
* The verbs *saber* & *conocer*
* The personal *a*
* Contractions *al* & *del*
* Present indicative of the verbs *ir, dar,* & *estar*
* *Ir a* + the infinitive to express future actions

**Assessments**

* **Quiz #4**

Opens: Monday, January 9 at 12:01 a.m.

Closes: Sunday, March 12 at 11:59 p.m.

**Unit 09: To be: *ser o estar*?**

**Week 9 – Monday, March 13 to Sunday, March 19**

**Activities**

Engage in Unit 09 activities as detailed in CourseLink Content, Unit 09. Unit 09 topics include:

* Vocabulary related to food
* The present progressive (*estar* + *el gerundio*)
* Uses of *ser* & *estar*

**Assessments**

* **Writing Assessment #2**

Due: Wednesday, March 15 at 11:59 p.m.

* **Discussion 3:** The Hispanic Origin of Some Common Foods

Opens: Monday, January 9 at 12:01 a.m.

Closes: Sunday, March 19 at 11:59 p.m.

**Unit 10: Stem Changing Verbs**

**Week 10 – Monday, March 20 to Sunday, March 26**

**Activities**

Engage in Unit 10 activities as detailed in CourseLink Content, Unit 10. Unit 10 topics include:

* Present indicative of verbs with stem change *e>ie*
* Comparative & superlative statements
* Pronouns as objects of prepositions

**Assessments**

* **Oral Assessment** **on Video** via **Video Assignments**
Opens: Monday, January 9 at 12:01 a.m.

Due: Wednesday, March 22 at 11:59 p.m.

Note: You are strongly encouraged to complete this assignment during CourseLink Support hours in case of technical challenges.

* **Quiz #5**

Opens: Monday, January 9 at 12:01 a.m.

Closes: Sunday, March 26 at 11:59 p.m.

**Unit 11: Using Direct Object Pronouns**

**Week 11 – Monday, March 27 to Sunday, April 2**

**Activities**

Engage in Unit 11 activities as detailed in CourseLink Content, Unit 11. Unit 11 topics include:

* Vocabulary related to shopping
* Present indicative of verbs with stem changes *o>ue* & *e>i*
* The direct object and direct object pronouns

**Assessments**

* There are no assessments due this week.

**Unit 12: Always, Never, How Long?**

**Week 12 –** **Monday, April 3 to Monday, April 10**

**Activities**

Engage in Unit 12 activities as detailed in CourseLink Content, Unit 12. Unit 12 topics include:

* Affirmative & negative expressions
* *Hace…que* to express actions in progress

**Assessments**

* **Quiz #6**

Opens: Monday, January 10 at 12:01 a.m.

Closes: Sunday, April 9 at 11:59 p.m.

* **Take Home Final Exam**Available: Monday, April 10 at 8:30 a.m. ET
Due: Monday, April 17 by 8:30 p.m. ET

## 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 about each type of assessment. Due dates can be found above, under the Schedule heading of this outline.

**Table 1: Course Assessments**

| **Assessment Item** | **Weight** | **Learning Outcome** |
| --- | --- | --- |
| Online quizzes (5 out of 6) | 30% | 2, 5 |
| Writing assessment #1 | 6% | 2,3,5 |
| Writing assessment #2 | 9% | 2,3,5 |
| Oral assessment on video | 15% | 1,4,5,6 |
| Discussions on culture (3) | 15% | 7 |
| Take Home Final Exam | 25% | 2,3,5,7 |
| Total | 100% |  |

### Assessment Descriptions

#### Quizzes

There will be 6 online quizzes during the semester, each one assessing mastery of the content of one lesson of the textbook. The quizzes test your mastery of the active vocabulary and grammatical structures covered in each lesson of the textbook. Quiz 1 covers the content of lesson 1 of the textbook, quiz 2 covers the content of lesson 2 and so on. Quizzes will be random combinations of 30 questions in multiple choice, matching, and fill in the blank formats. You will have three attempts at each of Quizzes 1-6, with your highest score recorded as your grade for that quiz. Your five best quiz results will count towards the total quiz grade of 30%, with your lowest quiz grade dropped. All quizzes are delivered and submitted through the CourseLink Quizzes tool.

#### Writing Assessments

## There are two writing assessments, with the first one worth 6% and the second one worth 9% for a total of 15%. The writing assessments require that you respond to questions written in Spanish. You will answer them in written Spanish, using the vocabulary and content already covered in the course.

Questions and topics for the writing assessments, as well as instructions for completion, and grading rubrics are found in the Assessments module under Content.

#### Oral Assessment on Video

The oral assessment on video is worth 15% and tests your reading and comprehension skills, as well as your ability to respond orally to questions posed orally. You will be required to submit a video recording of yourself reading a passage in Spanish. You will receive the reading passage in advance to allow you to practise and perfect your delivery.

The reading passage for the oral assessment on video, instructions for completion, and the grading rubric are found in the **Assessments** module under **Content**.

#### Discussions

There are 3 discussions worth a total of 15%. Each discussion is focused on an aspect of Hispanic culture. Your participation in each of the three discussion topics is based on a given reading provided to you in advance. You will have a series of questions to guide your participation in each discussion. Your comments in the discussions will be in English with as much Spanish as you can include. Your Spanish will not be assessed.

Discussion topics, questions to guide your responses, and the grading rubric are found in the **Assessments** module under **Content**.

#### Take Home Final Exam

At the end of the course, there will be a take home final exam which will test your language skills and mastery of the content of the entire course. The final take home exam carries a weight of 25%.

The take home final exam will be delivered online via the **Quizzes** tool. The exam is 1.5 hours (90 minutes) in length. To accommodate students who may be located in various time zones, the exam will be available **Monday, April 10 at 8:30am ET** until **Monday, April 17 by 8:30 pm ET**.

You can enter the exam at any point during this window of time but will only have **the time** **allowed** to complete it from when you start writing.

You must complete the **Academic Integrity Declaration** quiz to access the take home exam.

**Note:** Even though the exam window is open for 72 hours, please take note that CourseLink Support is not available 24 hours of the day. If you wish to attempt your take home final exam outside Course Link Support hours and encounter any technical issues, you may not be able to get the tech support you need which could affect your exam attempt.

#### Note on use of external sources and academic misconduct when completing and submitting assessments for evaluation.

Each assessment is individual work. Therefore, **all assessments submitted must be the work of the student and the student alone**. This means that students are NOT to seek unauthorized outside help (which may include, but is not limited to, help from other students, teachers, private tutors, ghost writers, native speakers of Spanish, etc.) either in the preparation of assignments or in checking for errors before assignments are submitted.

On some assessments, students may use online dictionaries such as wordreference.com or spanishdict.com to look up individual words. Detailed instructions regarding the use of permitted resources are included in the description of each assessment.

Your instructor reserves the right to ask you about your use of phrases and structures that are beyond the scope of the course or that students at the beginner level are unlikely to be familiar with. An inability to answer appropriately may be grounds to forward your work to the Associate Dean Academic, College of Arts for further scrutiny and investigation of potential Academic Misconduct.

## Course Technology Requirements and Technical Support

### CourseLink System Requirements

You are responsible for ensuring that your computer system meets the necessary [system requirements](https://opened.uoguelph.ca/student-resources/system-and-software-requirements). Use the [browser check](http://courselink.uoguelph.ca/d2l/tools/system_check/systemcheck.asp?ou=6605) 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

### Nelson companion website

If you are using hard copies of the textbook and student activities manual (SAM), this course recommends the use of the 35TNelson companion website.

**Video Assignments System Requirements**

**Video Assignments** is a tool that facilitates the creation and use of student-created videos in course activities and assessments. You are responsible for ensuring that your computer system meets the necessary [system requirements](https://bongolearn.zendesk.com/hc/en-us/articles/360036435094-How-to-Check-Your-System-Before-Completing-a-Video-Assignment). You will need to have a microphone and a webcam to record audio and video.

### Technical Skills

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

* 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) to create documents;
* Be comfortable uploading and downloading saved files;
* Communicate using email (e.g., create, receive, reply, print, send, download, and open attachments);
* Navigate the CourseLink learning environment and use the essential tools, such as **Dropbox**, **Quizzes**, **Discussions**, and **Grades** (the instructions for this are given in your course);
* Access, navigate, and search the Internet using a web browser (e.g., Firefox, Internet Explorer); and
* Perform online research using various search engines (e.g., Google) and library databases.
* Use a headset with microphone to listen to oral assessment 1 questions and record your responses. It is also needed if you choose to make and submit recordings for feedback on your oral progress throughout the course.

### 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:35T35Tcourselink@uoguelph.ca35T

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 am–4:00 p.m.
Sunday: 12:00 pm–6:00 p.m.

## Course Specific Standard Statements

### Acceptable Use

The University of Guelph has an 35T[35TAcceptable Use Policy](http://www.uoguelph.ca/cio/content/aup-acceptable-use-policy)35T35T, 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.
* **Main 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.

**Café:** Visit the “Café”, a discussion forum created for you to post interesting information or to share stories, life experiences with Spanish or resources with your classmates, the instructor, and the TA.

* **Email:** If you have a conflict that prevents you from completing course requirements, or have a question concerning a personal matter, contact your instructor by email. The instructor will respond to your email within 48 to 72 hours.
* **Online meeting:** If you have a complex question that 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, in addition to 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

When submitting your assignments using the **Dropbox** tool, do not leave the page until your assignment has successfully uploaded. To verify that your submission was complete, you can view the submission history immediately after the upload to see which files uploaded successfully. The system will also email you a receipt. Save this email receipt as proof of submission.

Be sure to keep a back-up copy of all your assignments in the event that they are lost in transition. 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 to your email account, so that should something happen to your computer, the assignment can 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).

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

### Late Policy

If you choose to submit your individual assessments to the **Dropbox** late, the full allocated mark will be reduced by 5% per day after the submission deadline for the assignment up to a maximum limit of six days. After which time, access to the **Dropbox** folder will be closed, and no further work will be accepted for grading.

There is no option in CourseLink for late submission of the Discussions and the Oral Assessment submitted via the **Video** **Assignment** tool.

No extended due dates are available for the Final Take Home Exam.

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 final submission 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 48T48T**Grades48T48T** tool of the course website.

Your instructor will make every effort to 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 35T[35TWebAdvisor](https://www.uoguelph.ca/webadvisor)35T35T (using your U of G central ID). Open Learning program students should log in to the 35T[35TOpenEd Student Portal](https://courses.opened.uoguelph.ca/portal/logon.do?method=load)35T35T 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.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 35T[35TRights and Responsibilities](http://opened.uoguelph.ca/student-resources/rights-and-responsibilities)35T35T.

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

## 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 35T[35TUndergraduate Calendar](http://www.uoguelph.ca/registrar/calendars/undergraduate/current/)35T35T for the rules, regulations, curricula, programs and fees for current and previous academic years.

If you are an **Open Learning Program Student**, consult the 35T[35TOpen Learning Program Calendar](http://opened.uoguelph.ca/en/students/open-learning-program-calendar.asp)35T35T 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 35T[35TUndergraduate Calendar](http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml)35T35T 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 35T[35TOpen Learning Program Calendar](http://opened.uoguelph.ca/en/students/open-learning-program-calendar.asp)35T35T 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. 35T[35TReview the Undergraduate Calendar for regulations and procedures for Dropping Courses](http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-drop.shtml)35T35T.

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

#### Open Learning Program Students

Please refer to the 35T[35TOpen Learning Program Calendar](http://opened.uoguelph.ca/en/students/open-learning-program-calendar.asp)35T35T.

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

#### 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 14 days in advance, and no later than November 1 (fall), March 1 (winter) or July 1 (summer). Similarly, new or changed accommodations for online quizzes, tests and exams must be approved at least a week ahead of time.

For more information, contact Accessibility Services at 519-824-4120 ext. 56208, email Accessibility Services or visit the [Accessibility Services website](https://wellness.uoguelph.ca/accessibility/).

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 35T35Tcontact the Academic Assistant to the Executive Director35T35T. 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 35T35Tcontact the Academic Assistant to the Executive Director35T35T 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.

jessica.martin@uoguelph.ca

### 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 35T[35TAcademic Misconduct Policy](http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconduct.shtml)35T35T 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 35T[35TFair Dealing Guidance for Students](http://www.lib.uoguelph.ca/sites/default/files/fair_dealing_policy_0.pdf)35T35T.

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.

**Storage and Retention of Videoconference Recordings**

Courses may use videoconferencing-based software (e.g., Microsoft Teams, Zoom) and sessions may be recorded by your instructor. As a result, the University of Guelph may collect your image, voice, name, personal views and opinions, and course work under the legal authority of the *University of Guelph Act*and in accordance with the *Freedom of Information and Protection of Privacy Act*. The recording may capture material shared on screen, participant audio and participant video and may be used to facilitate asynchronous learning by other students registered in the course. Recordings of this nature will be deleted following the conclusion of the course. Recordings that facilitate assessment will be retained for a period of one year following the conclusion of the course. If you have any questions about the collection and use of this information, please contact your instructor.

**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](https://news.uoguelph.ca/2019-novel-coronavirus-information/) 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](https://news.uoguelph.ca/return-to-campuses/how-u-of-g-is-preparing-for-your-safe-return/)

[Guidelines to Safely Navigate U of G Spaces](https://news.uoguelph.ca/return-to-campuses/spaces/#ClassroomSpaces)

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-campuses/how-u-of-g-is-preparing-for-your-safe-return/

https://news.uoguelph.ca/return-to-campuses/spaces/#ClassroomSpaces