



POLS*3300 Governing Criminal Justice

Winter 2021

Section: DE

Department of Political Science

Credit Weight: 0.50

Course Details

Calendar Description

The course provides an overview of the policy process and outcomes of the Canadian criminal justice system. Particular emphasis is placed on examining, using various public policy and public management perspectives, the practices and interactions of governmental agencies within the system, such as police agencies and boards, departments of justice, public safety, corrections and parole agencies, courts and the judiciary.

Pre-Requisite(s): 1 of POLS*2350, POLS*2250, POLS*2300

Co-Requisite(s): None

Restriction(s): This is a Priority Access Course. Enrolment may be restricted to particular programs or specializations or semester levels during certain periods. Please see the departmental website for more information.

Method of Delivery: Online

Final Exam

Date: Monday, April 19 at 9:00am ET

Time: Friday, April 23 by 5:00pm ET

Location: Take home final exam to be submitted via the **Quizzes** tool in Courselink

Instructional Support

Instructor

Stacey Colliver

Email: colliver@uoguelph.ca

Office Hours: Via Zoom

Stacey Colliver is a sessional instructor with the University of Guelph. She is currently completing her PhD from the University of Waterloo in Sociology. Her areas of research are social media and content moderation policies. She has a MA in Criminology & Criminal Justice Policy from the University of Guelph. She is also the Director of Community Relations at Community Justice Initiatives, a restorative justice non-profit organization in Kitchener, Ontario.

Teaching Assistant(s)

Name: TBA

Email: TBA

Learning Resources

Required Textbook

There is no required textbook for this course.

Supplementary Materials

This course includes supplementary materials. These materials are meant to supplement the required readings and course content. You can explore the materials at your own pace. To access these materials, select **Content** on the navbar to locate **Supplementary Materials** in the table of contents panel.

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>

Ares

For this course, you will 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 e-Learning Operations and Reserve Services staff at:

Tel: 519-824-4120 ext. 53621

Email: libres2@uoguelph.ca

Location: McLaughlin Library, First Floor, University of Guelph

<https://v2.lib.uoguelph.ca/find/course-reserves-ares/how-get-course-reserve-material>

Learning Outcomes

Course Learning Outcomes

The course provides an overview of the policy process and outcomes of the Canadian criminal justice system. Particular emphasis is placed on examining, using various public policy and public management perspectives, the practices and interactions of governmental agencies within the system, such as police agencies and boards, departments of justice, public safety, corrections and parole agencies, courts and the judiciary.

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

1. Identify the primary agencies and actors in the Canadian criminal justice system and assess how they relate to one another;
 2. Analyze and evaluate the operation of the criminal justice system for strengths and weaknesses in terms of accountability, transparency, independence, and oversight;
 3. Explain and examine the policymaking process and the relationship between politics and public policy;
 4. Recognize the challenges and unique nature of criminal justice policy; and
 5. Conduct basic legal and public policy research.
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Teaching and Learning Activities

Method of Learning

This course is conducted entirely online and consists of units (to guide students through the week's learning), readings, videos, and activities. There are no in-class lectures or seminars for this course. This course runs on a 12-week schedule, where one week equals one unit. In order to succeed in this course, it is important that you keep pace every week with the course as indicated in the schedule within the course website. This means you will:

- Read the appropriate selections from the assigned course readings
- Read and study other materials as listed and provided
- Watch the videos as provided
- Complete all activities and/or required assignments
- Participate in the graded documentary discussion in weeks 5 and 6
- And most importantly, access the course website at least 2-3 times per week to check course updates.

In terms of skill development, written assignments will help to enhance your research and writing skills. You should be able to develop a clear understanding of effective research with the use of appropriate and academic sources. You will also be able to complete basic legal and public policy research through the two central writing assignments.

This is a course on the criminal justice system, and it will necessarily engage with topics that may be emotionally and intellectually challenging for participants. The instructor will make contentious effort to ensure that the virtual classroom is a space where we can thoughtfully and empathetically engage with the course material. All course activities will be conducted in a manner that is respectful and sensitive to the different perspectives and lived experiences of class members. Students are should review the course outline in advance and communicate any requests or concerns with the instructor as soon as possible

Course Structure

This course is divided into 12 units, with each unit representing one week of the course. Course units start on the Monday of each week and end on the Sunday of the same week. All course work and assignments are to be completed by the Sunday of the specified week, except for the midterm exam which will take place on the Friday of week 7. Please see the schedule page for specific deadlines.

The weeks are divided as follows:

- Unit 1: The criminal justice system, criminal code, and media
- Unit 2: Public policy and criminal justice policy

- Unit 3: The constitution, executive and federalism
- Unit 4: Police governance, policing and politics
- Unit 5: Police accountability and oversight, Mr. Big
- Unit 6: Prosecution and defence
- Unit 7: Judiciary and courts
- Unit 8: Sentencing and sentencing policy
- Unit 9: Corrections and conditional release
- Unit 10: Victims' rights
- Unit 11: Indigenous peoples and the criminal justice system
- Unit 12: Criminal justice reform

What to Expect for Each Unit

Each unit is divided into at least three parts:

- Introduction/learning outcomes: this section provides an overview of the major concepts and themes covered within the unit and a list of the specific unit outcomes
- Unit content material: everything in the unit content component is considered required material, in addition to any assigned readings. This material helps to further situate the core unit concepts, and should be read before any assignments are attempted
- Summary/What's Next: this section contains directions for assignments and upcoming due dates. The unit summary provides you with a final overview of the unit's core concepts. Be sure to check the Assessments document from the Table of Contents for assignment details.

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: The Criminal Justice System, Criminal Code and Media

Week 1 – Monday January 11 – Sunday January 17

Readings

- Toronto Star. 2015. "Crime in Canada Falls to Lowest Point Since the 60s"
- Tuns, Paul. 2011. "Why the Crime Rate is Irrelevant"

- Gardner, Dan. 2008. "The Three Rules of Crime Statistics"
- Mewett, Alan. 1993. "The Canadian Criminal Code 1892-1992": 1-27

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.
- Confirm your access to the course reserve materials by selecting **Ares** on the navbar.
- Complete the **Practice Test** using Respondus through the **Quizzes** tool.
- Watch video clip on [Guelph's crime rate](#) from CTV news.
- Look at website for the [Criminal Code of Canada](#)
- Drag and drop activity on formal and informal aspects of the Canadian criminal justice system

Unit 02: Public Policy and Criminal Justice Policy

Week 2 – Monday January 18 to Sunday January 24

Readings

- Ismaili, Karim, Jane B. Sprott, and Kim Varma. 2012. "Thinking About Criminal Justice Policy in Canada."
- Pal, Leslie. 2006. "Excerpt from *Beyond Policy Analysis*."
- Riddell, Troy. 2010. "What Can Political Science Contribute to the Study of Criminal Justice in Canada?" *Canadian Journal of Criminology and Criminal Justice*, 52: 321-340
- Webster, Cheryl M. and Anthony N. Doob. 2015. "US Punitiveness 'Canadian Style' Cultural Values and Canadian Punishment Policy." *Punishment and Society*, 17(3):299-321

Activities

- Visit the LEIGSinfo website and familiarize yourself with the content for the LEGISinfo assignment due in week 4: [LEGISinfo](#)
- Matching activity on key concepts and terms

Unit 03: The Constitution, Executive and Federalism

Week 3 – Monday January 25 to Sunday January 31

Readings

- Gibson, Dale. 1995. "Development of Federal Legal and Judicial Institutions in Canada."
- Huscroft, Grant. 2009. "Reconciling Duty and Discretion: The Attorney General in the *Charter* Era," *Queen's Law Journal* 34: 773-811 * Read only 773-786
- Baker, Dennis. 2017. "The Provincial Power to (Not) Prosecute Criminal Code Offences." *Ottawa Law Review* 48(2): 423-448. *read ONLY pages 423-434 and 439-448
- Rosen, Philip. 2000. "The Canadian Security Intelligence Service." *Library of Parliament*, *read ONLY pages 1-11

Optional Reading

- Fine, Sean. 2015. "[Lawyer's Lawsuit Highlights Ottawa's Court Clashes over Charter Rights](#)" *Globe and Mail* 20 September

Unit 04: Police Governance, Policing and Politics

Week 4 – Monday February 1 to Sunday February 7

Readings

- Mukherjee, Alok and Tim Harper. 2018. *Excessive Force: Toronto's Fight to Reform City Policing*. *read ONLY Chapter 1 pages 32-34 and Chapter 3
- Roach, Kent. 2018. "Balancing Police Independence and Political Responsibility for the Police," *Policing*, 1-17
- Sossin, "The Oversight of Executive Police Relations in Canada: The Constitution, the Courts, Administrative Processes and Democratic Governance," pp. 2-4, 9-15, 23-29

Activities

- Watch video from CBC News – The National "Long-Awaited G8/G20 Report"
- Quiz: Test Your Knowledge of Roach's Models of Police—Executive Relations

Assessments

- **LEGISinfo Paper** due by 11:59pm on Thursday, February 4

Unit 05: Police Accountability and Oversight, Mr. Big

Week 5 – Monday February 8 to Sunday February 14

Readings

- Quan, Douglas. 2020. “He was fatally injured in police custody. Can a watchdog get ‘justice’ for this family? Why some say Canada’s oversight system is broken.” Toronto Star
- Hutchinson, Brian. 2007. “Meet Mr. Big”
- Puddister, Kate and Troy Riddell. 2012. “The RCMP’s Mr. Big Sting Operation: A Case Study in Police Independence, Accountability and Oversight,” *Canadian Public Administration* 55(3): 385-409.
- Tulloch, Michael H. 2017. “[Report of the Independent Police Oversight Review](#)”, Chapter 4 and 12

Activities

- Watch Mr. Big Documentary from CBC the Fifth Estate

Optional Reading

- Gillis, Wendy. “[Mr. Big Went Bad: Inside Durham Police’s Failed Investigation](#).” Toronto Star 3 August

Winter Break: Monday, February 15 to Sunday February 21

Unit 06: Prosecution and Defence

Week 6 – Monday February 22 to Sunday February 28

Readings

- Stuart, Don. 1995. “Prosecutorial Accountability in Canada”
- Cohn, David. 2005. “You Can’t Judge a Crown Brief by Its Cover: How Preliminary Inquiries Can Avoid Unnecessary Trials”
- Verdun-Jones, Simon. 2016. “Plea Bargaining.”
- R v. Nixon [2011] 2 SCR 566 (read only the decision summary)
- Clemmer, Christopher D. 2014. “Obstructing the Bernardo Investigation: Kenneth Murray and the Defence Counsel’s Conflicting Obligations to Clients and the Court” Osgoode Hall Review of Law and Policy 1(2): 137-197 *read ONLY pages 138-147

Activities

- Review the [Crown Policy Manual, Ministry of the Attorney General of Ontario](#)

- Additional optional reading: CBC News. 2016. "[Marie Henein, Jian Ghomeshi's Lawyer, Denies She Has Betrayed Women.](#)"

Assessments

- Mr. Big Documentary Discussion: first week of discussion
Opens: Monday, February 22 at 12:01am
Closes: Sunday, February 28 at 11:59pm

Unit 07: Judiciary and Courts

Week 7 – Monday March 1 to Sunday March 7

Readings

- Lauzon, Julie. 2016. "When Bail Courts Don't Follow the Law"
- Hausegger, Lori, Matthew Hennigar, and Troy Riddell. 2015. *Canadian Courts: Law, Politics, and Process*, "Chapter 9: Criminal Justice Policy and Process" 2nd ed. (Oxford University Press) pages 271-298
- *R v. Grant* [2009] 2 SCR 353, * read ONLY paragraphs: 1-8; 11-12; 19-23; 44-59; 67-86;129-140

Activities

- Review supplemental cases: *RJR-MacDonald* [1995] 3 S.C.R. 199, *R v. Hydro-Quebec* [1997] 3 S.C.R. 213, *R v. Keegstra* [1990] 3 S.C.R. 697, *Canada (AG) v. Bedford* [2013] 3 S.C.R. 1101
- Review [Criminal Code of Canada](#) provisions on self-defence
- Apply the *Grant* test for the exclusion of evidence

Assessments

- Mr. Big Documentary Discussion: second week of discussion
Opens: Monday, March 1 at 12:01am
Closes: Sunday, March 7 at 11:59pm
- **Online Midterm**
Opens: Friday, March 5 at 8:30 am ET
Closes: Friday, March 5 at 6:30 pm ET

Unit 08: Sentencing and Sentencing Policy

Week 8 – Monday, March 8 to Sunday March 14

Readings

- Edgar, Allen. 1999. "Sentencing Options in Canada," Making Sense of Sentencing, Julian V. Roberts and David P. Cole eds. (University of Toronto Press), chapter 7, 112-136
- Baker, Dennis and Troy Riddell. 2015. "An Alternative to Mandatory Minimum Sentences."
- Pomerance, Renee. 2013. "The New Approach to Sentencing in Canada: Reflections of a Trial Judge." *Canadian Criminal Law Review* 17: 305-326. * read ONLY pages 306 to 320
- *R. v. Lloyd* [2016] 1 S.C.R. 130, *read ONLY paragraphs: 1-3, 22-37, 57-62, 106.

Activities

- Review the '[Purposes and Principles](#)' of sentencing provided in the *Criminal Code of Canada*
- Ungraded class discussion on the course discussion boards on *R v. Lloyd*

Unit 09: Corrections and Parole

Week 9 – Monday March 15 to Sunday March 21

Readings

- Doob, Anthony N. and Cheryl M. Webster. 2006. "Countering Punitiveness: Understanding Stability in Canada's Imprisonment Rate" *Law & Society Review* 40(2): 325-367
- Fine, Sean. 2016. "Inside Out: The Decline of Parole and the Fundamentals of Canada's Penal System." *Globe and Mail* 12 November
- Zinger, Ivan. 2012. "Conditional Release and Human Rights in Canada: A Commentary," *Canadian Journal of Criminology and Criminal Justice* 54(1): 117-129.

Optional Reading

- Galloway, Gloria. 2011. "[The Greying of Canada's Prison Population](#)," *Globe and Mail*, 1 November
- More information on the '[Faint Hope Clause](#)'
- Watch: TVO the Agenda. 2016. "Inside Canada's Corrections." Reflect on discussion questions

- Solitary confinement: Independent Review of Ontario Corrections. 2017. [“Segregation in Ontario”](#)
- John Howard Society of Ontario. 2017. [“Fact Sheet: Solitary Confinement”](#)

Assessments

- **Sentencing Policy Paper** due by 11:59 pm on Sunday, March 21

Unit 10: Victims’ Rights

Week 10 – Monday March 22 to Sunday March 28

Readings

- Roach, Kent. 1999. “Crime Victims,” in *Due Process and Victims’ Rights*, pages 278-299
- McDonald and Grossman. 2016. “Crime Victims and the Justice System”
- Doe, Jane. “Excerpts from *The Story of Jane Doe: A Book About Rape*” in *The Story of Jane Doe: A Book About Rape*, pages 74-75; 285-290
- Manikis, Marie. 2015. “Imagining the Future of Victims’ Rights in Canada: A Comparative Perspective.” *Ohio State Journal of Criminal Law* 13(1): 163-186

Activities

- Review the [Canadian Statement of Basic Principles of Justice for Victims of Crime, 2003](#)
- Drag and drop activity – Victims’ Rights

Assessments

- **Sentencing Policy Peer Review through PEAR**

Opens: Monday March 22 (12:01 am)

Closes: Sunday, March 28 (11:59 pm)

Unit 11: Indigenous Peoples and the Criminal Justice System

Week 11 – Monday March 29 to Sunday April 4

Readings

- Clark and Landau. 2012. “Aboriginal Justice Policy in Canada.”
- Roberts, Julian V. and Andrew A. Reid. 2017. “Aboriginal Incarceration in Canada since 1978: Every Picture Tells the Same Story,” *Canadian Journal of Criminology and Criminal Justice*, 59(3): 313-345

- Truth and Reconciliation Commission of Canada. 2015. *Honouring the Truth, Reconciling for the Future: Summary of the Final Report of the Truth and Reconciliation Commission of Canada*, pages 1-6; 218-229
- Tulloch, Michael H. 2017. "Report of the Independent Police Oversight Review," https://www.attorneygeneral.jus.gov.on.ca/english/about/pubs/police_oversight_review/ Chapter 10

Activities

- Additional optional reading: Rudin, Jonathan. 2007. "[Aboriginal Peoples and the Criminal Justice System](#)," Report Prepared for the Ipperwash Inquiry
- Review *R v. Gladue* [1999] 1 S.C.R. 688
- Watch: Heritage Minutes, "Chanie Wenjack"

Unit 12: Criminal Justice Reform

Week 12 – Monday April 5 to Sunday April 11

Readings

- Roberts et al. 2003. "Chapter 1: Penal Populism in Context" and "Chapter 4: Explaining the Rise of Punitive Penal Policies," in *Penal Populism and Public Opinion*, pages 3-20; 61-75
- Jones, Craig. 2015. "Penal Populism: The Politicization of Crime Under Harper."
- Gallant, Jacques. 2017a. "[How an 'invented' Supreme Court ruling has rocked the Canadian justice system.](#)"
- Gallant, Jacques. 2017 b. "Scrapping preliminary hearings not going to solve the problem of court delays."
- Gallant, Jacques. 2017c. "Defence lawyers say their ideas to spend up the courts being 'met with silence.'"

Activities

- Review *R v. Jordan* [2016] 1 S.C.R. 631

Optional Reading

Kelly, James B. and Kate Puddister. 2017. "Criminal Justice Policy during the Harper Era: Private Member's Bills, Penal Populism and the *Criminal Code of Canada*." *Canadian Journal of Law and Society* 32(3): 391-415

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
LEGISinfo Policy Paper	25%	3, 4, 5
Mr. Big Documentary Discussion	5%	1, 2
Midterm	20%	1, 2
Sentencing Policy Paper	25%	2, 4, 5
Sentencing Policy Peer Review	5%	2
Final Exam	20%	1, 2, 3
Total	100%	

Assessment Descriptions

LEGISinfo Paper

For this assignment, students will select one recent criminal justice policy bill passed by the Parliament of Canada and will investigate and analyze the policymaking process. Students will evaluate the positions of different stakeholders on the bill, including interest groups and individuals that participated in the policymaking process. Imagining themselves as a parliamentarian, students will decide if they would support the bill, using academic research as their evidence.

Mr. Big Documentary Discussion

After watching the CBC Fifth Estate documentary on the RCMP's Mr. Big Investigative technique students will engage in an online discussion with peers on the various issues addressed in the film. Topics considered will include: police oversight and accountability, criticisms and benefits of the undercover technique, and the different positions held by police officers and defence counsel.

Midterm Exam

The midterm exam will cover the material from units 1 through 7. The exam will consist of multiple choice and true/false questions and it will be completed online.

This course requires the use of Respondus LockDown Browser to proctor your online midterms within CourseLink. Use of Lockdown Browser has been implemented to maintain the academic integrity of the midterms. You must download and install LockDown Browser to complete the practice test and midterm. While writing the practice test and midterm, you must show your university issued identification card during the Respondus Startup Sequence.

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.

Please be sure to review the Using Respondus Lockdown Browser 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 entering the online exam. The purpose of the practice test is to ensure that Respondus LockDown Browser is set up properly and that you are comfortable using the software.

If you have any questions regarding the use of Respondus Lockdown Browser or if you encounter any technical issues during the practice test or midterms, please contact CourseLink Support at courselink@uoguelph.ca or 519-824-4120 ext.

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

Sentencing Policy Paper

For this assignment students will use a legal database to locate three different sentencing decisions imposed for a single offence found in the Criminal Code of Canada. Students will evaluate the reasoning given by the judge at sentencing and compare and contrast the differences between each case. Students will analyze each case to consider its relationship to the principles of sentencing found in the Criminal Code. Following this assignment, students will engage in review of three submissions of peers using the PEAR system.

Final Exam

This course requires you to submit a take-home final exam to the **Quizzes** tool in CourseLink. The final exam will cover material from units 8 through 12. The examination will be a combination of multiple choice, true/false, fill-in-the-blank, and matching questions and it will be conducted online. 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 cover material from units 8 through 12. The examination be a combination of multiple choice, true/false, fill-in-the-blank, matching and short answer questions and it will be conducted online.

Course 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).

<http://spaces.uoguelph.ca/ed/system-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, you must meet the following technical requirements so that you can take the practice test and midterm:

1. Operating Systems: Windows 10, 8, 7; Mac OS X 10.10 or higher.
2. Memory: Windows 2 GB RAM; Mac 512 MB RAM.
3. For Mac users: Safari must function properly on the computer.
4. Mac users must have Adobe Flash Player installed to Safari, even if a different browser is normally used.
5. Functioning webcam and microphone. The webcam and microphone can be built into your computer or can be the type that plugs in with a USB cable. (You will be required to do an environment scan of your room, so please ensure you can move your computer, laptop or webcam for this scan.)
6. A broadband Internet connection. It is recommended that you access the Internet via a wired connection.

If you have any concerns about meeting system requirements, contact CourseLink Support. They will work with you to find alternative solutions or make alternative arrangements. <http://spaces.uoguelph.ca/ed/contact-us/>

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, Internet Explorer); 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.
- **Zoom:** If you have a complex question you would like to discuss with your instructor, you may book a Zoom meeting. Zoom 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; and
- Sharing your username and password.

Submission of Assignments to Dropbox

All assignments for this course should be submitted electronically via the online **Dropbox** tool. When submitting your assignments using the **Dropbox** tool, do not leave the page until your assignment has 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.

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

Late Policy

If you choose to submit your individual assignments to the **Dropbox** tool late, the full allocated mark will be reduced by 5% per day (including weekends (Saturday and Sunday counted separately) after the deadline for the submission of the assignment to a limit of six days at which time access to the **Dropbox** folder will be closed.

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. Late papers may also not receive the same degree of feedback as papers handed in on 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 3 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>

Storage and Retention of Exam Videos

Only authorized University of Guelph faculty or staff will have access to the video of your exam. Videos will be retained for a period of one year following the completion of the course.

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

University of Guelph Degree Students

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.

Open Learning Program Students

Check your email account (the account you provided upon registration) regularly for important communications, as this is the primary conduit by which the Open Learning and Educational Support will notify you of events, deadlines, announcements or any other official information.

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.