

PSYC*2070 - Teams, Leadership, and Professional Behaviour

Winter 2024 Course Outline

Section: 01

Credits: 0.50

Land Acknowledgement: Guelph

The University of Guelph resides on the ancestral lands of the Attawandaron people and the treaty lands and territory of the Mississaugas of the Credit. We recognize the significance of the Dish with One Spoon Covenant to this land and offer respect to our Anishinaabe, Haudenosaunee and Métis neighbours. Today, this gathering place is home to many First Nations, Inuit, and Métis peoples and acknowledging them reminds us of our important connection to this land where we work and learn.

Calendar Description

The course will focus on the theory and practical application of Organizational Psychology with regard to leadership, teams, and professional behaviour. The course will provide students with opportunities to assess their leadership and teamwork skills, as well as active learning activities to practice these skills. Key topics will include work motivation, time management, personal organizational skills, goal setting, conflict management, social influence and stress management.

Prerequisite(s): PSYC*1500 or 4.00 credits in Psychology

Restriction(s): Restricted to BAH.PSYC, BAH.PSYC:C, BAG.PSYC

Department(s): Department of Psychology

Lecture Schedule

Wed 5:30pm-6:50pm in ROZH*103 (1/8 to 4/23)

Seminar Schedule

Seminar leaders' office hours will be by appointment only.

Please note that you are NOT permitted to attend a different seminar than the one you registered for on Web Advisor. You will be forming groups with others in your seminar to complete team projects. So, it is crucial that you only attend your own section.

Please note: Requests to change seminar sections need to go through the undergraduate program assistant of the Psychology department. Please contact them to complete the required paperwork. Seminar swap requests can only take place until Friday, January 19th.

Sections	Teaching Assistant	Email	Day	Time	Location
01	Amara Robbins	arobbi02@uoguelph.ca	Friday	2:30 PM - 3:50 PM	ROZH, 109
02	Halah Abu-Omar	habuomar@uoguelph.ca	Friday	1:00 PM - 2:20 PM	MCKN, 304
03	Simran Dhatt	sdhatt@uoguelph.ca	Friday	10:00 AM - 11:20 AM	MCKN, 308
05	Tianzi Dou	tianzi@uoguelph.ca	Thursday	11:30 AM - 12:50 PM	MCKN, 304
06	Molly Contini	mconti01@uoguelph.ca	Thursday	4:00 PM - 5:20 PM	MCKN, 305
07	Rachel Appiah	appiahr@uoguelph.ca	Thursday	2:30 PM - 3:50 PM	MCKN, 306
08	Sally Xie	yxie14@uoguelph.ca	Thursday	10:00 AM - 11:20 AM	MCKN, 306

Instructor Information

Dr. Harjinder Gill

Email: gillh@uoguelph.ca

Winter 2024 Office Hours:

Friday 11:00-12:00PM via Teams

If you would like to meet in person, please send me an email to arrange a meeting.

GTA Information

Seminar Coordinator Name: Ashley Cole

Seminar Coordinator Email: acole02@uoguelph.ca

Office location and office hours: by appointment (via TEAMS)

Learning Resources

Required Texts:

<https://ecampusontario.pressbooks.pub/orgbehavior/>

Please note that this textbook is free and can be read online using the above link. The PDF has been uploaded to CourseLink. If you would like, you can order a physical copy of this textbook using this link. Also, the link is available on library reserves.

Course Website:

CourseLink (powered by D2L's Brightspace) is the course website. It is recommended that you log in to your course website to check for announcements, access course materials, and review assignment requirements. The assignment materials will be submitted using the course Dropbox and Qualtrics. Additional readings will be accessible through CourseLink and Course Reserves (AERS). The results of assignments and examinations will also be posted on CourseLink.

Campus Resources:

If you are concerned about any aspect of your academic program, please make an appointment with a Program Counsellor (<https://www.uoguelph.ca/uaic/programcounsellors/>) in your degree program. If you are struggling to succeed academically. There are numerous academic resources offered by the Learning Commons (<https://www.lib.uoguelph.ca/using-library/spaces/learning-commons/>), including, Supported Learning Groups for a variety of courses, workshops related to time management, taking multiple choice exams, and general study skills.

Library Course Reserve (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 \(https://lib.uoguelph.ca/find/course-reserves-ares/how-get-course-reserve-material/\)](https://lib.uoguelph.ca/find/course-reserves-ares/how-get-course-reserve-material/).

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

Course Level Learning Outcomes

Upon successful completion of this course, students should be able to demonstrate the following learning outcomes:

LO 1.1 – Depth & Breadth of Understanding (2 – reinforce)

- By the end of this course, successful students will be able to identify and describe the major theories and models of:
 - leadership and influence
 - team development and team effectiveness
 - motivation
 - stress management
 - emotions
 - communication

LO 1.2 – Inquiry Analysis (2 -reinforce)

- By the end of this course, successful students will be able to take a topic in organizational psychology and, through the collection and analysis of empirical evidence, develop an informed perspective or judgment about the topic.

LO 2.1 – Information Literacy (2-reinforce)

- By the end of this course, successful students will be able to identify the need for information, where to locate it and the ability to identify and evaluate potential information resources.

LO 4.1 – Oral Communication (2-reinforce)

- By the end of this course, successful students will be able to demonstrate effective presentation skills, including effective organization, clarity, and delivery.

LO 4.2 – Written Communication (1-2: introduce/reinforce)

- By the end of this course, successful students will be able to effectively express their ideas in a written format on the midterm short answer section of the exam and through written assignments (e.g., case analysis).

LO 4.3 – Reading Comprehension (2 –reinforce)

- By the end of this course, successful students will be able to read and understand textbook chapters and psychology journal articles and demonstrate this understanding in assignments and exams.

LO 5.1 – Teamwork (2-3-reinforce/master)

- By the end of this course, successful students will be able to work together in a respectful and collaborative manner to complete tasks.

LO 5.4 – Leadership (1-2: introduce/reinforce)

- By the end of this course, successful students will be able to give direction and guidance to other team members in a respectful and inclusive manner.

LO 5.5 – Personal Organization and Time Management (2-3-reinforce/master)

- By the end of this course, successful students will be able to manage several tasks (e.g., exam preparation, and team assignments) at once and prioritize course tasks.

Seminars

You will attend and participate in 11 seminars. During the seminars, you will work on collaborative learning activities that will help you develop the following skills:

- Working cooperatively and effectively in groups
- Effective communication skills
- Effective team leadership skills
- Developing strategies for managing your time and projects effectively
- Learning to provide and receive constructive peer feedback

As iterated earlier, please note again that you are not permitted to attend a different seminar than the one you registered for on Web Advisor. You will be forming groups with other members of your seminar section. So, it is important that you only attend your own section. Thank you!

Schedule of Topics and Assignments

Week of	Topic	Activities	Due:
1/10	Introduction	Seminar 1: Housekeeping, Expectations, & Rapport Building	Note. Please check that you are attending the seminar in which you are registered
1/17	Research Methods & Statistics (Chapter on ARES)	Seminar 2: Team Presentation ASSIGNED, Rapport Building & Team Member Preferences	Course Outline Quiz (CourseLink) Due: Wed. Jan. 17th (11:59 pm) Submit team member preferences Deadline to swap seminars through the department: Wed. Jan. 17th
1/24	Managing Groups & Teams (Chapter 9)	Seminar 3: Project Team Member Assignments, Case Selection, & Project Planning	In lab assignment #1: Team contract and Project Plan Due: End of Seminar

1/31	Leading People (Chapter 12)	Seminar 4: Presentation Skill Workshop & Working Session for Team Presentations	In lab assignment #2: Arguments for team presentations Due: End of Seminar
2/7	Power & Politics (Chapter 13)	Seminar 5: Interpersonal Skills Workshop & Working Session for Team Presentations	In lab assignment #3: Sources for team presentations Due: End of Seminar
2/14	Mid-term Exam	Seminar 6: Feedback Culture Workshop & Working Session for Team Presentations	In-lab assignment #4: Draft of slides and script for Team Presentation Due: End of Seminar
2/21		Winter Break	
2/28	NO LECTURE (Time to finalize your Team Presentations)	Seminar 7: Team Presentations	Team Presentation: Slides and Script DUE Wed. Feb. 28th (5:00pm) Presentation IN SEMINAR Feb. 29th / Mar. 1st
3/6	Theories of Motivation (Chapter 5)	Seminar 8: Project Leader Consult with TA (10min)	Project Leader AER Worksheet on Wed. Mar. 6th (5:00PM) Project Leader Consult (during the seminar time) Project Leader Feedback DUE on Fri. Mar. 8th (11:59PM) Peer Evaluation DUE on Fri. Mar. 8th (11:59PM)
3/13	Designing a Motivating Work Environment (Chapter 6)	Seminar 9: Writing Skills Workshop & Consultants' Report ASSIGNED	In-lab assignment #5: Project plan for Consultants' Report Due: End of Seminar
3/20	Managing Stress & Emotions (Chapter 7)	Seminar 10: Plagiarism & APA Workshop & Working Session for Consultants' Report	In-lab assignment #6: Outline and Sources for Consultants' Report Due: End of Seminar
3/27	Communication (Chapter 8)	Note: Seminars are cancelled for this week due to the holiday weekend	
4/3	Final Exam Q & A (Virtual via TEAMS)	Seminar 11: Project Leader Consult with TA (10min)	Project Leader AER Worksheet on Wed. Apr. 3rd (5:00pm) Project Leader Consult (during seminar time)
4/10			Team Paper. DUE: Mon. Apr. 8th (11:59pm) Project Leader Feedback DUE on Wed. Apr. 10th (11:59pm) Peer Evaluation DUE on Wed. Apr. 10th (11:59pm)

Assessment Breakdown

Assignment or Test	Due Date	Contribution to Final Mark (%)	Learning Outcomes Assessed
Team Project Part 1: Team Presentation	Feb. 29/Mar. 01 (IN-LAB)	17%	Oral and Written Communication, Teamwork, Personal Org. & Time Mgmt.
Team Project Part 2: Team Paper	Mon. Apr. 8 (11:59pm)	22%	Reading Comp., Written Communication, Inquiry & Analysis, Teamwork, Information Literacy, Personal Org. & Time Mgmt.

IN-LAB assignments (only top 5 out of 6 count)	#1: Jan. 25/26; #2: Feb. 1/2; #3: Feb. 8/9; #4: Feb. 15/16; #5: Mar. 14/15; #6: Mar. 21/22;	5%	Oral and Written Communication, Teamwork, Personal Org. and Time Mgmt.
AER – Project Leader (1)	Project Leader AER worksheet on Wed. Mar. 6 (11:59pm) OR Wed. Apr. 3 (11:59pm) Project Leader AER Consult for Part 1: Mar.7/8 OR Part 2: Apr. 4/5	2%	Teamwork
Project Leader Feedback (1)	Fri. Mar. 8 & Wed. Apr. 10 (11:59pm)	2%	Teamwork, Leadership
Peer Evaluations (2)	Fri. Mar. 8 & Wed. Apr. 10 (11:59pm)	2%	Teamwork
Course Outline Quiz	Wed. Jan. 17 (11:59pm)	3%	Depth & Breadth of Understanding, and Reading Comp.
Mid-term	Wed. Feb. 14 (5:30 - 7:00pm)	21%	Depth & Breadth of Understanding, and Written Communication.
Final Exam	Mon. April 22nd (7:00-9:00pm)	26%	Depth and Breadth of Understanding, and Reading Comp.

Final Exam

Date: Apr 22

Time: Mon 7pm-9pm

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

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

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

Last Day to Drop Course

The final day to drop Winter 2024 courses without academic penalty is the last day of classes: April 08

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

Course Grading Policies

Late Assignment

Team Paper Assignments will be docked 10% per day starting the day after the assignment is due. Given the nature of Team Project Part 1 (i.e., the team presentation), no late assignment will be accepted.

All IN-LAB Assignments are due during your assigned lab; thus, no late assignments will be accepted. Please note that there are 6 in-lab assignments – students can drop their lowest in-lab assignment.

AER (After Events Review) – Project Leader AER Worksheets are due prior to your AER consultations with your TA in your assigned lab. The due date was designed to give you as much time as possible to reflect on your time as a project leader but also give TAs enough time to review your AER prior to the consultation; thus, late Project Leader AERs will be docked 50% per day.

Leader Feedback and Peer Evaluations will be docked 50% per day, as these can be completed as soon as the respective project is handed in. For Team Project Part 1, leader feedback and peer evaluations are due the Friday after the project deadline (Friday, March. 8th). For Team Project Part 2, leader feedback and peer evaluations are due Wednesday, April. 10th. Thus, leader feedback or peer evaluations that are submitted more than 24 hours after the deadline will result in a grade of zero.

Re-Grading of Assignments Policy: If a student is of the belief that an assignment has not been accurately graded, they are to pursue a 2-step course policy: 1) Students should first meet with their seminar TA to discuss any grading concerns. If you are not able to resolve the issue, you're your seminar TA then they can request a regrade. 2) The regrade procedure is for your TA coordinator, Ashley Cole, to independently regrade the assignment. If your team decides to go this route, then I will need an email from you (with your group members copied) that confirms that you want a regrade. Also, please note that you will need to accept the re-grade, whether your grade for the assignment is higher or lower than your original grade.

Course Standard Statements

Course Policies

General:

All students are required to check their @uoguelph.ca e-mail account regularly. There are a number of deadlines and substantial organization required in completing this course. It is your responsibility to meet course deadlines. Personal organization and time management are explicit learning outcomes for this course.

Course Policy on Team/Group Work:

Team Project Parts 1 and 2 (i.e., Team Presentation and Team Paper) will be completed in groups. Only one assignment will be submitted by the Project Leaders for each group. Normally every member of the group gets the same grade on each part of the team project. However, individual grades on group assignments might vary depending on peer evaluation ratings.

Team-work participation: To address concerns with social loafing (some members not doing their part), grades on team projects will be adjusted depending on peer evaluations. Peers will provide a rating of each other's participation, rating it as either 0.5 (minimal contribution from the team member), 1.0 (good solid contribution from the team member) or 1.5 (extraordinary contribution – team member went above and beyond expectations). Any students with a consistent rating of 0.5 will have their grades on Part 1 and Part 2 of the group project, each reduced by 30%. Students who fail to contribute in any capacity to the group projects will receive a grade of 0.

The exams will cover material from lectures and the textbook. The midterm exam will consist of short answer and multiple-choice questions. The final exam will be only multiple-choice questions and will be cumulative.

Course Policy regarding the use of electronic devices and recording of lectures:

Electronic recording of classes is expressly forbidden without the consent of the instructor. When recordings are permitted, they are solely for the use of the authorized student and may not be reproduced, or transmitted to others, without the express written consent of the instructor.

Similarly, any material created by the course instructor is intended for those enrolled in this course solely. Under no circumstances are you allowed to disseminate course materials to external parties.

Course Policy on Missed Classes and Exams:

All of the information related to the administrative aspects of this course will be communicated during class time and on CourseLink. If you miss a class, it is your responsibility to make contact with a fellow student and catch up on what you missed, regardless of whether the absence was justified or not. **If you miss the midterm exam you may wish to seek academic consideration for your absence (e.g., if you believe your absence qualifies for medical or compassionate reasons).** Please contact the course instructor as soon as possible if you miss the midterm exam. If a student misses the midterm exam, they must notify the instructor immediately by email, and the midterm may be rescheduled to take place within 14 days of the exam date.

Communication Policy:

The TAs and I really enjoy meeting students during virtual office hours. Please set up an appointment if you have any questions or concerns, or just stop by for a friendly chat. Only questions that can be answered simply (i.e., by yes or no or with a sentence or two) will be answered by email. For longer answers, you will most likely receive an email asking you to book a virtual meeting with me or the TAs. If you have questions or concerns about your Project Manager AER, Project Manager Feedback, Peer Evaluation grades, Team Projects, in-lab assignment grades, or project team, please email your respective seminar TA.

Important: Please include **"PSYC 2070"** in the subject header of any emails you send regarding the course. Also, please cc your TA on any emails you send regarding assignments or material covered in the seminars.

Also, please note that the TAs and I will do our best to answer your emails within 24–48 hours of receipt, but we are not available on weekends. It is possible that some emails that are not from a university address (e.g., @hotmail.com) may be treated as spam. If at any time your email is not answered, please attend the instructor or TA office hours. The university expects you to check your U of Guelph email account regularly and for us to use it to communicate with you.

Copyright Notice for Inclusion in Course Outlines, University Of Guelph

The course instructor is the copyright owner of the materials provided in this course unless otherwise stated. Any third-party copyrighted materials provided (such as book chapters, articles, images and figures) have either been licensed for educational use or are made available to students under an exception in the Canadian Copyright Act.

Copies of the exam are loaned to registered students for the duration of the examination only. They remain the property of the course instructor at all times. All copies must be returned to the instructor, or her designate at the end of the examination time. They cannot be removed from the examination room under any circumstances. All material contained in the exams is copyrighted and may not be reproduced or transmitted to others without the express, written consent of the instructor.

Copying, posting online, or otherwise distributing any of the content provided in this course may be an infringement of copyright if done without the permission of the copyright owner. Examples of infringing uses of copyrighted works would include uploading materials to commercial course material websites such as CourseHero, or making copies of significant portions of works such as textbooks. However, students are permitted, under the fair dealing exception in the Copyright Act, to reproduce short excerpts from copyright-protected materials for purposes such as private study, research, education, criticism and review, with proper attribution.

For more information about students' rights and obligations with respect to copyrighted works, see Fair Dealing Guidance for Students (<https://www.lib.uoguelph.ca/about/policies/fair-dealing-policy/>) or view this short video (<https://www.youtube.com/watch?v=2HyTccFZLSw>).

Turnitin Policy:

Course instructors are allowed to use software to help in detecting plagiarism or unauthorized copying of student assignments. Plagiarism is one of the most common types of academic misconduct on our campus. Plagiarism involves students using the work, ideas and/or the exact wording of other people or sources without giving proper credit to others for the work, ideas and/or words in their papers. Students can unintentionally commit misconduct because they do not know how to reference outside sources properly or because they don't check their work carefully enough before handing it in. 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.

In this course, your instructor will be using Turnitin.com to detect possible plagiarism, unauthorized collaboration or copying as part of the ongoing efforts to prevent plagiarism in the College of Social and Applied Human Sciences.

A major benefit of using Turnitin is that students will be able to educate and empower themselves in preventing 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.

Statement on the use of AI

Students' work must reflect their unique intellectual capacity and demonstrate the application of critical thinking and problem solving. Therefore, the use of AI (e.g., Chat GPT) to complete any form of assessment is **not permitted** in this course. Submission of materials completed by AI constitutes an offence under the University's academic misconduct policies, either as a form of plagiarism or the use of unauthorized aids.

CSAHS Academic Misconduct Policy

The *Academic Misconduct Policy* is detailed in the Undergraduate Calendar. 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.

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.

Instructors **shall not** determine if academic misconduct has occurred. This is up to the Associate Dean Academic's office. Instructors shall not assign a grade of zero even if they believe that the student has committed some form of academic misconduct (e.g., copied material from a website like CourseHero) on an assignment or exam.

Instructors **can** determine if a student has poorly paraphrased and/or improperly cited material and can provide a grade accordingly as long as this is clearly identified as part of the assessment criteria via a rubric or other assessment tools.

For more information about Academic Integrity resources and how to prevent Academic Misconduct.

Standard Statements for Undergraduate Courses

Academic Integrity

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The Academic Misconduct Policy (<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/academic-misconduct/>) is outlined in the Undergraduate Calendar.

Accessibility

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

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

Accommodations are available for both permanent and temporary disabilities. It should be noted that common illnesses such as a cold or the flu do not constitute a disability. Use of the SAS Exam Centre requires students to make a booking at least 10 days in advance, and no later than the first business day in November, March or July as appropriate for the semester. Similarly, new or changed accommodations for online quizzes, tests and exams must be approved at least a week ahead of time. For students at the Guelph campus, information can be found on the SAS website. (<https://www.uoguelph.ca/sas/>)

Accommodation of Religious Obligations

If you are unable to meet an in-course requirement due to religious obligations, please email the course instructor within two weeks of the start of the semester to make alternate arrangements.

See the Academic calendar for information on regulations and procedures for Academic Accommodations of Religious Obligations (<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/academic-accommodation-religious-obligations/>).

Copies of Out-of-class Assignments

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

Drop Date

Students will have until the last day of classes to drop courses without academic penalty. The deadline to drop two-semester courses will be the last day of classes in the second semester. This applies to all undergraduate students except for Doctor of Veterinary Medicine and Associate Diploma in Veterinary Technology (conventional and alternative delivery) students. The regulations and procedures for course registration are available in the Undergraduate Calendar - Dropping Courses (<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/dropping-courses/>).

Email Communication

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

Health and Wellbeing

The University of Guelph provides a wide range of health and wellbeing services at the Vaccarino Centre for Student Wellness (<https://wellness.uoguelph.ca/>). If you are concerned about your mental health and not sure where to start, connect with a Student Wellness Navigator (<https://wellness.uoguelph.ca/navigation/>) who can help develop a plan to manage and support your mental health or check out our mental wellbeing resources (<https://wellness.uoguelph.ca/shine-this-year/>). The Student Wellness team are here to help and welcome the opportunity to connect with you.

Illness

Medical notes will not normally be required for singular instances of academic consideration, although students may be required to provide supporting documentation for multiple missed assessments or when involving a large part of a course (e.g., final exam or major assignment).

Recording of Materials

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

Resources

The Academic Calendars (<http://www.uoguelph.ca/registrar/calendars/?index>) are the source of information about the University of Guelph's procedures, policies and regulations which apply to undergraduate, graduate and diploma programs.

When You Cannot Meet a Course Requirement

When you find yourself unable to meet an in-course requirement because of illness or compassionate reasons please advise the course instructor (or designated person, such as a teaching assistant) in writing, with your name, id#, and e-mail contact. See the Undergraduate Calendar for information on regulations and procedures for Academic Consideration. (<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/academic-consideration-appeals-petitions/>)