



**University  
of Manitoba** | Faculty of Agricultural  
and Food Sciences

# Syllabus

DAGR 0980

Farm Management Project I

Fall 2021

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## COURSE DETAILS

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<b>Course Title &amp; Number:</b>	Farm Management Project I – DAGR 0980
<b>Number of Credit Hours</b>	3
<b>Class Times &amp; Days of Week:</b>	<p><u>Lecture:</u> The lecture content for the week will be posted weekly every Monday. This will typically include a PowerPoint, assignment, and pre-recorded (asynchronous) assignment instructions</p> <p><u>Tutorial:</u> There will be one live (synchronous) tutorial weekly every Thursday from 11:30am-12:45pm using <b>Cisco Webex</b>. These will be student-directed (Q and A). Tutorials will be recorded and posted on UM Learn. Note: There is a chance we will switch away from Webex to Zoom if it proves superior for both students and instructor.</p> <p><u>Weekly FMA Cohort Meetings:</u> Weekly Group FMA meetings will be held on <b>Teams</b> every Tuesday Beginning on <b>Sept 21</b> and ending <b>Dec 21</b> (excluding Sept 28). The purpose of these meetings are to create: 1) A casual meeting place with a handful of your peers during the virtual fall semester 2) A useful and purposeful weekly dialogue on the FMP that will supplement students' management capacity leading up to Presentations.</p>
<b>Pre-Requisites:</b>	ABIZ 0470, DAGR 0490, ABIZ 0450 (co-requisite)

## Instructor Contact Information

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<b>Instructor(s) Name &amp; Preferred Form of Address:</b>	Garrett Sawatzky Garrett
<b>Office Hours or Availability:</b>	<ul style="list-style-type: none"> <li>- Garrett's Weekly Office Hours: Wed and Thurs 8:30am – 10:30am</li> <li>- All meetings are to be pre-scheduled via <b>Microsoft Teams</b>. Some FMAs may have availability under Cisco Webex on UM Learn</li> <li>- FMA availability will be posted at the start of the semester</li> </ul>
<b>Office Phone No.</b>	N/A
<b>Microsoft Teams Address:</b>	<a href="mailto:Garrett.Sawatzky@umanitoba.ca">Garrett.Sawatzky@umanitoba.ca</a>

**Email:** [Garrett.Sawatzky@umanitoba.ca](mailto:Garrett.Sawatzky@umanitoba.ca)

-All email communication must conform to the [Communicating with Students](#) university policy.

-All emails must come from your university email.

-Email response time will vary; we will attempt to get back to you by the next business day.

**Contact:** Email communication is preferred for initial consultation and brief questions. Supplemental and complex discussions will happen by appointment via **Microsoft Teams**. Note: When possible, appointments can be made last minute/immediately, if both instructor and student are available.

### DAGR 0980 Farm Management Advisors:

FMA	EMAIL	OFFICE HOURS
Garrett Sawatzky	<a href="mailto:garrett.sawatzky@umanitoba.ca">garrett.sawatzky@umanitoba.ca</a>	By Appointment/TBA
Colin Penner	<a href="mailto:colin.penner@umanitoba.ca">colin.penner@umanitoba.ca</a>	By Appointment/TBA
Reg Dyck	<a href="mailto:Reginald.dyck@umanitoba.ca">Reginald.dyck@umanitoba.ca</a>	By Appointment/TBA
Gord McDonald	<a href="mailto:gordon.mcdonald@umanitoba.ca">gordon.mcdonald@umanitoba.ca</a>	By Appointment/TBA
Cole Anderson	<a href="mailto:cole.anderson@umanitoba.ca">cole.anderson@umanitoba.ca</a>	By Appointment/TBA
Phil Veldhuis	<a href="mailto:phillip.veldhuis@umanitoba.ca">phillip.veldhuis@umanitoba.ca</a>	By Appointment/TBA

## COURSE DESCRIPTION

### U of M Course Calendar Description

Development of a comprehensive objectives-driven plan that deals with production and financial management. Students will be required to attend interview sessions outside of scheduled classes with an assigned Farm Management Advisor. The Advisor will support students as they apply their management skills and knowledge to a real farm business or a case farm. May not be held with the former DAGR 0690. Prerequisites: ABIZ 0470 and DAGR 0490. Pre- or co-requisite: ABIZ 0450.

Additionally, students must submit a satisfactory set of financial and production records for the farm they will be basing their project on by June 15th in order to register for DAGR 0980.

This is the official start to your Farm Management Project. Your work in the next two semesters (FMP1 and FMP2) will culminate into your Final Presentation next March. It is important to note that while completing your Farm Management Project, no assignment is a one-and-done assignment, as they all build on each other – one must be satisfactorily completed before attempting the next.

### General Course Description

*Why this course is useful?*

This course is useful for anyone working alongside farm managers in the Agriculture Industry as well as future farm managers. In this course, students complete a comprehensive business plan. It allows

students to practise sound farm management decisions by utilizing management functions and technical knowledge gained from courses throughout the program.

*Who should take this course?*

This course is a mandatory requirement for all Agriculture Diploma students.

*How this course fits into the curriculum*

The Farm Management Project is the capstone course in the Agriculture Diploma Program. This course allows students to bring together the knowledge acquired throughout the Diploma program into a complete business plan.

### Course Goals

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1. Students will develop and understand the importance of farm management skills in the areas of farm financials, budgeting, projections, analysis, among other functions
2. Students will integrate individual planning and decision making as they complete the components of a comprehensive farm business plan
3. Students will develop communication, critical thinking and time-management skills
4. Students will understand the importance of technological tools for making management decisions

### Course Learning Objectives

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1. Students will create a set of objectives that will guide decisions made during the farm management project
2. Students will practise and expand critical analysis and decision-making skills (risk, historical analysis, structural modification, etc.)
3. Students will create and refine a set of reconciled financial statements (both historical and projected)
4. Students will apply skills in the area of enterprise budgeting and understand the importance of using costs of production for decision making
5. Students will develop business-planning skills in the areas of financials, production, and marketing.
6. Students will create a technology implementation plan from previous and current evaluations of technological tools.

### COURSE MATERIALS AND TECHNOLOGY

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**Required Materials:**

- **Microsoft Office (Excel/Word/PowerPoint)** – All assignments must be completed using Microsoft Excel and Microsoft Word (use of other programs such as numbers, OpenOffice, etc. will not be graded). Microsoft Office is free when students sign up for their UM Net ID. <http://www.umanitoba.ca/computing/ist/email/2397.html>
- **Web Camera (Video and Microphone capability)** – Required for class participation, presentations, etc.
- **Reliable Internet Connection** – Access to a certain level of internet capability will be required to view and complete course material in this course and across the program. Please inform instructor of any technological issues at the beginning of the semester.

**Required Textbook:** None

**Supplementary Readings (not required)** - Farm Management 8<sup>th</sup> Edition. Kay, Edwards, Duffy

**Course Technology:**

- **UM Learn** – UM Learn will be used for posting all pre-recorded lectures, assignment material, and other content. It will also be used for submission and grading of assignments. Please ensure that you are familiar with all functions of this platform. Tutorials on how to use UM Learn are located on its homepage.
- **Cisco Webex** – We will use Webex for live tutorials every Thursday. You are encouraged to participate by turning on your camera and mic to ask questions, especially at the start of each class. Use of the chat function is also encouraged throughout the tutorial session.
- **Microsoft Teams** – For meetings with your FMA, please set-up Teams meeting via email.

**ATTENTION STUDENTS RESIDING OUTSIDE WINNIPEG**

As this is a remote learning course, all instructional activities and deadlines will be Winnipeg time (Central Time). Please make sure your calendars are adjusted to reflect any time changes. Please inform your Instructor as soon as possible if you are taking the course while residing outside of Winnipeg, specifically:

- If you are in a rural Canadian area affected by poor internet connections that may impact completing assessments and exams on time
- If you are in another time zone within or outside Canada, specify where you are, and if you foresee any challenges with attending classes and completing assessments and exams on time

NOTE: It is your responsibility to communicate with your instructors well in advance of tests/exams/assignment due dates, of any ongoing issues, OR immediately once an issue arises that *may* impact your ability to complete course work.

## **EXPECTATIONS AND POLICIES**

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**I EXPECT YOU TO:**

- Read, understand, and follow along with this course syllabus throughout the semester. This includes being aware of key dates, evaluations, weights, etc. This syllabus will be followed very closely by the instructor
- Seek help/clarification on any concepts that you don't understand well before assignment deadlines
- Attend and participate in tutorial sessions at 11:30am every Thursday
- Regularly watch and complete any pre-recorded lecture content at the start of each week and formulate questions in the weekly tutorial sessions
- To collaborate in an appropriate manner and check with instructor when you are not sure. E.g., consultations with classmates, farm managers, industry professionals is appropriate; overlapping work, not citing sources, calling another's work your own, is inappropriate.
- Be aware of when you are muted vs unmuted in Cisco Webex Meetings tutorials to prevent disruption
- Regularly access UM Learn site for course information, due dates, news items, grades, etc.
- Check your University of Manitoba e-mail account daily to access course information.

- To reply and create new emails with UM email addresses only ([http://umanitoba.ca/admin/governance/governing\\_documents/community/electronic\\_communication\\_with\\_students\\_policy.html](http://umanitoba.ca/admin/governance/governing_documents/community/electronic_communication_with_students_policy.html).)
- To conduct yourself in a professional and respectful manner in synchronous tutorials, instructor/student meetings, etc., and to be good ambassadors of the Ag Diploma program with industry, virtual/in-person tours, or guest lectures.
- To make yourself aware of **Student Accessibility Services** and what they do (see below)
- To respect copyright and ownership of pre-recorded video lectures and live-recorded tutorials in the **Recorded Lectures Policy** (see below)

**Student Accessibility Services:**

The University of Manitoba is committed to providing an accessible academic community. [Students Accessibility Services \(SAS\)](#) offers academic accommodation supports and services such as note-taking, interpreting, assistive technology and exam accommodations. Students who have, or think they may have, a disability (e.g. mental illness, learning, medical, hearing, injury-related, visual) are invited to contact SAS to arrange a confidential consultation.

Student Accessibility Services  
520 University Centre  
Phone: (204) 474-7423  
Email: [Student\\_accessibility@umanitoba.ca](mailto:Student_accessibility@umanitoba.ca)

**Recorded Lectures Policy:**

I will post pre-recorded video lectures with assignment and content instructions. I will also record our live tutorials for students to refer to after the lecture is finished. These, along with all other course content are to be used only for the students' private study and to help complete assignments and must not be shared. Violation of these and other Academic Integrity principles, will lead to serious disciplinary action. The instructor will leave time at the end of each session for 'off-the record', non-recorded conversations and questions. Thank you.

**YOU CAN EXPECT ME TO:**

- Be sufficiently available for communication for any questions you have via email and Microsoft Teams
- To reply to emails in a timely and clear manner
- To provide clear, detailed explanations and instructions in lectures and for assignments and provide opportunities to apply and practise course concepts
- To regularly update the class on what the end goal is for each assignment and where it fits in to the Farm Management Project
- To maintain organization and structure within the UM Learn platform
- To match your time and effort put into succeeding in this course
- To have assignments graded within 2 weeks of submission
- To provide clear, detailed feedback for each graded assignment
- Maintain the integrity of this course and program by checking and reporting any academic integrity concerns

## COURSE SCHEDULE

This schedule is subject to change at the discretion of the instructor and/or based on the learning needs of the students but such changes are subject to [Section 2.8 of ROASS](#).

### COURSE SCHEDULE

Week	Date	Day	Platform	Type	Topic	Assignment	Due Date	Weight
0	Sept 16	R	Webex	Intro	Introduction/Syllabus	1) FMA/Budget Meeting 2) Share Something	Tues, Oct 19 Tues, Dec 9	2.5 2.5
1	Sept 20 Sept 23	M R	Pre-Recorded Webex	Lecture Tutorial	Objectives Objectives	Objectives	Tues, Sept 28	10
2	Sept 27 Sept 28 Sept 30	M T R	Pre-Recorded Webex	Lecture Tutorial	Historical Analysis Historical Analysis	1) Historical Analysis	Tues, Oct 5	5
<b>NO CLASSES SEPT 30 – TRUTH AND RECONCILIATION DAY</b>								
3	Oct 4 Oct 7	M R	Pre-Recorded Webex	Lecture Tutorial	Resource Allocation Resource Allocation	Resource Allocation	Tues, Oct 19	10
<b>NO CLASSES OCT 11 – THANKSGIVING DAY</b>								
<b>OCT 12-15: EXPERIENTIAL LEARNING WEEK</b>								
5	Oct 18 Oct 21	M R	Pre-Recorded Webex	Lecture Tutorial	Enterprise Budgeting B1: Cultural Practises	B1: Cultural Practises	Tues, Nov 9	20
6	Oct 25 Oct 28	M R	Pre-Recorded Webex	Lecture Tutorial	Enterprise Budgeting B2: 1x Budget	B2: 1x Budget	Tues, Nov 2	5
7	Nov 1 Nov 4	M R	Pre-Recorded Webex	Lecture Tutorial	Enterprise Budgeting B3: All Budgets	B3: All Budgets	Tues, Nov 23	20
-	Nov 8 Nov 11	M R	<b>NO LECTURE: FALL TERM BREAK – NOV 8-12</b>					
8	Nov 15 Nov 18	M R	Pre-Recorded Webex	Lecture Tutorial	Risk Analysis Risk/Budgets	Risk Analysis	Tues, Nov 23	5
9	Nov 22 Nov 25	M R	Pre-Recorded Webex	Lecture Tutorial	Proposed Operational Plan Proposed Operational Plan	Proposed Op. Plan	Tues, Nov 30	10
10	Nov 29 Dec 2	M R	Pre-Recorded Webex	Lecture Tutorial	Marketing Marketing Plan	Marketing Plan	Tues, Dec 7	10
11	Dec 6 Dec 9	M R	Pre-Recorded Webex	Lecture Tutorial	FarmPlanner Historical Reconciliation	Historical Rec.	Tues, Dec 21	P/F

Last day of classes: Dec 10th

100

## Voluntary Withdrawal

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Last day to drop the class and receive 100% refund → Sept 28

VW (Voluntary Withdrawal) Deadline → Nov 22

\* Drop a class before the VW deadline in order to prevent your final grade from being assigned and put on academic transcript. If a student VWs before the VW deadline a VW will be shown on their academic transcript.

\* Prior to the VW deadline, students should have received grading feedback up to 6 assignments

\* If you are unsure or have concerns about your grade, please contact your instructor who will discuss current standing and help identify strategies for improvement prior to the VW deadline. Please refer to the [Registrar's Office](#) web page for more information.

## COURSE ASSESSMENT

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Assignment	Date Given	Date Due	Weeks to Complete	Weight
Share Something!	Sept 16	Dec 9	12	2.5
FMA Intro Meeting/Budget Agreement	Sept 16	Oct 19	5	2.5
Objectives	Sept 20	Sept 28	1	10
Historical Analysis	Sept 27	Oct 5	1	5
Resource Allocation	Oct 4	Oct 19	1	10
Cultural Practices	Oct 18	Nov 9	3	20
1x Budget	Oct 25	Nov 2	1	5
All Budgets	Nov 1	Nov 23	3	20
Risk Analysis	Nov 15	Nov 23	1	5
Proposed Operational Plan	Nov 22	Nov 30	1	10
Marketing Plan	Nov 29	Dec 7	1	10
Historical Reconciliation*	Dec 6	Dec 21	1	P/F

- There will be designated time during the exam period (Dec 11-20) for any final additional help on Reconciliation
- After Dec 21: 1) There will be no further help provided with Historical Reconciliation by FMAs, 2) Students with unsatisfactory Historical Reconciliation assignments will not have their future DAGR 0990 assignments graded and will not be able to continue in FMP.
- Monitor your grades closely on UM Learn. Contact Instructor/FMA if you have any concerns.

## Grading

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Grade Assessment		
Letter Grade	Percentage out of 100	Final Grade Point
A+	95-100	4.5
A	88-94	4.0
B+	82-87	3.5
B	74-81	3.0
C+	66-73	2.5
C	60-65	2.0
D	50-59	1.0
F	Less than 50	0

In order to proceed into DAGR 0990, you must satisfy the following 3 criteria:

1. Achieve a minimum grade of C in DAGR 0980
2. Have a satisfactory set of historical (reconciled) financial and production records for your case/real farm
3. Completed all DAGR 0980 assignments satisfactorily deemed by your FMA/Instructor. Failure to complete all assignments to a satisfactory level will result in an F in the course (DAGR 0980).

## Referencing Style

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A **Works Cited** section is required at the end of every assignment throughout your FMP. It will include any source where information was acquired from, such as a farm manager, student, website, etc. This works cited section does not have a specific referencing format requirement; there will be a works cited example/guide posted on UM Learn for you to follow.

## Assignment Feedback

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Assignments will be marked with feedback posted within a maximum of two weeks. Feedback type will be one of the following: 1) Comments entered into each students 'evaluation' dialogue box, 2) A completed rubric uploaded into the students' assignment submission.

## Assignment Extension and Late Submission Policy

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Assignments that are late will be given a grade of **zero**. Assignments submitted that are not formatted correctly and can not be opened/accessed by Instructor will be given a grade of **zero**.

Exceptions to this would include family, health, or other extraordinary circumstances with supporting documentation (e.g., doctors note or similar).

Non-medical Extensions may be granted if students communicate **in advance** with their Instructor and provide supporting documentation to warrant an extension. When no extension is granted, late assignments will be assigned a grade of **zero**.

When submitting anything to UM Learn, always make sure you are selecting the correct file and double check to make sure you have received a 'submission confirmation' email from UM LEARN to ensure it made it into the assignment folder.

## Academic Integrity

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Each student in this course is expected to abide by the University of Manitoba [Academic Integrity principles](#). Always remember to reference the work and information from others that you have used. Also, be advised that you are required to complete your assignments independently unless otherwise specified. If you are encouraged to work in a team, ensure that your project complies with the academic integrity regulations. You must do your own work during exams. Inappropriate collaborative behavior and violation of other Academic Integrity principles, will lead to the serious [disciplinary action](#). Visit the [Academic Calendar](#), [Student Advocacy](#), and [Academic Integrity](#) web pages for more information and support.

### *Inappropriate Collaboration: When is collaboration inappropriate?*

When students work together or share information without specific instructions by the professor, this constitutes inappropriate collaboration. This applies to any assignment or work that will be submitted for a grade. Students should not collaborate unless the professor has given specific instructions about group work and when this is permissible.

### **DAGR 0980**

Assignments: Work submitted for assignments must be 100% you own, i.e., not the work of anyone else. Consultation with other students is permissible, however, each student must submit their own assignment containing their own work. If you are unsure, please contact instructor.

Casefarms: Casefarm work is to be done 100% individually. You are to make your case farm your own as much as possible; this means that neither the financials nor the project itself should have any overlap with another student's project. Please double check with instructor whenever you are unsure what is considered inappropriate collaboration.

Suspected cases of Academic Dishonesty will be brought to the Director of the School's attention at which point it will be investigated. If it is deemed that Academic Dishonesty took place, an 'Academic Dishonesty' note will be placed on the student's academic transcript.

Refer to specific course requirements for academic integrity for individual and group work such as:

- I. Group projects are subject to the rules of academic dishonesty;
- II. Group members must ensure that a group project adheres to the principles of academic integrity;
- III. Students should also be made aware of any specific instructions concerning study groups and individual assignments;
- IV. The limits of collaboration on assignments should be defined as explicitly as possible;
- V. All work should be completed independently unless otherwise specified;
- VI. Sharing of notes and other materials, such as assignment and exam questions that were provided by the instructor is prohibited, unless otherwise stated. This means that you are not allowed to upload the instructor's intellectual property to a note-sharing or tutoring website without explicit permission.

## LEARNER SUPPORT

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*Note: If you are unsure where to access the correct resource, please do not hesitate to contact Agriculture Student Services at [aqinfo@umanitoba.ca](mailto:aqinfo@umanitoba.ca) or your Instructor/FMA.*

### Schedule “A”

**Section a:** A list of academic supports available to Students, including the Academic Learning Centre and UM Libraries:

#### Writing and Learning Support

The Academic Learning Centre (ALC) offers writing and learning supports to help you throughout your academic program. These supports are offered online during the Covid-19 pandemic.

Make an appointment with an ALC writing tutor who can give you feedback at any stage of the writing process, whether you are just beginning to work on a written assignment or already have a draft. The ALC also has an English as an Additional Language (EAL) specialist available to work with students on improving their English-language academic writing skills.

Consult an ALC learning specialist or attend an academic skills workshop to improve your time management, learning strategies and test-taking strategies. Get support in select courses by making an appointment with an ALC content tutor. The ALC also offers peer-facilitated study groups called Supplemental Instruction (SI) for certain courses that students have typically found difficult. In SI study groups, students ask questions, compare notes, discuss content, solve practice problems, and develop new study strategies in a group-learning format.

In addition to one-to-one and group sessions, you can also find writing and study tip sheets and videos on the ALC website.

Academic Learning Centre services are free for U of M students. For more information, please visit the Academic Learning Centre website at: <http://umanitoba.ca/student/academiclearning/>

Contact the Academic Learning Centre by calling 204-480-1481 or emailing [academic\\_learning@umanitoba.ca](mailto:academic_learning@umanitoba.ca). Bannatyne students can contact the Bannatyne Student Services office at 204-272-3190.

#### University of Manitoba Libraries (UML)

Research begins at [UM Libraries](#). [Learn at the Libraries](#) is a great place to start, with information for students on academic writing, how to search the library, evaluating resources, and writing citations. As the primary contact for all research needs, your [liaison librarian](#) can play a vital role when completing academic papers and assignments. Liaisons can answer questions about locating appropriate resources or managing citations, and will address any other concerns you may have regarding the research process. Liaisons can be contacted by email or phone, and are also available to meet with you online. When working remotely, students can also receive help online through [Ask Us!](#) chat. For further detail about the libraries’ services and collections, [visit](#)

[the Libraries' web site](#). Regularly check our [COVID-19 Update](#) page for available library services and access to resources for Fall 2020

**Section (b):** Mental Health and other important services available to all UM students

**For 24/7 mental health support, contact the Mobile Crisis Service at 204-940-1781.**

#### **Student Counselling Centre**

Contact SCC if you are concerned about any aspect of your mental health, including anxiety, stress, or depression, or for help with relationships or other life concerns. SCC offers crisis services as well as individual, couple, and group counselling. *Student Counselling Centre:*

<http://umanitoba.ca/student/counselling/index.html>

474 UMSU University Centre or S211 Medical Services Building

(204) 474-8592

#### **Student Support Case Management**

Contact the Student Support Case Management team if you are concerned about yourself or another student and don't know where to turn. SSCM helps connect students with on and off campus resources, provides safety planning, and offers other supports, including consultation, educational workshops, and referral to the STATIS threat assessment team.

<http://umanitoba.ca/student/case-manager/index.html>

520 UMSU University Centre

(204) 474-7423 (Student Support Intake Assistant)

#### **University Health Service**

Contact UHS for any medical concerns, including mental health problems. UHS offers a full range of medical services to students, including psychiatric consultation. Note that due to fire displacement, UHS is unable to provide in-person medical care on the Fort Garry Campus until October, 2020.

University Health Service <http://umanitoba.ca/student/health/>

(204) 474-8411 (Business hours or after hours/urgent calls)

### Health and Wellness

Contact our Health and Wellness Educator if you are seeking information on health topics, including physical and mental health concerns, alcohol and substance use harms, or sexual violence. You can also access peer support from a *Healthy U* peer health educator.

*Health and Wellness Educator*

<https://umanitoba.ca/student/health-wellness/welcome-about.html>

[britt.harvey@umanitoba.ca](mailto:britt.harvey@umanitoba.ca)

469 UMSU University Centre

(204) 295-9032

### Sexual Violence Resource Centre

Contact SVRC if you have experienced sexual violence or are seeking information about how to help somebody else. SVRC provides inclusive, survivor-centred, trauma-informed services, such as consultation, referrals, safety planning, and a range of on-site supports, including counselling by Clinic.

*Sexual Violence Resource Centre*

<https://umanitoba.ca/student-supports/sexual-violence-support-and-education>

[svrc@umanitoba.ca](mailto:svrc@umanitoba.ca)

537 UMSU University Centre

(204) 474-6562 (Sexual Violence Intake and Triage Specialist)

### Section (c) A notice with respect to copyright:

All students are required to respect copyright as per Canada's *Copyright Act*. Staff and students play a key role in the University's copyright compliance as we balance user rights for educational purposes with the rights of content creators from around the world. The Copyright Office provides copyright resources and support for all members of the University of Manitoba community.

Visit <http://umanitoba.ca/copyright> for more information.

### Section (d) University and Unit policies, procedures, and supplemental information available on-line:

#### Your rights and responsibilities

As a student of the University of Manitoba you have rights and responsibilities. It is important for you to know what you can expect from the University as a student and to understand what the

University expects from you. Become familiar with the policies and procedures of the University and the regulations that are specific to your faculty, college or school.

The [Academic Calendar](http://umanitoba.ca/student/records/academiccalendar.html) <http://umanitoba.ca/student/records/academiccalendar.html> is one important source of information. View the sections *University Policies and Procedures* and *General Academic Regulations*.

While all of the information contained in these two sections is important, the following information is highlighted.

- If you have questions about your grades, talk to your instructor. There is a process for term work and final **grade appeals**. Note that you have the right to access your final examination scripts. See the Registrar's Office website for more information including appeal deadline dates and the appeal form <http://umanitoba.ca/registrar/>
- You are expected to view the General Academic Regulation section within the Academic Calendar and specifically read the **Academic Integrity** regulation. Consult the course syllabus or ask your instructor for additional information about demonstrating academic integrity in your academic work. Visit the Academic Integrity Site for tools and support <http://umanitoba.ca/academicintegrity/> View the **Student Academic Misconduct** procedure for more information.
- The University is committed to a respectful work and learning environment. You have the right to be treated with respect and you are expected conduct yourself in an appropriate respectful manner. Policies governing behavior include the:

#### **Respectful Work and Learning Environment**

[http://umanitoba.ca/admin/governance/governing\\_documents/community/230.html](http://umanitoba.ca/admin/governance/governing_documents/community/230.html)

#### **Student Discipline**

[http://umanitoba.ca/admin/governance/governing\\_documents/students/student\\_discipline.html](http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html) and,

#### **Violent or Threatening Behaviour**

[http://umanitoba.ca/admin/governance/governing\\_documents/community/669.html](http://umanitoba.ca/admin/governance/governing_documents/community/669.html)

- If you experience **Sexual Assault** or know a member of the University community who has, it is important to know there is a policy that provides information about the supports available to those who disclose and outlines a process for reporting. The **Sexual Assault** policy may be found at:

[http://umanitoba.ca/admin/governance/governing\\_documents/community/230.html](http://umanitoba.ca/admin/governance/governing_documents/community/230.html)

More information and resources can be found by reviewing the Sexual Assault site

<http://umanitoba.ca/student/sexual-assault/>

For information about rights and responsibilities regarding **Intellectual Property** view the policy:

[https://umanitoba.ca/admin/governance/governing\\_documents/community/235.html](https://umanitoba.ca/admin/governance/governing_documents/community/235.html)

For information on regulations that are specific to your academic program, read the section in the Academic Calendar and on the respective faculty/college/school web site

<http://umanitoba.ca/faculties/>

Contact an **Academic Advisor** within our faculty/college or school for questions about your academic program and regulations <http://umanitoba.ca/academic-advisors/>

### Student Advocacy

Contact Student Advocacy if you want to know more about your rights and responsibilities as a student, have questions about policies and procedures, and/or want support in dealing with academic or discipline concerns.

<http://umanitoba.ca/student/advocacy/>

520 University Centre

204 474 7423

[student\\_advocacy@umanitoba.ca](mailto:student_advocacy@umanitoba.ca)

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