

## Syllabus

FOOD 1000: Food Safety: Today and Tomorrow  
(Fall 2022)

*Territory Acknowledgement: “The University of Manitoba campuses are located on original lands of Anishinaabeg, Cree, Oji-Cree, Dakota and Dene peoples, and on the homeland of the Métis Nation. We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.” UM*

**Department of Human Nutritional Sc.,  
Faculty of Agriculture and Food Sc.**



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**COURSE DETAILS**

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<b>Course Title &amp; Number:</b>	Food Safety Today and Tomorrow, FOOD 1000
<b>Number of Credit Hours:</b>	3
<b>Class Times &amp; Days of Week:</b>	T/H, 11:30 am – 12.45 PM
<b>Location for classes/labs/tutorials:</b>	172 Agriculture Building
<b>Pre-Requisites:</b>	None (see Aurora)

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**Instructor Contact Information**

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<b>Instructor(s) Name &amp; Preferred Form of Address:</b>	Dr. Snehil Dua, address me as Snehil or Dr. Dua (Pronouns she/her)
<b>Office Location:</b>	408 Human Ecology Building
<b>Office Hours:</b>	Fridays, 12:30-1:30 PM in my office. Drop-in, no need to take an appointment. No virtual meetings.
<b>Office Phone No.</b>	204-4746505 (Please do not leave a message at this number, email me instead)
<b>Email:</b>	<a href="mailto:Snehil.dua@Umanitoba.ca">Snehil.dua@Umanitoba.ca</a> Please mention the course number in every email. You must use your University Email account to email me. I do not mind if you use emoticons etc. in your email but I will encourage you to stay professional. Please do not ask for the information that is available in the syllabus such as “When is the due date for the quiz?” or “Can you please reschedule my final exam?”. I encourage you to take the “Syllabus quiz” to familiarize yourself with the syllabus. <b>An email that does not meet the above criteria will not get a</b>

**response from me.**

I will respond to the emails within 24h on weekdays only. I encourage you to have work life balance and I will try to do the same. Thus, I do not promise to respond to work emails on weekends and holidays.

**Contact:**

Email is the most preferred way to get in touch with me. You must also check UMLearn announcements and Discussion board before you email me as the answer to your question might have already been addressed there.

**Course Description**

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**U of M Course Calendar Description**

A contemporary examination of the safety of the food supply - where, how and why problems may arise and what is and can be done to consistently achieve high quality, safe food. Controversial issues (residues, organic, biotechnology, irradiation) will be discussed in a balanced manner, and prospects for the future presented.

**General Course Description**

This course should be of interest to anyone who eats. Although a high school knowledge of biology and chemistry would be useful, every attempt is made to make the course accessible to those without this background.

Even though Canada has a very safe food supply, on average 4 million Canadians experience foodborne illnesses each year. In this course you will learn about your, food industry's, media's and the government's role in minimizing the risk of foodborne illnesses.

Be prepared to carry out some calculations such as risk, exposure, ADI, and DALY. Also be prepared to learn about a variety of chemical and biological hazards and their characteristics.

This is a first year course, and not an advanced microbiology course. If you are taking this course in third or fourth year of your degree program, you may find this course less challenging.

**Course Goals**

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The broad goal of this course is to enable you to develop an understanding of the principles of food safety assessment. Upon completion of this course, you should have theoretical knowledge of the characteristics of a variety of hazard, and should be able to take appropriate precautions to minimize their risk.

**Course Learning Objectives**

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The course will introduce you to the potential hazards of the food supply system and how these hazards may be mitigated. The course will enable you to:

1. Recognise the difference between a hazard and a risk.
2. Be able to calculate risk, exposure, ADI, and DALY.
3. Distinguish between various types of physical, chemical and biological hazards and characterize the risks.
4. Explain the components of risk analysis.
5. Discuss the importance of organic foods, the safety of genetically engineered foods, and the concerns about antibiotic resistance.

6. Recognize the roles of various stake holders i.e. the consumers, industry, governments and media, in food safety and their responsibilities in food safety throughout the food chain.
7. Recognize personal responsibility in food safety.

### **Textbook, Readings, and Course Materials**

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There are no required reading materials. The following are supplemental readings:

1. Inspection.canada.ca. n.d. Canadian Food Inspection Agency - Canadian Food Inspection Agency. [online] Available at: <<https://inspection.canada.ca/eng/1297964599443/1297965645317>> [Accessed 3 August 2022].
2. Rahman. (2020). Handbook of Food Preservation. Taylor & Francis Group.
3. Wallace, Sperber, W. H., & Mortimore, S. (2018). Food safety for the 21st century. Wiley.

### **Using Copyrighted Material**

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Please respect copyright. We will use copyrighted content in this course. I have ensured that the content I use is appropriately acknowledged and is copied in accordance with copyright laws and University guidelines. Copyrighted works, including those created by me, are made available for private study and research and must not be distributed in any format without permission. Do not upload copyrighted works to a learning management system (such as UM Learn), or any website, unless an exception to the Copyright Act applies or written permission has been confirmed. For more information, see the University's Copyright Office website at <http://umanitoba.ca/copyright/> or contact [um\\_copyright@umanitoba.ca](mailto:um_copyright@umanitoba.ca).

### **Course Technology**

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Please note that to minimize the carbon prints on our precious environment, I will minimize the use of paper in this course. **All the assessments, including the assignments, tests and exams will be paper-less. You must have access to UMLearn to complete all the assessments.**

**iClicker will be used for the course.** Thus, you must have access to the iClicker Reef app during the class time.

It is the general University of Manitoba policy that all technology resources are to be used in a responsible, efficient, ethical and legal manner. You can use all technology in a classroom setting only for educational purposes approved by instructor and/or the University of Manitoba Disability Services. You should not participate in personal direct electronic messaging / posting activities (e-mail, texting, video or voice chat, wikis, blogs, social networking (e.g. Facebook) online and offline “gaming” during scheduled class time. If you are on call (emergency) please switch your cell phone on vibrate mode and leave the classroom before using it. (adapted from ©S Kondrashov. Used with permission).

Material for this course is uploaded to UM Learn. Please see [http://intranet.umanitoba.ca/academic\\_support/Centre\\_for\\_the\\_Advancement\\_of\\_Teaching\\_& Learning/resources/wikis\\_blogs.html](http://intranet.umanitoba.ca/academic_support/Centre_for_the_Advancement_of_Teaching_&_Learning/resources/wikis_blogs.html) for support in using this system.

On UMLearn, you will find one or more links to video demonstrations which would help you navigate the course on UMLearn >  
<https://universityofmanitoba.desire2learn.com/d2l/le/content/495217/Home>

Please also attempt the Syllabus quiz on UMLearn to test your ability to navigate this course.

### **Expectations: I Expect You To**

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- I will treat you with respect, and will expect that you treat me, your fellow students, and yourself with respect. See [Respectful Work and Learning Environment Policy](#).
- Attend classes for your own learning.
- Participate for your own good.
- Demonstrate willingness to learn for your own self.
- Be courteous to everyone in the class.
- Show academic integrity and honesty. “Our deeds determine us, as much as we determine our deeds.” George Eliot.
- Work effectively as a team to design and execute class activities. Your teammates will depend on you to do your part; be a good sport.
- Try not to leave the class before it ends unless there is an emergence to which you must attend. Leaving a class before the end is disruptive towards your fellow students and your instructor.
- Do not use your cell phone- Please be respectful in class and turn your cell phone off or onto vibration mode for the duration of the class.
- If you have a question during a lecture, please ask your instructor instead of asking fellow students. By asking fellow students, you may be preventing them from paying attention to the lecture. I can guarantee you that something about the lecture is unclear to you, there is at least one more student in the class, likely many, to whom it is unclear as well. By asking your question directly to me, you will be helping all those students who were too hesitant to ask. So, please ask without hesitation.

I expect you to follow these policies around Class Communication, Academic Integrity, and Recording Class Lectures.

### **Class Communication:**

You are required to obtain and use your University of Manitoba email account for all communication between yourself and the university. All communication must comply with the Electronic Communication with Student Policy:

[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).

### **Academic Integrity:**

Each student in this course is expected to abide by the University of Manitoba [Academic Integrity principles](#). Always remember to reference the work of 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.

- 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. For the online discussions in groups, you must first post your own assessment of the given topic before you read other team members' posts. You must give due credit to the sources of information you use on the discussion board; and
- IV. All work should be completed independently unless otherwise specified.
- V. You will be asked to make a pledge at the start of each assessment that you would complete the assessment with integrity.

**Recording Class Lectures:**

No audio or video recording of lectures or presentations is allowed in any format, openly or surreptitiously, in whole or in part without permission {Snehil Dua} course materials (both paper and digital) are for your private study and research.

**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)

**Expectations: You Can Expect Me To**

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- To treat you fairly and with respect.
- I will remain in the classroom for 10 minutes after class to answer any immediate questions.
- I recognise that the academic background of this class is very varied. If I say something or use a term that you do not understand please ask for an explanation at the time in class, because it is most unlikely that you are the only one in the room who did not understand.
- There is a lot of content, and for many if not most of you the content will be new and challenging. My role is to help you make sense of it and gain new understandings. My aim, therefore, is to provide support so that all students who engage with this course and its objectives will pass.
- This course contains some elements that are controversial (e.g. the utility of GMO based foods). If I say something that you think is strange or not true, then I will respond as best I can to your respectful challenge or request for clarification.

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**CLASS SCHEDULE AND COURSE EVALUATION**

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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](#).

Date	Class Content & Teaching Strategies	Required Readings or any Pre-class Preparation	Evaluation		
			Type of Assessment	Due Date	Value of Final Grade
Sept 8	Orientation and an introduction to food safety. A brief history of Food Safety (Unit 1)	None	Iclicker questions*	In-class	
Sept 13	Risk analysis (Unit 2)	None	Iclicker questions*	In-class	
Sept 15	Risk analysis (unit 2)	notes	Iclicker questions*	In-class	
Sept 20	Risk analysis (Unit 2)	notes	Iclicker questions*	In-class	
Sept 22	Risk analysis (Unit 2)	notes	Iclicker questions*	In-class	
Sept 27	<b>Term test 1 (Units 1 and 2)</b>		<b>Paperless Term test 1</b>	<b>In-class</b>	<b>10%</b>
Sept 29	Types of Hazards, and characterization of physical and chemical hazards (unit 3A)	notes	Iclicker questions* Online discussion topic 1: Media critique	In-class  On UMLearn by 11:55 PM, Sept 29	<b>5%</b>
Oct 4	Characterization of chemical hazards continued (Unit 3A)	notes	Iclicker questions*	In-class	
Oct 6	Characterization of chemical hazards continued (Unit 3A)	notes	Iclicker questions*	In-class	
Oct 11	Characterization of chemical hazards continued (Unit 3A)	notes	Iclicker questions*	In-class	
Oct 13	Antibiotic resistance Organic foods (Unit 3 B) and food safety (Unit 3C)	notes	Iclicker questions*	In-class	
Oct 18	<b>Term test 2 (Units 3A, 3B, and 3C)</b>		Paperless term test 2	In class attendance mandatory	<b>10%</b>
Oct 20	In-class activity	none		Bonus mark	Up to 3 marks

				opportunity	added to term test 3
Oct 25	Characterization of biological hazards (Unit 3D)	notes	Iclicker questions*	In-class	
Oct 27	Characterization of biological hazards (Unit 3D)	notes	Iclicker questions*  Online discussion topic 2: Organic food.	In-class  On UMLearn by 11:55 PM, October 27	5%
Nov 1	Characterization of biological hazards (Unit 3D)	notes	Iclicker questions*	In-class	
Nov 3	Online discussion about the report	<b>No class</b>	Online discussion	On umlearn	2%
Nov 8	<b>Fall term break (no class)</b>				
Nov 10	<b>Fall term break (no class)</b>				
Nov 15	Food allergies and intolerances (Unit 4)	notes	Iclicker questions*	In-class	
Nov 17	<b>Term test 3 (Units 3D and 4)</b>				15%
Nov 22	Genetic engineering and food safety (Unit 5)	notes	Iclicker questions*	In-class	
Nov 24	Food safety and food industry	notes	Iclicker questions*	In-class	
Nov 29	Food safety and food industry	notes	Iclicker questions*	Report due on Nov 29 by 11:55 PM on UMLearn	8%
Dec 1	Food safety and food industry	notes	Iclicker questions*	In-class	
Dec 6	Food safety and food industry	notes	Iclicker questions*	In-class	
Dec 8	Wrap-up and SRI				
Dec 13-23	Final exam (comprehensive)	TBA on Aurora		Dec 13-23	40%

**\* iClicker question may not be presented every time. Total 5% of the grade**

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### Assessment schedule

Evaluation		
Type of Assessment	Date	Value of Final Grade
Term test 1	September 27	10%
Term test 2	October 18	10%
Term test 3	November 17	15%
Online discussions (2)	Discussion 1: September 29, 11:55 PM (No extensions) Discussion 2: October 27, 11:55 PM (No extensions)	2 x 5% = 10%
Report discussion	November 3, 11:55 PM (No extensions)	2%
Death at the wedding report	Due Nov 29, 11:55 PM On UMLearn>Assessments>Assignments>Death at the wedding report.	8%
Class participation, iclicker	On various class days (not prescheduled)	5%
Final exam	(Dec 13-23) TBA in person, on computer	40%
<b>Total</b>		<b>100%</b>

### Grading

The following grading criterion will be used. Please do not make requests to change your grades because you scored very close to the next grade. To be fair to all students, such requests will be disregarded.

Letter Grade	Percentage out of 100	Final Grade Point
A+	90-100	4.5
A	80-89.9	4.0
B+	75-79.9	3.5
B	70-74.9	3.0
C+	65-69.9	2.5
C	60-64.9	2.0
D	50-59.9	1.0

F	Less than 50	0
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### **Voluntary Withdrawal**

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- The last day to drop the class and receive 100% refund: September 20
- The last day to withdraw with no refund: November 22
- If you do not drop the course by Nov 22, you would be assigned a final grade for this course.
- The withdrawal courses will be recorded on your official transcript.
- Please refer to the [Registrar's Office](#) web page for more information.
- Should you have any questions regarding your progress in the course, please do not hesitate to contact me during my office hours.

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### **ASSIGNMENT DESCRIPTIONS**

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#### **iClicker Class participation: 5%**

In some random classes some questions will be asked: 5% Class participation using iClicker (or Iclicker Reef). For each question you will get 1 point if you answer it correctly, 0.5 points if you answer it incorrectly, and 0 if you do not attempt it. **I will drop your worst 20% responses.** Example: if there are a total of 40 questions asked in the term, and you missed 3 questions, got 7 incorrect and 30 correct; I will drop the three 0's and five 0.5's. The total score in this case would be 31/32.

Accommodation for those who are unable to or do not intend to attend synchronous lectures: If you are unable to or do not intend to attend the lectures, you may opt out of class participation by submitting the "opt out form available on UMLearn". Please submit the form on UMLearn>assessments>Surveys>Opt-out form. If you opt out, your class participation weight (5%) will be carried to the final exam.

#### **Death at the Wedding Discussion and Report: 10%**

This will be an analysis of the lecture on the topic of food borne illnesses. Use your knowledge of food borne illnesses to determine the cause of death of the bride at a wedding in the UK in the late 19<sup>th</sup> century. The expected length will be approximately 500 to 600 words. A discussion forum will be available on UMLearn where you will discuss this case study with your group members. 2% marks will be awarded for your participation in the discussion, and the remaining 8% marks will be awarded for your **individual** report.

**Complete report Discussion by Nov 3, 11:55 P.M.**

**Complete the Report by, Nov 29 by 11:55 PM (submit on umlearn under appropriate assignment folder)**

A marking rubric will be available to you on umlearn.

#### **Discussion topic 1: Media critique 5%**

On Umlearn>Communication>Discussion>Discussion topic 1, you will be able to choose a topic of critique. Please refer to the discussion board for more details.

A marking rubric will be available to you on umlearn.

September 29, 11:55 PM (No extensions)

**Discussion topic 1: Media critique 5%**

On Umlearn>Communication>Discussion>Discussion topic 2, you will be able to choose a topic of discussion. Please refer to the discussion board for more details.

A marking rubric will be available to you on umlearn.

October 27, 11:55 PM (No extensions)

**Term tests 1-3: (10% + 10% + 15%, respectively)**

Important Format information: Paperless tests. You must have access to UMLearn during the test time in the class. Attendance in the class will be recorded in the class. The test any student who attempts the test but was absent in the class during the time of the test will be disregarded and will be awarded 0 points. In such cases, the student will not be provided another opportunity to attempt the test.

Format: 20-30 MCQs, true/false and/or multi-select questions

Your devices must remain on “silent mode” throughout the time you are in the classroom/exam room. No earphone or headphones permitted while attempting the tests.

See the schedule above

**Final exam: 40%**

Important Format information: Paperless closed-book test. You must have access to UMLearn during the test time in the examination room. Attendance will be recorded in the examination room. The exam of any student who attempts the exam but was absent in the examination room during the time of the exam will be disregarded and will be awarded 0 points. In such cases, the student will not be provided another opportunity to attempt the exam.

Your devices must remain on “silent mode” throughout the time you are in the classroom/exam room. No earphone or headphones permitted while attempting the exam.

Format: 80-100 MCQs, True/false and/or multi-select questions

**Time: To be scheduled by the Registrar’s office. TBD. (Exam period Dec 13-23)**

**Referencing Style**

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Please provide a complete reference in any standard format. Be consistent.

**Assignment Feedback**

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I will make every effort to provide feedback on your assignments and discussions within 10 business days after the deadline. Any assignment/discussion post submitted via email will be disregarded.

If you wish to review your test attempt, you must drop in during my office hours within 14 days of the test date. Online review will not be available.

### **Assignment Extension and Late Submission Policy**

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**Term tests (1-3):** Please complete the self-declaration form provided on UMLearn and submit it on UMLearn>Assignments> self declaration form with 48 hours of the scheduled date for the test. Your exam will be re-scheduled as below:

Deferred term test 1: September 30 (Friday) at 12:30 PM Human Ecology Building Room 200 C

Deferred term test 2: October 21 (Friday) at 12:30 PM Human Ecology Building Room 200 C

Deferred term test 3: November 25 (Friday) at 12:30 PM Human Ecology Building Room 200 C

If you miss the deferred exam as well, I will carry its weight to the final exam.

**Report:** Please complete the self-declaration form provided on UMLearn and submit it on UMLearn>Assignments> self declaration form with 48 hours of the scheduled deadline, and I will accept the assignment without late penalty until Dec 8. Those who do not complete the self-declaration form within 48 hours of the due date will be penalized, 10% per day, for late submission.

**Discussion for the report:** No extension will be granted for the discussion for the report under any circumstances. The weight will not be carried to the final exam. If you miss it, you will be awarded 0 on the assessment.

**Online discussions 1 on media critique and discussion 2 on Special food safety issues:** No extension under any circumstances can be granted. Please complete the self-declaration form provided on UMLearn and submit it on UMLearn>Assignments> self declaration form with 48 hours of the scheduled deadline, and I will carry the weight of the missed discussion to the final exam.

**Final exam:** If you are unable to attempt the final exam as scheduled by the Registrar's office, you must apply for a deferral to your own faculty. **If your deferral application is approved**, the deferred exam will be scheduled sometime in January 2023. I, your instructor, do not have the authority to schedule your exam at a different date without the approval by your faculty.

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## **UNIVERSITY SUPPORT OFFICES & POLICIES**

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### **Schedule "A"**

#### **Section (a)**

##### **Writing and Learning Support**

The Academic Learning Centre (ALC) offers services that may be helpful to you throughout your academic program. Through the ALC, you can meet with a learning specialist to discuss concerns such as time management, learning strategies, and test-taking strategies. The ALC also offers peer supported study groups called Supplemental Instruction (SI) for certain courses that students have typically found difficult. In these study groups, students have opportunities to ask questions, compare notes, discuss content, solve practice problems, and develop new study strategies in a group-learning format.

You can also meet one-to-one with a 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. If you are interested in meeting with a writing tutor, reserve your appointment two to three days in advance of the time you would like to meet. Also, plan to meet with a writing tutor a few days before your paper is due so that you have time to work with the tutor's feedback.

These 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/>

You can also contact the Academic Learning Centre by calling 204-480-1481 or by visiting 205 Tier Building.

### **University of Manitoba Libraries (UML)**

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 managing citations, or locating appropriate resources, 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 in-person. A complete list of liaison librarians can be found by subject: <http://bit.ly/WcEbA1> or name: <http://bit.ly/1tJ0bB4>. In addition, general library assistance is provided in person at 19 University Libraries, located on both the Fort Garry and Bannatyne campuses, as well as in many Winnipeg hospitals. For a listing of all libraries, please consult the following: <http://bit.ly/1sXe6RA>. When working remotely, students can also receive help online, via the Ask-a-Librarian chat found on the Libraries' homepage: [www.umanitoba.ca/libraries](http://www.umanitoba.ca/libraries).

**Section (b):** Like physical health, mental health is critical for a good quality of life. Please use the resources available to you on campus if you are dealing with mental health issues. Please do not hesitate to talk to me or email me if you find yourself in distress. I will listen to your concerns, will accommodate your needs whenever possible, and will direct you to the appropriate professional help if you need it.

**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 University Centre or S207 Medical Services  
(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.

*Student Support Intake Assistant* <http://umanitoba.ca/student/case-manager/index.html>

520 University Centre

(204) 474-7423

### **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.

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

104 University Centre, Fort Garry Campus

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

### **Health and Wellness**

Contact our Health and Wellness Educator if you are interested in [peer support from Healthy U](#) or information on a broad range of health topics, including physical and mental health concerns, alcohol and substance use harms, and sexual assault.

*Health and Wellness Educator* <https://umanitoba.ca/student/health-wellness/welcome-about.html>

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

### **Live Well @ UofM**

For comprehensive information about the full range of health and wellness resources available on campus, visit the Live Well @ UofM site:

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

**Section (c):** Please familiarize yourself with the copyright law in Canada.

You 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):** Please be aware of your rights and responsibilities as a student of University of Manitoba.

### **Your rights and responsibilities**

As a student at 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 to 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/governance/sites/governance/files/2021-06/Intellectual Property Policy - 2013\\_10\\_01 RF.pdf](https://umanitoba.ca/governance/sites/governance/files/2021-06/Intellectual_Property_Policy_-_2013_10_01_RF.pdf)

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)