Syllabus

DAGR 0430

Crop Production Specialization and Innovation

Winter 2024

Faculty of Agricultural and Food Sciences

University of Manitoba

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COURSE DETAILS

Course Title & Number:	DAGR 0430 – Crop Production Specialization and Innovation
Number of Credit Hours:	4
Class Times & Days of Week:	Lectures: Monday & Wednesday mornings from 8:30 – 9:20 AM
	Labs: Thursday afternoons from 1:30 – 2:45 PM
	Flexible Working Period/Lecture: Friday mornings from 8:30 – 9:20 AM
Location:	Lecture: EITC E2 Room 110 Lab: Frank Kennedy 136
Pre-Requisite:	PLNT 0410 – Crop Production Principles and Practices
Co-Requisite:	DAGR 0490 – Applied Farm Management

Instructor Contact Information

Instructor(s) Name & Preferred Form of Address:	Philip Fenez (He/Him)
Office Hours/Availability:	Monday & Wednesday mornings from 9:30 – 11:30 AM (Room 236 Agriculture Building)
	Available for email communication from 9 AM to 5 PM throughout the week. Please send me an email if you'd like to set up a meeting in office or online.
Email:	Philip.Fenez@umanitoba.ca

- All email communication must conform to the Communicating with Students university policy.
- All emails must come from your university email. Emails received from personal accounts will not get a response.
- Email response time will vary; I will attempt to get back to you by the next business day.

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Course Description

U of M Course Calendar Description

Tools and research to support sound agronomic decision-making for production of cereals, oilseeds, pulses and upcoming innovative special crops in Manitoba. An emphasis on assessing potential of incorporating innovative and specialized crops to achieve economical and ecological benefits. The course will address planning, production and harvesting of special crops as well as product quality, opportunities for processing and marketing.

General Course Description

Why this course is useful?

This course teaches students to think critically about where they get information and how they present that information in their academic work. This course gives the students the tools and necessary skills to find and evaluate new and upcoming special crops.

Crops and their practices change over time. A profitable crop of today might not be a profitable crop in 5 years. Our goal isn't to teach you the content of how to grow today's crops – our goal is to teach you the skills to research and grow the crops of tomorrow. In order to meet this goal, it requires us to teach you self-directed and life-long learning skills so that you can continue to find information and evaluate new and upcoming special crops long after you have completed the agriculture diploma program.

Who should take this course?

This course is a mandatory requirement for all students enrolled in the Agriculture Diploma program. This course is designed to develop student's critical thinking and problem-solving skills that are the foundation for success in the Agriculture Diploma program. This course is particularly useful for students who will be taking the Farm Management Project courses, as the skills learned in this course will directly apply to their 'Farm Management Project'.

How this course fits into the curriculum

Similar to other courses offered in the Agriculture Diploma program, skills and concepts from this course will be utilized moving forward in your Farm Management Project to complete a comprehensive farm business plan. This course is part of the program core.

Course Goals

1. To introduce students to the resources and methods necessary for conducting reliable and applicable research on alternative crops
2. To give students an analytical framework for determining the production and economic potential benefits and challenges when integrating alternative crops on a farm business
3. To support students in compiling research reports on alternative crops relevant to their own interests and farm applications

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Course Learning Objectives

- Students will develop their self-directed learning skills
- Students will develop their oral and written communication skills
- Students will learn how to work effectively in team environments
- Students will improve their ability to critically assess and identify credible sources of information and develop methods for evaluating the credibility of various sources of information
- Students will demonstrate an understanding of resources, citation, and academic dishonesty and how university policies apply to their academic work
- Students will develop connections to industry and government contacts, and gain knowledge of where to access information on specialized and innovative crops
- Students will gain an awareness & knowledge of alternative crops
- Students will be able to demonstrate their ability to find agronomic and cultural practices for growing specialized crops.
- Students will be able to demonstrate their ability to find crop storage, quality, and value-added processing information for specialized crops
- Students will gain perspective in diversifying their farms beyond traditional crops
- Students will learn the importance of financial budgeting and how it applies to sound decision-making
- Students will learn how to develop, modify, and adapt economic tools for evaluating the financial viability of specialized crops
- Students will gain an awareness of international & domestic special crop markets, and where to find information about these markets
- Students will research and create a report evaluating the potential for integrating a specialized/innovative cropping enterprise for a farm, which will generate the necessary skills for students to create specialized business plans in their Farm Management Project
- Students will develop a passion and appreciation for research and the wide array of information available on special crops

Textbook, Readings, and Course Materials

Required Materials:

- *Microsoft Office* – All assignments must be completed using Microsoft Office (Word, Excel, PowerPoint, etc.) Use of other programs such as numbers, OpenOffice, etc. will not be graded). Microsoft Office is free when students sign up for their UM NetID.
  http://www.umanitoba.ca/computing/ist/email/2397.html

Required textbook – None

Supplementary readings – Posted on UM Learn throughout the term

Using Copyrighted Material

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, uncles 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.

Course Technology

It is the general University of Manitoba policy that all technology resources are to be used in a responsible, efficient, ethical and legal manner. The student can use all technology in classroom setting only for educational purposes approved by instructor and/or the University of Manitoba Disability Services.

A functional computer with a reliable internet connection, microphone, and webcam are required to complete this course. We will be using our technology to research, discuss ideas, and complete assignments both individually and as groups.

UM Learn will be used to post course content such as PowerPoints, assignments, quizzes, reviews, grades, etc. All lecture and lab content will be found under the "DAGR 0430 – A01" page on UM Learn. Students should check UM Learn daily to stay informed.

Students must obtain Microsoft Office. We will be making use of Microsoft Word, Excel, and Powerpoint. **Use of other programs such as Wordpad, Numbers, OpenOffice, GoogleDocs, etc. will not be graded.**

- http://www.umanitoba.ca/computing/ist/email/2397.html

Please help to maintain a classroom environment that is conducive to learning and be respectful to your classmates, guest lecturers, and instructor. Please make use of the chat function to ask questions, support your classmates, and develop a healthy community. Inappropriate use of the voice or text chat functions can be distracting and take away from synchronous discussions and presentations.

Expectations: 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
- Regularly access UM Learn site for course information, due dates, news items, grades, etc.
- Utilize the Friday morning work sessions to make progress on the various assignments and projects due throughout the semester
- Regularly check their 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.)
- To conduct yourself in a respectful and professional manner in class
- To follow these policies around Academic Integrity (see below)
- To make yourself aware of Student Accessibility Services and what they do (see below)

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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. **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 in-class or take-home tests, papers, labs, or homework assignments; basically, any assignment 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.

Lab Assignments: Work submitted for lab assignments must be 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. The answer must be not be similar enough to tell who you were working together with, e.g. calculations and word responses in labs.

Weekly Quizzes: UM Learn Quizzes are to be completed and submitted individually.

Course Projects: Will be completed individually with the exception of the group presentation. Discussion and feedback between students is encouraged, however all work submitted should be your own.

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

Expectations: You Can Expect Me To

- Be sufficiently available during and after class to answer questions and hold student oriented discussions
- To be available via email and reply in a clear and timely manner
- To provide clear, detailed explanations and instructions in lectures and labs and provide opportunities to apply and practise course concepts
- To provide useful and necessary feedback that can be applied to future assignments
- To stress the importance of the concepts taught throughout the course and to make connections to the Farm Management Plan
- To match your time and effort put into succeeding in this course

CLASS SCHEDULE AND COURSE EVALUATION

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.

Important Term Dates:

Jan 8   First day of Agriculture Diploma Classes Winter Semester

Jan 18, 22–24   Experiential Learning Week (no regular classes)

Jan 19   Last day to drop/add courses

Feb 20 – 24   Winter Term Break (no regular classes)

March 18   Voluntary Withdrawal (VW) Deadline

March 29   Good Friday no classes

April 5   Last Day of Classes

April 8-17   Examination Period for Diploma

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Week	Content	Evaluation				
		Assignment	Due Date	% Final Grade	Weekly Quiz (1% Final Grade Each)	Due Date
Jan 8th	Syllabus/Course Overview Self-Directed Learning	-	-	-	Introduction Quiz Self Directed Learning Quiz	Friday Jan. 12th
Jan 15th	Utilizing, Evaluating, & Managing Resources	Utilizing Resources (Lab 1)	Friday Jan. 19th	2%	Resources Quiz	Friday Jan. 19th
Jan 22rd	Referencing, Citation, & Plagiarism	Managing References & Citations (Lab 2)	Friday Feb. 2nd	2%	-	-
Jan 29th	Written Report Format Introducing the Research Report	Research Report Outline (Lab 3) Research Report	Friday Feb. 2nd Monday Feb. 12th	2% 13%	Writing Techniques Quiz SDL Self Assessment Quiz	Friday Feb. 2nd
Feb 5th	Written Report Work Week Introducing the Group Oral Presentation	Peer Evaluation (Lab 4) Research Report Draft Group Presentation Contract		2% 2% 2%	-	-
Feb 12th	Special Crop Budgeting & Assignment Intro	Special Crop Budgeting Lab Exercise	Friday Mar. 1st	10%	SDL Progression Quiz	Friday Mar. 1st
Feb 19th	**WINTER TERM BREAK**	**WINTER TERM BREAK**	-	-	**WINTER TERM BREAK**	-
Feb 26th	Introducing the Final Research Report Project Special Crop Marketing	Budgeting Lab Work Period	-	-	Marketing Quiz	Friday Mar. 1st
Mar 4th	Intercropping & Cover Crops	Exploring Cover Crops (Lab 5)	Friday Mar. 8th	2%	Cover Crops Quiz	Friday Mar. 8th

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Mar 11th	Greenhouse Management	Work Session	-		Greenhouse Management Quiz	Friday Mar. 15th
Mar 18th	Work Week	-	-	-	SDL Reflectance Quiz	Friday Mar. 29th
Mar 25th	Group Oral Presentations	Group Oral Presentation	Monday Mar. 25th	13%	-	-
April 1st	Work Week SRI Course Evaluation	Final Research Report Project	Thursday April 5th	40%	-	-

Note: The Friday sessions from 8:30 – 9:45 AM will be used for various purposes throughout the semester (lecture, lab work, group projects, or individual projects) and expectations will be communicated to students in advance.

Lab Expectations

Microsoft Office will be used to complete all labs. Lab due dates are firm. The assignment submission folder on UM Learn for each lab will close at 11:59 PM on the due date given, any assignments that are not in the folder before then or are in an unreadable/unopenable format will be given a grade of zero. If extra-ordinary circumstances arise such as family, illness, etc., an exception will be considered with proper documentation. After you submit your lab, always double check: 1) your assignment made it into the folder successfully by checking your UM email for a submission confirmation. 2) your assignment is in the correct file type and is openable by viewing and opening the submission yourself after submission.

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Grading

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

* It is important that you monitor your marks closely on UM Learn – Grades. Contact instructor if needed regarding grade entries.

Grade Item Weights		
1	UM Learn Quizzes (10)	**10%**
2	Lab Exercises (5)	**10%**
3	Research Report Draft	**2%**
4	Research Report	**13%**
5	Group Presentation Contract	**2%**
6	Group Presentation	**13%**
7	Budgeting Assignment	**10%**
8	Final Research Report Project	**40%**

Voluntary Withdrawal

Last day to drop the class and receive 100% refund   → January 19th

VW (Voluntary Withdrawal) Deadline   → March 18th

*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.

* 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.

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ASSIGNMENT DESCRIPTIONS

In-depth assignment descriptions will be distributed when the assignment is given out in class.

UM Learn Quizzes
GOAL: The goal of utilizing UM Learn Quizzes is for students to reflect on the information they have learned in class, as well as an opportunity for them to self-evaluate their progression in their major assignments.
PROCEDURE: Topics with UM Learn Quizzes associated with them are indicated in the Course Schedule along with their due dates. Four Self Directed Learning Quizzes will be available throughout the semester alongside the course material quizzes. Quizzes can be found under "DAGR 0430 – A01>Assignments>Quizzes" on the course's UM Learn page.
SUBMISSION GUIDELINES: UM Learn Quizzes are completely online and are submitted and graded automatically upon completion.

Lab Exercises
GOAL: The Lab Exercises are utilized to allow students to practice and apply the skills they learn in class prior to completing their major assignments to ensure everyone has the ability to properly complete the major assignments.
PROCEDURE: Lab Exercise instructions will be pre-recorded and posted for discussion throughout the week. Details will be provided for expectations and whether the exercise is to be completed independently or in groups.
SUBMISSION GUIDELINES: Lab Exercises will be submitted electronically via UM Learn submission folders under "DAGR 0430 – A01>Assignments"

Research Report
GOAL: To provide the opportunity for students to demonstrate their knowledge they have gained through their independent research. To allow the students to practice their referencing & citation skills. To allow the students to practice their written communication & writing skills.
PROCEDURE: Students will choose a specific crop that they do not have prior experience with. The list of crops will be provided by the instructor. Working independently, Students are expected to organize and structure their paper in the form of a report. Students will need to discover sources to research information on these special crops. Students must evaluate their sources using a 'source evaluation template'. Students must cite their sources and provide a 'References' page at the end of their report. Students will be required to submit a 'draft' copy of their written report prior to the assignment's deadline. The length of the report and further expectations will be provided in class.
SUBMISSION GUIDELINES: The written report will be submitted electronically via the respective UM Learn submission folder under "DAGR 0430 – A01>Assignments" by the assignment deadline. A 'draft' copy must be submitted prior to the assignment deadline. Late submissions will be subject to the 'Assignment Extension & Late Submission Policy' below.

Group Oral Presentation
GOAL: To provide the opportunity for students to work collaboratively with their peers on researching, discovering resources, and practicing their critical thinking and oral communication skills. To allow students to discover the agronomic challenges and benefits of growing a special crop.
PROCEDURE: Students will be split into groups. Groups will choose a special crop (from a list provided by the instructor) to research and present to the rest of the class. Groups will need to utilize resources

throughout their research to compile relevant information on these crops and evaluate these resources using a 'source evaluation template'. Students must submit an electronic copy of the information they are presenting to the class via UM Learn prior to the presentation date. Students must cite sources and provide a 'References' page at the end of their written portion of the assignment.

SUBMISSION GUIDELINES: Live presentation during the normal lecture slots of the designated presentation week.

Budgeting Assignment

GOAL: To allow the students to apply their financial budgeting knowledge. To gain experience in designing financial budgeting tools for evaluating the financial viability of special crops. To strengthen their understanding of budget design & structure. To assess the financial viability of a special crop.

PROCEDURE: Students will be given basic financial information on a special crop that will act as the foundation for building the budget. Students will have to design and create a budget for the given special crop that will properly evaluate the financial viability of the crop. Students will have to apply gained knowledge from the budgeting lectures and exercises in order to complete this assignment.

SUBMISSION GUIDELINES: The Budgeting Assignment will be submitted electronically via the respective UM Learn submission folder under "DAGR 0430 – A01>Assignments" by the assignment deadline. Late submissions will be subject to the 'Assignment Extension & Late Submission Policy' below.

Final Research Report Project

GOAL: The Final Research Report will make the students accumulate all their skills they've learned throughout the course into one final research paper. The Final Research Report encompasses a majority of the course goals for this course. The goal of this assignment is to have the students thoroughly research the agronomic, cultural, environmental, economic, and financial aspects of growing a special crop while also assessing the suitability of integrating the special crop on their farm.

PROCEDURE: Early in the term, students will choose a special crop to research for their Final Research Project. As the term progresses, the skills students learn from other assignments and lectures will be applied to this project. Students will create a pool of resources to draw information from, evaluate those sources, and construct an outline of topics they will be discussing. Students will then create a 'draft' copy of their assignment to receive peer and instructor evaluations on their progress. Students will have to structure their Final Research Project in the form of a research based business report, creating a financial crop budget and evaluating opportunities for value-added processing and marketing.

SUBMISSION GUIDELINES: Students must create and hand in a draft copy on UM Learn. Students must hand in their final copy to UM Learn. Students must complete a 'source evaluation template' to be submitted via UM Learn. Each item will be submitted via their respective UM Learn submission folder under "DAGR 0430 – A01>Assignments" by the assignment deadline. Deadline information is provided in this syllabus and on assignment instructions (subject to change).

Referencing Style

The referencing style to be used in assignments and projects will be explicitly stated in the instruction page for those assignments and projects.

The library is a good resource if you have doubts about how to cite materials. Please refer to: http://libguides.lib.umanitoba.ca/citingandwriting for more information. Librarians are also available to any questions you may have regarding referencing and citations.

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Assignment Feedback

Lab Exercises and Course Assignments will be graded and returned within three weeks. Quality feedback will be provided as much as possible in order to understand any mistakes made and correct them for future assignments.

UM Learn Quizzes are graded automatically and will indicate which questions were answered incorrectly.

Assignment Extension and Late Submission Policy

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 of 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've received a 'submission confirmation' email from UM LEARN to ensure it made it into the assignment submission folder.

CHANGES DUE TO COVID19:
Students who are unable to meet a course requirement due to medical circumstances are currently not required to submit medical notes. However, students are required to contact their instructor or academic advisor by email to inform of the missed work and to make arrangements for extensions, deferrals, or make-up assignments. Please follow these guidelines if you are unable to meet an academic requirement for your courses.

- Contact your instructor for term work such as a class, quizzes, midterm/test, assignment, labs
- Contact an advisor in your faculty/college/school of registration for a missed final exam (scheduled in the final examination period)
- Inform your instructor/advisor as soon as possible do not delay. Note for final exams, students must contact within 48 hours of the date of the final exam; and
- Email your instructor/advisor from a U of M email address, and include your full name, student number, course number, and academic work that was missed.

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.

UM Policies

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 University of Manitoba (UM) website's Governing Documents (https://umanitoba.ca/governance/governing-documents) is one important source of information, in particular the Academic and Students sections. The Student Advocacy office can also help you understand policies and procedures; find their information in the UM Learner Supports section below.

Academic Calendar

The Academic Calendar (https://umanitoba.ca/registrar/academic-calendar) is the University's official publication containing course descriptions, program and graduation requirements, as well as UM and faculty/school-specific rules, regulations and policies. In particular, familiarize yourself with the sections *University Policies and Procedures* and *General Academic Regulations*.

Academic Integrity

In addition to reviewing your instructor's academic integrity policy listed in their syllabus, you are expected to view the *General Academic Regulation* section within the Academic Calendar (https://umanitoba.ca/registrar/academic-calendar) and specifically read the regulation pertaining to Academic Integrity. Ask your instructor for additional information about demonstrating academic integrity in your academic work, and consult the following UM resources for more information and support:

- Academic Integrity (https://umanitoba.ca/student-supports/academic-supports/academic-integrity)
    - Student Resources (https://umanitoba.ca/student-supports/academic-supports/academic-integrity#resources-to-conduct-academic-work-with-integrity)
    - Academic Misconduct and How to Avoid It (https://umanitoba.ca/student-supports/academic-supports/academic-integrity#academic-misconduct-and-how-to-avoid-it)
- Student Advocacy Office (https://umanitoba.ca/student-supports/academic-supports/student-advocacy)

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 (https://umanitoba.ca/copyright/) provides copyright resources and support for all members of the University of Manitoba community.

Grade Appeals

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 (https://umanitoba.ca/registrar/grades/appeal-grade) for more information including appeal deadline dates and the appeal form.

Intellectual Property

For information about rights and responsibilities regarding intellectual property view the Intellectual Property Policy (https://umanitoba.ca/governance/governing-documents/governing-documents-university-community#intellectual-property)

Program-Specific Regulations

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 website (https://umanitoba.ca/academics).

Respectful Work and Learning Environment

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 and respectful manner. Policies governing UM community behaviour include:

- Respectful Work and Learning Environment (https://umanitoba.ca/about-um/respectful-work-and-learning-environment-policy)
- Student Discipline (https://umanitoba.ca/governance/governing-documents-students#student-discipline)
- Violent or Threatening Behaviour (https://umanitoba.ca/governance/governing-documents-students#violent-or-threatening-behaviour)

The UM website, Engaging in Respectful Conduct (https://umanitoba.ca/student-supports/respectful-conduct), includes more details about expectations for behaviours related to university activities.

Sexual Violence Policies

The UM has several policies and procedures that deal with the rights and responsibilities of the University community with regards to all forms of sexual violence. For a comprehensive list of policies and associated resources, visit the Sexual Violence Resource Centre's information page (https://umanitoba.ca/student-supports/sexual-violence-support-and-education/sexual-violence-get-informed). Please note that there are many supports available in addition to these policy documents (see UM Learner Supports).

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Voluntary Withdrawal

Voluntary withdrawal (VW) is a way for students to leave a class without academic penalty once the Registration Revision Period has ended. If you opt to voluntarily withdraw from a course, you will not be eligible for a refund and, if applicable, will still be required to pay any outstanding tuition fees for the course. On your transcript, the course you have withdrawn from will be listed; however, "VW" will appear in lieu of a grade. If you do not drop a course before the VW deadline, you will receive a final grade in the course on your transcript.

Please note that there are separate deadlines for dropping a course early in a term during the Registration Revision Period. Dropping a course means you are removing that course from your schedule, will not be charged tuition fees for that course, and the course will not appear on your transcript.

The Registrar's Office website, [Withdraw from a Course](https://umanitoba.ca/registrar/withdraw-course) (https://umanitoba.ca/registrar/withdraw-course), includes more information on the different ways in which you can withdraw from a course and important dates and deadlines to do so.

UM Learner Supports

Below you will find a select list of important supports for learners at the UM, both academic supports and otherwise. For a complete listing of all learner supports at the University of Manitoba, visit the [Student Supports website](https://umanitoba.ca/student-supports) (https://umanitoba.ca/student-supports).

Academic Advising

Contact an [Academic Advisor](https://umanitoba.ca/student-supports/academic-supports/academic-advising) (https://umanitoba.ca/student-supports/academic-supports/academic-advising) for support with degree planning and questions about your academic program and regulations.

Academic Learning Centre (ALC)

The [Academic Learning Centre](https://umanitoba.ca/student-supports/academic-supports/academic-learning) (https://umanitoba.ca/student-supports/academic-supports/academic-learning) offers one-to-one tutoring, groups study sessions and workshops, as well as video and tip-sheet resources to help you throughout your academic program. All Academic Learning Centre programing, supports, and services are free for UM students.

Make an appointment for **free one-to-one tutoring** (https://umanitoba.ca/student-supports/academic-supports/academic-learning/tutoring-group-study#individual-tutoring). **Content tutors** (over 90 UM courses) can help you understand concepts and learn problem-solving strategies. **Study skills tutors** can help you improve your skills such as time management and goal setting, reading and note-taking, as well as learning and test-taking strategies. **Writing tutors** can give you feedback on your academic writing, whether you are just getting started on a written assignment or already have a draft. **English as an Additional Language** specialist, Antoanela Denchuk, is available for one-to-one tutoring to help you improve your English-language academic writing skills. Use the drop-down menu, read the tutor biographies, and

make an appointment for tutoring on the Academic Learning Centre schedule (https://manitoba.mywconline.com/).

Attend **Supplemental Instruction (SI)** (https://umanitoba.ca/student-supports/academic-supports/academic-learning/tutoring-group-study) sessions in historically difficult courses (including Chemistry, Engineering, and Computer Science). These free weekly review sessions are facilitated by a peer mentor who has previously taken the course and provide an opportunity to discuss course content, ask questions, compare notes, solve practice problems, and develop study strategies. See online for a list of SI courses and meeting times.

Register for an **Academic Success Workshop** (https://umanitoba.ca/student-supports/academic-supports/academic-learning/academic-success-workshops), where you can learn strategies to improve your writing and studying. More information on topics, dates, and registration, are found online.

Register for **Faculty of Graduate Studies *Grad Steps* Workshops** (https://umanitoba.ca/graduate-studies/student-experience/graduate-student-workshops). These workshops are specifically designed for students working towards **Master's degrees or PhDs.** More information on topics, dates, and registration can be found online.

Access the Academic Learning Centre's collection of **videos and tip sheets** (https://umanitoba.ca/student-supports/academic-supports/academic-learning#tip-sheets-for-writing-and-study-skills) to help you with many of the academic tasks you'll encounter in university.

Contact the Academic Learning Centre by calling 204-480-1481 or emailing academic_learning@umanitoba.ca. Bannatyne students can contact the Bannatyne Student Services office at 204-272-3190.

Basic Needs

It can be difficult to learn and succeed in courses when you are struggling to meet your or your family's basic needs. Several UM and community resources are listed below if you would benefit from support with regards to housing, food, finances, and/or childcare:

- *Housing*
  - UM Housing (https://umanitoba.ca/housing)
  - Winnipeg Rental Network (https://www.winnipegrentnet.ca/)
  - Manitoba Residential Tenancies Branch (https://www.gov.mb.ca/cca/rtb/)
  - HOPE End Homelessness Winnipeg Services & Supports (https://umanitoba.ca/housing)
- *Food*
  - U of M Food Bank (https://umanitoba.ca/financial-aid-and-awards/u-m-food-bank)
  - Food Matters Manitoba (https://foodmattersmanitoba.ca/find-emergency-food-in-winnipeg/)

- *Finances*
  - UM Financial Aid and Awards (https://umanitoba.ca/financial-aid-and-awards)
  - Manitoba Student Aid (https://www.edu.gov.mb.ca/msa/)
- *Child Care*
  - UM Child Care (https://umanitoba.ca/about-um/child-care)
  - Manitoba Child Care Subsidy (https://bit.ly/3yG3ijy)
  - Manitoba Child Care Association (https://mccahouse.org/looking-for-child-care/)

English Language Centre

The English Language Centre (ELC) (https://umanitoba.ca/english-language-centre) provides courses, tests, accommodations and individual support to students whose first language is not English in order to support academic success and participation in the University of Manitoba community.

Health and Wellness

Physical, mental, emotional, and spiritual health and wellness play a critical role in student success. See all of UM's resource on their Health and Wellness (https://umanitoba.ca/student-supports/student-health-and-wellness) website, and make note of several specific UM and community supports listed below.

Winnipeg Urgent Physical and Mental Health Care

If you are an adult experiencing a mental health or psychosocial crisis, contact the Klinic Community Health (https://klinic.mb.ca/crisis-support/) 24/7 crisis line at 204-786-8686, visit the Crisis Response Centre (https://sharedhealthmb.ca/services/mental-health/crisis-response-centre/) located at 817 Bannatyne Avenue, or contact the Mobile Crisis Service at 204-940-1781.

To speak with a nurse for guidance on what health-care path to take for the issue you are facing or for general information about health resources available in Manitoba, contact Health Links (https://misericordia.mb.ca/programs/phcc/health-links-info-sante/) at 1-888-315-9257 (toll free).

If you need urgent medical care, visit the Winnipeg Regional Health Authority's Emergency Department & Urgent Care Wait Times webpage (https://wrha.mb.ca/wait-times/) for a list of locations and current wait times.

Student Counselling Centre (SCC)

The Student Counselling Centre (https://umanitoba.ca/student-supports/student-health-and-wellness/student-counselling-centre-scc) provides free counselling and mental health support to UM, English Language Centre, and International College of Manitoba (ICM) students. We are

open year-round, Monday through Friday from 8:30 am to 4:30 pm. Our commitment is to offer a support service to every student who contacts us.

Visit the SCC's For Urgent Help (https://umanitoba.ca/student-supports/student-health-and-wellness/student-counselling-centre-scc#for-urgent-help) webpage or the urgent care resources listed above if you require immediate support.

Visit the SCC's Our Services (https://umanitoba.ca/student-supports/student-health-and-wellness/student-counselling-centre-scc#for-urgent-help) webpage for more information on accessing a variety of services including individual counselling, counselling workshops and groups, support resources, and learning disability assessment services.

The SCC is located is located at 474 UMSU University Centre (Fort Garry Campus).

Health and Wellness Office

Students often juggle multiple demands, and we recognize that it can be difficult to find balance. For any changes you want to make to your health and wellness, the Health and Wellness Office at the University of Manitoba would like to support you in your journey. We are here to help you take control of your own health and make your own decisions. We are a judgment-free space and we avoid labels whenever possible. For more information, please visit the Health and Wellness Office (https://umanitoba.ca/student-supports/health-wellness) website.

Spiritual Care and Multifaith Centre

Spiritual care services are available to all, whether you identify as spiritual, atheist, religious or agnostic. Spiritual Services (https://umanitoba.ca/student-supports/spiritual-services) also offer specific denominational support for certain religious groups and by Indigenous Elders-in-Residence.

Student Support Case Management (SSCM)

Contact the Student Support Case Management team (https://umanitoba.ca/student-supports/academic-supports/student-advocacy/case-management) 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.

University Health Service (UHS)

The University Health Service (https://umanitoba.ca/student-supports/health-wellness/university-health-service) offers a full range of medical services to students, including psychiatric consultation, via two health clinics:

- Fort Garry Campus: (204) 474-8411, ACW-Lot temporary trailer (behind the Isbister building)
- Bannatyne Campus: (204) 474-8411, P309 – Pathology Building

Student Services at Bannatyne Campus

Student Services at Bannatyne Campus (SSBC) offers a full range of mental health supports to students and residents in the Rady Faculty of Health Sciences, along with other academic and personal supports. Visit the SSBC website (https://umanitoba.ca/student-supports/student-services-bannatyne-campus) for a list of services available.

Indigenous Students

Staff, faculty and Elders are well-equipped to ensure your university experience is as beneficial, accessible, and successful as possible. Visit the Indigenous Student Experience (https://umanitoba.ca/indigenous/student-experience) website for more information on the supports and services available.

International Students

The transition to a new country and a new academic system can be both exciting and overwhelming. The International Centre (IC) is here to help you settle into life at University of Manitoba. Visit the International Students website (https://umanitoba.ca/current-students/international) for more information.

Sexual Violence Support and Education

Sexual violence affects people of all ages, sexual orientations, genders, gender identities, abilities and relationship statuses. At the U of M, we are committed to ensuring a respectful work and learning environment for all. We want to build a safe and inclusive campus community where survivors of sexual violence know they can receive the supports they need to succeed, both academically and personally.

The Sexual Violence Resource Centre (https://umanitoba.ca/sexual-violence), located at 537 UMSU University Centre (Fort Garry campus) provides support, resources, information and referral services for any student, faculty or staff member who has been affected by sexual violence.

Student Accessibility Services (SAS)

The University of Manitoba is committed to providing an accessible academic community. Student Accessibility Services (https://umanitoba.ca/student-supports/accessibility) 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 health, learning, medical, hearing, injury-related, visual) are invited to contact SAS to arrange a confidential consultation. SAS is located at 520 University Centre (Fort Garry Campus).

Student Advocacy

Student Advocacy (https://umanitoba.ca/student-supports/academic-supports/student-advocacy) is a safe place for students. We help you navigate university processes and advocate for your rights as a student at UM. If anything in your personal or academic life is affecting your studies, contact our confidential intake assistant by phone (204-474-7423) or email (stadv@umanitoba.ca).

University of Manitoba Libraries (UML)

As the primary contact for all research needs, your liaison librarian can play a key 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 have about the research process. Liaisons can be contacted by email or phone, and are also available to meet with you online or in-person. A complete list of liaison librarians can be found by subject (http://bit.ly/WcEbA1).

General library assistance is also available at both the Bannatyne and Fort Garry campuses by visiting any library location (https://www.umanitoba.ca/libraries/locations-and-facilities). When working online, students can receive help via the Ask Us chat button found on the right-hand side of the Libraries' homepage (http://www.umanitoba.ca/libraries).