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Syllabus

HNSC 4140, Quantity Food Production and Management

(Winter 2024)

*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*

Syllabus Contents

[Course Details 3](#_Toc124154299)

[Instructor Contact Information 3](#_Toc124154309)

[Traditional Territory/Land Acknowledgment 4](#_Toc124154315)

[Equity And Inclusion Commitment 4](#_Toc124154316)

[Course Description 5](#_Toc124154317)

[**U of M Course Calendar Description** 5](#_Toc124154318)

[**General Course Description** 5](#_Toc124154319)

[Course Learning Outcomes 5](#_Toc124154321)

[Intended Learning Outcomes 6](#_Toc124154322)

[Course Materials 7](#_Toc124154323)

[**Required/Suggested Materials** 7](#_Toc124154324)

[Course Schedule 7](#_Toc124154325)

[Course Evaluation/Assessments 10](#_Toc124154326)

[Summary 11](#_Toc124154327)

[Assessment Descriptions 11](#_Toc124154328)

[Labs/Tutorials 14](#_Toc124154329)

[Expectations 14](#_Toc124154330)

[Expectations 16](#_Toc124154331)

[Course Policies 16](#_Toc124154332)

[Academic Integrity 16](#_Toc124154333)

[Covid-19 policy (https://umanitoba.ca/covid-19) 17](#_Toc124154334)

[Assignment Extension and Late Submission Policy 17](#_Toc124154335)

[Should you need an extension on a quiz, please do not hesitate to ask for one. 17](#_Toc124154336)

[Accessibility 17](#_Toc124154337)

[Attendance 18](#_Toc124154338)

[Recording Class Lectures 18](#_Toc124154339)

[Class Communication 18](#_Toc124154340)

[Referencing Style 18](#_Toc124154341)

[Technology Use 18](#_Toc124154342)

[Using Copyrighted Material 19](#_Toc124154343)

[UM Policies 19](#_Toc124154344)

[UM Learner Supports 19](#_Toc124154345)

Course Details

### **Course Title QUANTITY FOOD PRODUCTION AND MANAGEMENT**

### **Course Number HNSC 4140, A01**

### **Term Winter 2024**

### **Credit Hours 3.0**

### **Pre-requisites:** **Prerequisites: HNSC 3340 or HNSC 3342 (030.334) and HNSC 2160 (030.216) or consent of instructor. Additionally, students must complete the Food Handlers Certificate Program and must submit the form to the Department by June 15th in order to be permitted to enter HNSC 4140. Please see Aurora.**

### **Class Times & days:**

### **Lectures: M/W 12:00-1:15 PM**

### **Class location**

### **Ellis Building, 245**

## Instructor Contact Information

### **Name**

Snehil Dua, PhD.

Please address me as Snehil or Dr. Dua or anything polite.

Pronouns: She/her

### **Email**

[Snehil.Dua@Umanitoba.ca](mailto:Snehil.Dua@Umanitoba.ca) (the best way to get in touch with me).

In today’s time, it is becoming difficult to maintain a balance between work and personal life. To create this balance, I will promise to respond to your emails between 8:30 am and 5 pm on weekdays. I may respond at other times, but I do not promise to do so.

### **Office location 408- Human Ecology Building**

### **Office Phone**

204.474.6505 (Not the best was to get in touch with me. Do not leave a message at this number. I will not get the message. Email me instead)

### **Office/Student/Learner Hours**

Drop-in office hours on Fridays between 10-11 AM. Fridays, 10:00 -11:00 am. You may also meet me virtually during my office hours [Zoom office hours SDua Fridays 10-11 am](https://navitas.zoom.us/j/99723893940)

You can call me at 204-2614512 (home number, no texting. It is a landline)

## Traditional Territory/Land Acknowledgment

I share the University of Manitoba’s 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.*

I am an immigrant to Canada and am mindful of the fact that the land I have chosen to be my new home is the land of the Indigenous people of Canada. As a naturalized citizen of this beautiful country, I believe that it is my duty to respect the Treaties that were made on these territories.

I am aware of and will continue to learn of the injustices and traumas experienced by the Indigenous peoples, but also the richness and diversity of Indigenous cultures and knowledge, and their resilience. Too much destruction has been brought to this land, and I am committed to doing everything in my power to restore our connection to this land. Personally, I enjoy my meals the most when I have grown some of the ingredients in my garden. I truly believe that if we grow and cook our food, we are more appreciative of the food, enjoy it more, and tend to waste less. My mantra is, “Grow your own food; if you can’t grow, at least cook your own food; and if not that, then at least look at your food”. We need to build a connection with everything we consume, for our own health and wellbeing.

I am thankful for the clean water supply I often took for granted. Only recently I have learned that the water that I drink and use in Winnipeg that is sourced from Shoal Lake 40 First Nation has caused forced relocation and destress to the original inhabitants of this beautiful land.

In my classroom, I will remain open minded to all ideas and thoughts because such open-mindedness will benefit us all as a society.

## Equity And Inclusion Commitment

Fairness and respectfulness are my most important values that I would never compromise on. I assure you that if you feel that I have treated any student unfairly in any way, I would like to know it so that I can reflect and correct. Being a cis-gender female, I will encourage you to bring to my attention anything I do or say that is perceived as my insensitivity to your identity. I honor your identity and will do my best to remove any hurdles in my class that prevent you from expressing yourself freely.

I recognize that we all have travelled different journeys which have shaped our personalities. Some of us have had more privileges than the others. Some of us had to endure more hardships than others. Recognizing this, I have designed this course with care.

You will notice that your ideas will carry more weight than how you express those ideas, in my course. Though I want you to develop professional communication skills, but I recognize that we may express ourselves differently owing to our journey thus far. Some of us have had more experience with expressing ourselves succinctly in the English language while other might have more proficiency in other languages. Thus, I have designed the grading rubrics that encourage you to write professionally with clarity but will give more weight to your ideas and hard work.

Recognizing that you may have different responsibilities in your personal lives, whenever possible, I will give you some flexibility in when you complete the assessments for this course.

## Course Description

### **U of M Course Calendar Description**

(Lab Required) (Formerly 030.414) Menu planning. Food costing. Experience in standard methods of institutional food production and service.

Prerequisite: HNSC 3342 (D) and a valid Food Handlers Certificate.

### **General Course Description**

## Good quality food production is essential to institutional food service. In this course, you will work towards learn about the methods to achieve a good quality product while producing food in large quantities. Personal and food safety are essential to food production. For a successful food service operation, the cost of the operation must be kept in check, and any type of wastage must be minimized. In this course you will recognize the opportunities to control food production costs and will have an opportunity to apply the course knowledge to local food business.

## Course Learning Outcomes

Upon completion of this course, you should be able to

1. Standardize a recipe
2. Demonstrate the skills to safely prepare a superior quality recipe in large, specified quantity with minimal supervision.
3. Apply the principles (1-3) of HACCP in the standardized recipes
4. Explain the process of food safety audit.
5. Describe the operation of institutional equipment used in food service institutions.
6. Manage, teach, and train people in a food service setting.
7. Calculate capacity, productivity, and bottleneck in a food production system.
8. Compare and contrast various menu pricing approaches.
9. Carryout break-even analysis considering the fixed and variable costs of a food service operation.
10. Plan a menu using the principles of menu planning, for food service systems.
11. Forecast demand using a variety of forecasting models, on Excel
12. Compare menu evaluation models.
13. Explain the inventory process.
14. Compare purchasing methods.
15. Use the seven tools of total quality assurance in a food service system.
16. Explain market research methods, and their application.
17. Apply course knowledge in problem-solving, and in creating a food service plan.
18. Demonstrate professionalism, and professional communication skills.
19. Demonstrate client centric approach.
20. Demonstrate collaborative and leadership skills.
21. Demonstrate managerial skills.

# Intended Learning Outcomes

**Foundational Knowledge Content Areas for Dietetics Education:**

This dietetic education program is an accredited program recognized by the Partnership for Dietetic Education and Practice (PDEP) and prepares students for eligibility for registration with a provincial dietetics regulatory body.

*Highest level achieved: 1= demonstrate broad knowledge; 2= demonstrate comprehension; 3 = analyze, interpret and apply knowledge*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Content Area** | **Foundational Knowledge** | | | **Cognitive Complexity Level** | |
| **Food** | | Sensory evaluation of food | | | 1 |
| **Food Service Systems** | | Purchasing, receiving, storage, inventory control and disposal activities | | | 2 |
| Menu planning | | | 3 |
| Institutional menu modification to address therapeutic, textural, cultural or other needs | | | 2 |
| Recipe development, standardization and evaluation | | | 3 |
| Quantity food production and distribution | | | 2 |
| Human resource, financial, technical and equipment needs | | | 2 |
| Hazard Analysis and Critical Control Points (HACCP) | | | 2 |
| Food service facility design | | | 1 |
| **Inter-professional Collaboration** | | Team Functioning | | | 2 |
| Collaborative leadership | | | 2 |
| **Management** | | Human resource management | | | 1 |
| Strategic and operational planning including needs assessment, goal setting and outcome assessment | | | 2 |
| Project management | | | 2 |
| Regulations, policies and procedures | | | 1 |
| Marketing | | | 2 |
| **Population Food Systems and Food Security** | | | Food production, preparation, processing, distribution and waste management | | 1 |
| Global and local food systems and factors affecting the supply of food | | 1 |
| Food markets and marketing of food | | 1 |

## Course Materials

### **Required/Suggested Materials**

1. Payne-Palacio, J., & Theis, M. (2016). Introduction to Foodservice (13th ed.). Upper Saddle River, NJ: Pearson Prentice Hall. (Abbreviated as IF in the course schedule)

2. Molt, M. (2006). Food for Fifty (12th ed.). Upper Saddle River, NJ: Pearson Prentice Hall.

(This is an excellent reference book for those seeking careers in food service).

#### **Supplies**

Clean white labcoat

#### **Technology**

* You must bring a computer and have access to UMLearn to be able to attempt the tests
* Access to UMLearn will be required to access course material and to complete course assessments.

## 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](http://umanitoba.ca/admin/governance/governing_documents/students/278.html) (<https://umanitoba.ca/governance/governing-documents-academic#responsibilities-of-academic-staff-with-regard-to-students>).

**Voluntary Withdrawal date: March 20, 2024. If you stay registered in this course after March 20, 2024, you will receive a grade for this course. If you withdraw before March 20, it will be noted in your transcript.**

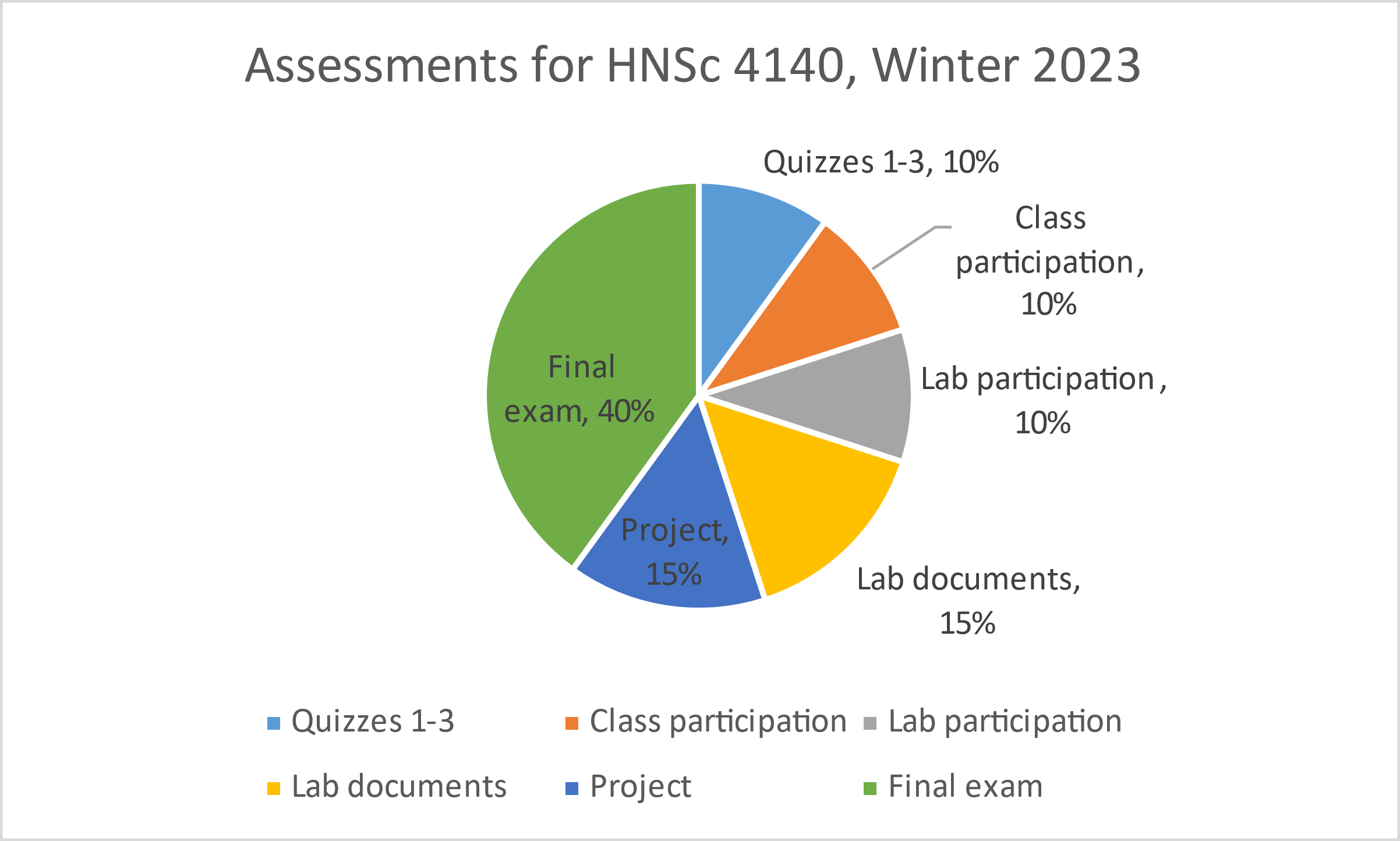
The dates in red font indicate “no lecture” days when you will be assigned a task to complete on your own.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Class Content | Required Readings or any Pre-class Preparation | Evaluation/activity |
| Jan 8, M | Orientation and lab group allotment | None | Group enrolment deadline: January 9, 2024, by 11:59 PM. Those not enrolled by this deadline will be auto enrolled. |
| Jan 10, W | Recipe quantification, costing and pricing methods. Selection of a recipe. | **Required Reading**: Recipe standardization lecture available on UMLearn | Decide in groups, the recipe you will standardize for the preparatory lab. (15 minutes of class time) |
| Jan 15, M | In-class recipe standardization for the preparatory lab and create a grocery list. | None | Bring the recipe to standardize |
| Jan 17, W | Menu principles activity (30 minutes) and types of menus, lecture | **Required reading:** Principles of menu planning.  Available on umlearn | Class participation  Submit the grocery list by 12:00 NOON, January 19, on Umlearn. If you fail to do so, you will be responsible for purchasing the grocery for your recipe. |
| Jan 22, M | Work with your group members to finalize the lab documents | Prepare as a team,  A grocery list,  Standardized recipes,  Cost calculations for 24 servings/recipe | Due on January 26, 12:00 PM (Noon)  Team 1 must meet this deadline. Other teams may submit by January 31st, 11:59 PM without penalty |
| Jan 24, W | GMP and HACCP lecture, and sanitation | Food safety review lecture available on UMLearn | None  Attempt quiz 1 (3%) by 11:59 PM on January 25. |
| Jan 29, M | HACCP Case study |  | Class participation |
| Jan 31, W | Menu evaluation and analysis | In preparation for this class, please familiarize yourself with the basics of excel. Excel demo is available on UMLearn.  In-class access to excel will be required |  |
| Feb 5, M | Break-even analysis | A calculator will be helpful |  |
| Feb 7, W | Decision-making based on Cost calculations, a case study (Henry Carnish) | A calculator will be helpful | Class participation |
| Feb 12, M | Inventory management and forecasting models. | Excel will be needed |  |
| Feb 14, W | Facility Planning | Chapter 10 available on umlearn | Quiz 2 (2%) 11:59 PM March 3 |
| Feb 19-24 | No classes |  |  |
| Feb 26, M | Purchasing and storage, specifications |  | Enrol yourself in the project groups |
| Feb 28, W | Plan your project roster |  | In-class planning |
| Mar 4, M | Tentative: Small business finance, a guest lecture by Mr.  Randy Dagasdas, MBA  CEO of Me-Dian Credit Union | Mr. Dagasdas will deliver the lecture remotely (More details will be provided in the class) | Attendance is mandatory (counts towards class participation). |
| Mar 6, W | Productivity and Capacity | A calculator will be helpful |  |
| Mar 11, M | Productivity and Capacity | A calculator will be helpful | Quiz 3 (5%) Due on March 17 by 11:59 PM |
| Mar 13, W | Purchasing and storage, specifications |  |  |
| Mar 18, M | Quality assurance in food service |  |  |
| Mar 20, W | Quality assurance in food service |  |  |
| Mar 25, M | Market research methods in food service |  |  |
| Mar 27, W | Market research methods in food service |  |  |
| April 1, M | Preparation time for your presentation | Submit your presentation material on Umlearn by 11:59 AM on April 2. |  |
| April 3 W | Presentations by Groups 1-3 |  | Presentation and class participation |
| April 8, M | Presentations by Groups 4-6. |  | Presentation and class participation |
| April 10, W | Presentation by group 7 and wrap up. |  | Presentation and class participation |

## Course Evaluation/Assessments

|  |  |  |
| --- | --- | --- |
| **Assessment** | **% of the Final grade** | **Deadlines** |
| Quizzes 1, 2 and 3 | 10% | Quiz 1 (3%): January 25 @11:59 PM, Tuesday  Quiz 2 (2%): March 3, 11:59 PM, Sunday  Quiz 3: (5%) March 17, 11:59 PM, Sunday |
| Class participation/discussions | 10% | In-class, see the schedule above. (Subject to change) |
| Lab documents (collectively as a team)  1. Menu  2. Grocery list  3. Standardized recipes for 24 servings/recipe (3 recipes per group) | 15% | January 26, 12:00 PM |
| Lab participation | 10% | As per your lab schedule (must attend 5 lab sessions) |
| Group project (Menu and presentation files) | 15% | Submissions: April 2, 2024, 11:59 PM |
| Final exam | 40% | TBA on Aurora (April 12-26 is the exam period) |

### Summary



### Assessment Descriptions

**Quizzes 1-3 (6%):** One quiz each on Food safety review (3%), Facility planning (2%) and Productivity, capacity and flow charts (5%) will be available on UMLearn. Please complete by the due dates. Late completion will be permitted but will be penalized.

**Class participation (10%):** Please submit a copy of your classwork on UMLearn> Assessments>Assignments>Class participation submission folder.

If you completed a task as a group, please submit it with every group member's name on it.

Here are all the documents you will submit as part of your class participation.

1. Recipe standardization class activity: As a group (3 students per group)
2. Menu principles activity: Individual or as a group (Maximum group size =4)
3. HACCP Case study: Preferably as a group but individual is fine as well. (Maximum group size = 4)
4. Henry Cornish case study: Preferably individually but in pairs is also acceptable. (Maximum group size = 2)
5. Small business finance guest speaker: Individually write in a couple of sentences what you found useful in the lecture. You may also write what else you would have liked to learn. (Individual)
6. Final presentations: You must attend at least 4 presentations other than your own presentation. For each of the four presentations, please provide at least one strength of the work the team did. You will individually submit one document with the comments for all 4 presentations you attended. Bonus points will be awarded for attending and commenting on more than 8 presentations.

**Lab participation** **(10%, Mandatory to pass the course.)** You are required to attend 5 lab sessions (8 am -12:30 pm) as per the schedule provided above. One session is preparatory for which the expectations have been defined in Preparatory lab instructions 2024.docx. In one lab session you will be required to assume a “Manager’s” role. The manager’s duties are described in HNSC 4140 - Lab instructions and manager duties 2024.docx. In the remaining three sessions, you will be required to assume the role of a “worker”. All sessions are mandatory for you to be able to pass this course.

**Final Group project (15%):**

*Learning outcomes of these projects*:

1. Apply some of the knowledge from HNSC 4140 in the real world.
2. Demonstrate the ability to work in a team.
3. Demonstrate the ability to work independently and demonstrate professionalism.
4. Demonstrate the willingness to learn.
5. Demonstrate decision-making, critical thinking, and professional communication skills.

*Business plan*: In teams of four students, you will get an opportunity to create a business plan for a food service such as a café, cafeteria, restaurant etc. This plan must be prepared with sufficient details such that it can be used for a loan application. The CEO of Me-Dian Credit Union, Mr. Randy Dagasdas has graciously agreed give a guest lecture about small business financing. The project will start in mid Feb and must be completed by March 27, 2023. Each team will present their business plan in front of the class. The team with the best plan will be given an award.

*Business plan*: In teams of four students, you will get an opportunity to create a business plan for a food service such as a café, cafeteria, restaurant etc. Each team will present their business plan in front of the class.

Goal: Plan a food service system.

**Team and topic assignment**: Please select one of the twelve topics provided on UMLearn>Course>Communication>Groups>Business Plan project. All four students will enrol in a group (Teams 1-13). Please note that each team is associated with a preassigned assignment topic. So, select the team carefully.

**Submission deadline**: PPT file **Submissions: April 2, 11:59 PM on UMLearn. In-class Presentations: April 4-10**

**Delivery**: The presentation schedule is available in the syllabus but may be modified if a need arises. All four members must present. The schedule has been provided in the syllabus. The presentation should last for 12-15 minutes. Ten minutes will be reserved for questions.

**Housekeeping**: At the end of each presentation, students may raise their hands to ask questions. Your instructor will moderate the question period. Your engagement through questions and comments will count towards your class participation marks. Please ask only the questions that enhance that would help the team improve or reflect on their plan, or the questions that are seeking clarification or more details. Please do not ask the questions that have already been asked.

**What must your plan include?**

The essential components of your plan:

**Location:** Where will yourfood service system be located? Justify.

**Layout:** Prepare a layout for your facility, showing the rooms/areas with the placement of the equipment and furniture. Also show the workflow and traffic flow.

**Unique selling point**: What will be unique about your service system that you can gain clientele?

**The menu**: Prepare a suitable menu (cyclic or static) for your chosen food service system. Must include all the necessary information including the prices. Select on item in your menu that is not appropriate for elderly people but can be modified to make it suitable for elderly people.

**Human resource**

How many employees will you have? Will they work full-time or part-time? What would you pay them? How will you hire them? Will they need to have a set of skills?

Training: Will you give them training? How will they be trained?

**Money matters!**

Things to include in the budget: What are the anticipated costs (fixed and variable). How will you cover these costs? How can you breakeven in a year (12 months)? How will you ensure that you are able to manage day-to-day expenses?

Breakeven analysis: Select a sample ten menu items that would best represent all the menu items in your menu with respect to the cost and price. Ex. You may choose a couple of desserts, a couple of appetizers, a few main course items, a couple of beverages. The selection may vary based on the food service system you have chosen. For example, in a café such as Tim Hortons, you may not expect people purchasing sandwiches as often as beverages and snacks. Consider using a stratified sampling method.

**Apart from the topics listed above**, you may want to include marketing/advertising, quality assurance/control, efficiency improving strategies, social and environmental responsibilities etc.

**Marks breakdown:**

Content of the presentation: 80 points (50 points for the menu, layout, and the money matters)

Presentation skills: 10 points

Answering the questions: 10 points

## Labs/Tutorials

### Expectations

**Laboratory Schedule**

**You must enrol yourself for a lab team on UMLearn. UMLearn>Course page>Communication>Groups>Read the instructions>by January 9, 11:59 PM.**



**Laboratory Information**

The laboratory periods that accompany this course are considered to be essential to meeting the course objectives. **Laboratory attendance is mandatory.** You must treat this laboratory time as you would treat any work experience position. Failure to attend and perform your duties will result in a **FAIL** grade in the course. Attendance will be taken.

**STANDARDS OF PROFESSIONAL CONDUCT IN THE LAB AND CLASSROOM**

**You must adhere to the following lab rules to obtain full marks on your lab attendance**

1. Students are required to wear:

1. Professional uniform. NO admittance to lab without a white laboratory coat. Clothing must be clean.
2. Hair restraints (will be supplied – please reuse at each lab session if in good condition).
3. Comfortable shoes with non-skid soles. NO sandals, NO boots.
4. NO jewellery. NO nail polish or artificial nails. Students must remove nail polish or wear clean, disposable gloves (change gloves if soiled/as required).

2. Personal cleanliness is mandatory:

1. A hand washing sink is available. Wash hands well and frequently.
2. Students must wash their hands BEFOREbeginning any preparation in the kitchen.
3. Cooks' sinks are not to be used for washing hands.
4. Any open cuts/sores must be covered with a bandage and disposable gloves (if wound is on the hand).
5. NO chewing gum, food, beverages, or water bottles in the lab.

3. Lab cleanliness is mandatory:

1. Clean-up is part of quantity cooking. Each student is responsible for keeping his/her work area clean (including stove tops and ovens) and ensuring that the kitchen is clean before leaving.
2. Clean-up also includes tying the garbage bags closed and sweeping floors in the preparation area.
3. Use bleach solution to clean work surfaces.
4. Use plastic bristle brush to scrub out steam kettles. Use bottle brush to clean spouts of steam kettles.

4. Appropriate lab conduct:

1. Students must arrive ON TIME for their scheduled lab section. Attendance is MANDATORY.
2. Equipment and space in the kitchen must be shared by the students. **This means that it is important to return each piece of equipment to its proper location.** It is also important to ensure that the needs of other persons are considered at all times.
3. Students **CANNOT** leave the lab until they are dismissed by the lab manager or Teaching Assistant, even if his/her tasks are completed.

5. Cell phones, text messaging, iPods, music players, cameras, and other electronic devices cause distractions to classroom instruction, therefore less interaction can take place. Be courteous to fellow students. Please turn off cell phones in the classroom and laboratory.

**Grading**

Please do not request me to give you opportunities for extra credits.

I will follow the following grade scheme. For example, it you score 79.96, your score will be rounded up to 80. If you score 79.6, your score will not be rounded up to 80.

|  |  |  |
| --- | --- | --- |
| Letter Grade | Percentage out of 100 | Final Grade Point |
| A+ | 90-100 | 4.5 |
| A | 80-89.9 | 4.0 |
| B+ | 76-79.9 | 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 |

## 

## Expectations

Please refer to the [Respectful Work and Learning Environment Policy](http://umanitoba.ca/admin/governance/governing_documents/community/230.html) (<https://bit.ly/3aMl7nE>) of our university.

* I expect you to take notes in the class. The slides provide only the main points for each lecture. Additional information will be provided during the lecture. Please add such information to your slides.
* In the class, please pay attention to the lecture and ask me to repeat/clarify anything that is not clear. Please avoid asking your classmates to clarify during a lecture.
* If you have questions during the class, please ensure that those questions are directly related to what is being discussed at that time.
* Please ask questions related to assignments/tests/labs etc. either at the start of the class or at the end. Refrain from asking about these during a lecture.
* I expect that you join the class in time and not leave until the class is over. If you must arrive late or leave early, please do so without disturbing others.
* Where group work is assigned, I expect that you work as a team, with each member contributing equitably. Being able to work collaboratively is an important skill. In this course you will get opportunities to develop this skill.
* Please be respectful to one another. It is acceptable to disagree with one another, but it is unacceptable to be disrespectful.
* Demonstrate independence, accountability, and professionalism.

## Course Policies

### Academic Integrity

* The University of Manitoba’s policy for academic integrity is located within the Student Discipline Bylaw and Student Academic Misconduct Procedure.Please refer to the policy and procedures as listed in the UM Policies section below.
* You are expected to compete your coursework and programs of study with integrity by making a commitment to the six fundamental values of honesty, trust, fairness, respect, responsibility, and courage.
* If a test/assignment is individually assigned, you must not work collaboratively.
* Academic integrity looks like referencing the work of others that you have used and completing your assignments independently unless otherwise specified. **Copying and pasting from other sources will be considered plagiarism.** Please paraphrase and provide references. Be very judicious in the use of quotations. Quotations are used only when something has been written very artistically or technically such that paraphrasing it may lead to the loss of its meaning. Another reason to use quotations would be when you are stating something an author has said but you don’t quite agree with the statement. Or when you want your point of view to be validated by an authority, you may use quotations. In all other cases, paraphrase.
* Use of artificial intelligence tools such as Chatgpt etc. will be regarded as plagiarism for all assessments.
* Group members must ensure that a group project adheres to the principles of academic integrity. This means that all students are required to check that all sourced material has been cited and referenced.
* Do not share course materials (e.g., notes, exam questions, assignment instructions, article) that have been created by the instructor or were authored by another person. Unpermitted sharing of such materials with your peers or with note-sharing companies, such as One Class, Course Hero, or Chegg (or other similar websites), is a violation of Copyright Law.
* Do not submit lab reports or other types of assignments already graded in another course.
* Plagiarism, duplicate submission, cheating on quizzes, tests, and exams, inappropriate collaboration, academic fraud, and personation are violations of the Student Discipline Bylaw and will lead to the serious disciplinary action. Visit the Academic Calendar, Student Advocacy, and Academic Integrity web pages for more information and support.

### Covid-19 policy (https://umanitoba.ca/covid-19)

* Indoors on the University of Manitoba campuses, you must wear either a KN95 or 2-ply or 3-ply mask. Fabric masks are not sufficient.
* You must not eat in the classroom or the lab.
* If you test positive for Covid-19, please do not come to the University.
* Your instructor and TAs will teach remotely via Cisco WebEx if they test positive but are feeling well enough to teach. If they are unable to, they my find a substitute to teach. If a substitute can not be found, we may assign online activities for you to complete to make up for the class/lab.

### Assignment Extension and Late Submission Policy

### Should you need an extension on a quiz, please do not hesitate to ask for one.

The lab documents must be submitted in time because the groceries have to be purchased accordingly. But in exceptional circumstances, I will consider giving an extension. The presentations must also be submitted on time but I will consider giving extensions in exceptional circumstances.

If you miss the final exam, you must apply for a deferral to your home faculty. If the permission is granted by your faculty and by the department of FHNS, I will schedule the deferred final exam no sooner than first week of May 2023.

### Accessibility

The University of Manitoba is committed to providing an accessible academic community. [Students Accessibility Services (SAS)](https://umanitoba.ca/student-supports/accessibility) (<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 illness, learning, medical, hearing, injury-related, visual) are invited to contact SAS to arrange a confidential consultation.

520 University Centre

(204) 474-7423

[Student\_accessibility@umanitoba.ca](mailto:Student_accessibility@umanitoba.ca)

### Attendance

I will strongly advise that you attend all classes, but I do recognize that circumstances may arise due to which you may have to miss a class. When you attend a class, you will have the opportunity to take notes, and get clarifications. If you must miss a class, please request your classmates to help you complete your notes. After studying the notes of a missed lecture, if something is unclear, please visit me during my office hours to seek clarifications. Please do not expect me to repeat the entire lecture for you. You must first study the notes yourself before you seek clarifications.

Lab attendance is mandatory. If you miss a lab due to exceptional circumstances, you must make up for that lab by attending another session. You must communicate with your TAs should you need such accommodation. Please remember that the lab activities are team activities, and your team members will rely on you to complete your part of the work. Thus, missing a lab must be carefully considered. Please follow Covid-19 policy. Do not come to the lab should you have covid symptoms or test positive for the infection.

### Recording Class Lectures

My notes and lectures are my copyright material. No audio or video recording of lectures or presentations is allowed in any format, openly or surreptitiously, in whole or in part without permission from me (Snehil Du).  Course materials (both paper and digital) are for your private study and research.

### 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>.

When you email me, please indicate the course number in your email. I teach multiple courses and will not be able to respond to your email if you do not mention the course number.

Please check the syllabus and UMLearn announcements to see if your question has been answered there. If not, please email me. I will try my best to respond within 24h on weekdays.

### Referencing Style

Please use any standard format wherever applicable. Please be consistent.

### Technology Use

Please read [Respectful Work and Learning Environment policy (RWLE)](http://umanitoba.ca/admin/governance/governing_documents/community/230.html) (<https://bit.ly/3OxGtnd>) It is the general University of Manitoba policy that all technology resources are to be used in a responsible, efficient, ethical, and legal manner.

In my class, you may use computers, tablets etc. for note taking. Please use technology only for course related activities during the class.

You must bring a computer a tablet to attempt your tests and exams. You will not be allowed to attempt tests on cellphones.

### 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 (e.g., Course Hero, Chegg, etc.), unless an exception to the Copyright Act applies or written permission has been confirmed. For more information, see the [University’s Copyright Office website](http://umanitoba.ca/copyright/) (<http://umanitoba.ca/copyright/>) or contact [um\_copyright@umanitoba.ca](mailto:um_copyright@umanitoba.ca).

## UM Policies

* [Schedule A (PDF)](https://bit.ly/3NVSToL) (<https://bit.ly/3NVSToL>)

## UM Learner Supports

* [Schedule A (PDF)](https://bit.ly/3NVSToL) (<https://bit.ly/3NVSToL>)