

TRAILBLAZER ADVENTURER
INNOVATOR DEFENDER CHALLENGER
ADVENTURER TRAILBLAZER DEFENDER VISIONARY
VISIONARY ADVENTURER TRAILBLAZER CHALLENGER DEFENDER VISIONARY

Syllabus

GEOG 2580 A01

Geography of the United States
(Winter 2023)



TABLE OF CONTENTS

COURSE DETAILS 3

INSTRUCTOR CONTACT INFORMATION 3

COURSE DESCRIPTION..... 3

 U of M Course Calendar Description 3

 General Course Description 3

COURSE GOALS..... 4

VOLUNTARY WITHDRAWAL (VW) DEADLINE..... 4

COURSE FORMAT 4

 Lectures..... 4

 Weekly Time Commitment 4

 University of Manitoba COVID-19 Health and Safety..... 5

COURSE ASSESSMENTS 6

 The Grade Distribution 6

COURSE SCHEDULE 7

COURSE EXPECTATIONS 8

 Expectations: I expect you to. 8

 Expectations: You Can Expect Me to 8

COURSE MATERIALS 9

 Textbook 9

 Supplementary Readings and Videos 9

QUIZ/TESTS/FINAL EXAM 10

 Tests 10

 Policy Regarding Missed Test 10

 Policy Regarding Missed/Deferred Final Exam 11

TEST FEEDBACK 12

ASSIGNMENT 12

 Assignment Submission 12

 Academic Integrity 13

 Assignment Late Policy 13

REFERENCING STYLE..... 14

ASSIGNMENT FEEDBACK..... 14

COMMUNICATIONS POLICY 14

ACADEMIC INTEGRITY 15

 Academic Integrity at the University of Manitoba 15

 Academic Fraud 15

 Quiz/Test/Final Exam Academic Integrity 15

STUDENT ACCESSIBILITY SERVICES 16

LEARNER SUPPORTS 17

 Schedule “A” 17

 University and Unit Policies, Procedures, and Supplemental Information 19

COURSE DETAILS

Course Title & Number:	Geography of the United States - GEOG 2580 A01 (CRN: 50884)
Class Day & Time:	T/TH: 2:30 PM - 3:45 PM CST
Location	258 St. Paul's College
Number of Credit Hours:	3 Credit Hours
Pre-Requisites:	None

INSTRUCTOR CONTACT INFORMATION

Instructor:	Dr. Janna Wilson
Email:	Janna.wilson@umanitoba.ca <ul style="list-style-type: none">• Use course number (GEOG 2580 A01) in subject line• Allow at least 48-hours for response (weekdays only).
Office Hours/ Appointments	Book appointment through Cisco Webex in UM Learn using the "Appointment Booking" tab at least 24-hours in advance. Appointments booked with less the 24-hour's notice will be cancelled.

COURSE DESCRIPTION

U of M Course Calendar Description

The *Undergraduate Calendar* of the University of Manitoba describes GEOG 2580 Geography of the United States as follows:

A regional study of the United States in which the major regions of the United States are studied with respect to geographical patterns of their physical environment, settlement, culture, economic activity, and land use. Not to be held with GEOG 2560, GEOG 2561 (053.256).

Prerequisite: a grade of C or better in a minimum of three credit hours from Geography courses numbered at the 1000 level, or permission of department head.

General Course Description

With its immense size, variety of landscapes, unique colonial history, cultural diversity, and evolving demographics, the United States is best studied from a regional perspective. This course examines the physical, human, historical, political, and economical geography of the United States using

COURSE GOALS

There are three general course goals:

1. To inspire an interest in the regional geography of the United States and understand the interrelationship between the physical world and human world.
2. Demonstrate an understanding of the important concepts of regional geography and why the United States is best studied from a regional perspective.
3. To describe the regions of United States and describe the major factors contributing to the cultural and physical landscapes of the United States.

VOLUNTARY WITHDRAWAL (VW) DEADLINE

The last day to withdraw without a refund is March 22, 2023. Students who do not drop this course by the VW deadline will be assigned a final grade. See the [Registrar's Office](#) web page for more information.

COURSE FORMAT

Lectures

Lectures will be delivered in-person and students are expected to attend class and take notes. On occasion, live lectures may be delivered through Cisco Webex (accessed through the "Communications" tab in UM Learn) and/or pre-recorded lecture videos posted in the "Weekly Course Content" folder.

In order to be successful in this course, you must attend lecture, take comprehensive notes, and read/view assigned material. The PowerPoint (PPT) slides will be provided on UM Learn in a .pdf format (6 slides per page) and text notes will be available in a rich text format (.rft) which can be opened in a word processing program such as Microsoft Word, Google Docs etc.

The PPT slides and text notes are not a substitute for attending class. Not all material delivered during lectures will be on the slides. As such, you must add in your own notes from the lecture, the assigned readings/viewing.

Weekly Time Commitment

When students take an in-class course during regular session, there are 150 minutes (2 ½ hours) of lecture per week. Students are expected to study for up to 2 hours PER lecture hour (possibly more). Consequently, students may have to study 5 or more hours per week (in addition to the lectures) to keep up with course material. It is unlikely that each week requires that level, but some weeks will take longer than others.

This course is delivered in-person, and a similar level of study will be required weekly. Each week you will need to attend lectures (on occasion watch pre-recorded PowerPoint presentations), read/view the assigned material, and study and learn the course material. This will take several hours each week, and if you get behind, it makes it difficult to catch up.

In addition, the weekly assigned learning, remember to consult the course schedule as it contains all the relevant dates and will help you keep on track.

University of Manitoba COVID-19 Health and Safety

The University of Manitoba (the “UM”) is committed to maintaining a safe learning environment for all students, faculty, and staff. Should campus operations change because of health concerns related to the COVID-19 pandemic or other campus-wide emergency, it is possible that this course will move to a fully remote delivery format. Should the instructor be required to stay at home for an extended period and an alternate instructor not be available, the course may move temporarily to a remote delivery format.

Mask Wearing

In a face-to-face environment, our commitment to safety requires students to observe all Covid guidelines set by the University (<https://umanitoba.ca/coronavirus>)

While on campus and in class, you must wear masks as stipulated in current [University policies, procedures, and guidelines](#). The University highly recommends the use of KN-95 masks; the minimum requirement is a ATSM Level 2 Medical mask. Both mask types are available at many locations on campus.

Students who fail to comply are subject to disciplinary action in accordance with the [Student Discipline Bylaw](#) and the [Non-Academic Misconduct and Concerning Behaviour Procedure](#).

If you do not follow masking requirements, you will be asked to leave the learning space and may only return to the class already in progress when you have complied with this requirement. Repeated issues will result in disciplinary action as previously noted.

Students should not eat or drink during class time. Water bottles are permitted.

Illness

Remember: **STAY HOME IF YOU HAVE SYMPTOMS OR ARE ILL**. If you become ill, we highly recommend that you [self-isolate](#).

COURSE ASSESSMENTS

Assessment	Value	Due Date	Section Material Covered
Syllabus Quiz	0	N/A	80% to access "Weekly Course Content" folder
Test 1	20%	Thurs. Mar 9	Covers Ch. 1, 2, 3, 4, 5 & 7
Test 2	20%	Thurs. Mar. 23	Coves Ch. 8, 9, 10, 11, 12, 13
Assignment #1	15%	Thurs. Mar. 7	1,250-1,750 words (see UM Learn more details)
Final Exam	35%	TBD	<ul style="list-style-type: none"> In-person F=final exam Cumulative final exam covering <u>ALL</u> course content To be scheduled by the registrar's office during the Final Exam Period - Apr. 14 - 28, 2023

- The assessment scheme will only be adjusted for documented, extenuating circumstances.
- You cannot submit additional assignments to improve or "bump" your grade.
- Each test/quiz/exam may be written once and the results are final (tests/quizzes/exams may not be re-written for any reason).
- Assignments may only be submitted once and will be graded in the order in which they were received

The Grade Distribution for this course is as follows:

A+: 90% or above (Exceptional)	C+: 65 - 69% (Satisfactory)
A: 80 - 89% (Excellent)	C: 60 - 64% (Adequate)
B+: 75 - 79% (Very Good)	D: 50 - 59% (Marginal)
B: 70 - 74% (Good)	F: ≤ 49% (Failure)

Notes:

- The grades will be rounded to one decimal point using standard rounding conventions, and the grade cut-offs will be strictly observed.
 - For example, a grade of 69.94 rounds to 69.9 and is a C+; a grade of 69.95 rounds to 70.0 and is a B
- The course is not "graded on a curve".
- You cannot submit additional assignments to improve or "bump" your grade.
- Grades will not be increased or "bumped" on request unless there is a valid reason such as a calculation error.

COURSE SCHEDULE

The course 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](#).

Week (s)	Day	Section
Weeks 1 (Jan. 9-13)	T	Course Overview, Syllabus Review Ch. 1 Regions and Themes
		Complete syllabus Quiz: ≥80% to access “Weekly Course Content” folder
	Th	Ch. 1 Regions and Themes
Week 2 (Jan. 16-20)	T	Ch. 1 Regions and Themes U.S. Government
	TH	Assignment Review, Citing and Writing Library Session Ch. 2 Geographic Patterns of the Physical Environment
Week 3 (Jan. 23-27)	T	Ch. 2 Geographic Patterns of the Physical Environment Ch. 3 Foundations of Human Activity
	TH	Ch. 3 Foundations of Human Activity
Week 4 (Jan 30-Feb. 3)	T	Ch. 4 Megalopolis
	TH	Ch. 4 Megalopolis Ch. 5 The North American Manufacturing Core
Week 6 (Feb. 13-17)	T	Ch. 5 The North American Manufacturing Core
	TH	Ch. 7 The Bypassed East
Week 6 (Mar. 6 - 10)	T	Ch. 8 Appalachia and the Ozarks
	TH	TEST I: Thurs., Mar. 9 covers Chapters 1-5 & 7
Winter Term Break - February 20 - 24, 2023 - NO CLASSES		
Week 7 (Feb. 27 – Mar. 3)	T	Ch. 8 Appalachia and the Ozarks Ch. 9 The Changing South
	TH	Ch. 9 The Changing South
Week 8 (Mar. 6- 10)	T	Ch. 10 The Southern Coastlands Ch. 11 The Agricultural Core
		Assignment #1 Due Tues. Mar 7 before 7:00 PM CST
	TH	Ch. 11 The Agricultural Core Ch. 13 The Empty Interior
Week 9 (Mar. 13 - 17)	T	Ch. 13 The Empty Interior
	TH	Ch. 15 California
Week 10 (Mar. 20 - 24)	T	Ch. 15 California
	TH	TEST II: Th. Mar. 23 (Covers Ch. 8-13)
Week 11 (Mar. 27 - 31)	T	Ch. 16 The North Pacific Coast
	TH	Ch. 16 The North Pacific Coast
Week 12 (Apr. 3 - 7)	T	Ch. 18 Hawaii
	TH	Ch. 18 Hawaii
Week 13 (Apr. 10-12)	T	TBA
Apr. 14 -28, 2023 - Final Exam period		

COURSE EXPECTATIONS

Expectations: I expect you to . . .

- Read, understand, and regularly consult the Course Syllabus and UM Learn course announcements (You are responsible for consulting the course announcements for any updates or changes)
- Turn on UM Learn notifications to receive timely course updates and utilize the U of M “Pulse” app on your smart phone
- Utilize and regularly consult your University of Manitoba email account (Student Email Policy Information: <https://bit.ly/3aFN787>)
- Study course materials and complete assignments on time following the course schedule posted on UM Learn.
- Read the textbook and view any assigned lecture videos and take notes using the Learning Objectives Table (LO table) and PowerPoint slides as a guide.
- Be courteous and respectful to fellow students and instructor and adhere to university policies on Respectful Work and Learning Environment (RWLE) and Inappropriate and Disruptive Student Behaviour. [Respectful Work and Learning Environment Policy](#)
- Complete course work independently (quizzes/final exam/packback assignments) and with [academic integrity](#) and abide by university policies on plagiarism, cheating and exam personation ([Academic Integrity Policies and Procedures](#))
- Provide 24-hours advance notice if you are unable to attend an appointment with the instructor.
 - Students who fail to provide 24-hour’s notice will not be scheduled for any future appointments during the term.
- Backup your course notes. University of Manitoba students have access to 1 TB of OneDrive Storage through [Office 365](#)
 - [Computers and Technology](#)
 - Students are required to keep copies of all their course work until their grades are posted on Aurora.
- Respect copyright.

Expectations Regarding Grading

- Students have five (5) days after tests have been reviewed in class to bring up any grading concerns with the instructor. After this five-day period, NO changes will be made.

Expectations: You Can Expect Me to . . .

- strive to create a welcoming, inclusive, and positive online classroom environment in which all students feel respected and heard.
- treat you fairly and respectfully while supporting your vision of academic success
 - [Respectful Work and Learning Environment Policy](#)
- listen to your questions/concerns/feedback about the course structure, readings, assignments and grading and respond the best way I can.
- follow policies regarding academic staff’s responsibilities regarding students ([ROASS](#)).
- act with academic integrity and adhere to and follow university policies on plagiarism, cheating and exam personation

- utilize my University of Manitoba email account to communicate with you and return emails in a timely fashion (usually 48-hours excluding weekends and holidays) following the [University of Manitoba Electronic Communications with Students Policy](#)
- identify and recommend on campus resources you might find helpful on an as-needed basis (such as the [academic learning centre](#), [student accessibility services](#), [libraries](#), etc.).
- respect confidentiality by protecting your personal information and adhering to University Policies on Information Access and Privacy and The Freedom of Information and Protection of Privacy Act ([FIPPA](#)).
- 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.

COURSE MATERIALS

Textbook

Birdsall, S.S., Palka, E.J., Malinowski, J.C. & Price. (2017). Regional Landscapes of the United States and Canada (8th ed.). John Wiley and Sons, Inc. 408 pages. (Digital)

ISBN: 9781118790342

Price: \$48.50 (U of M Bookstore)

- If you are using a different textbook other than the 8th edition of Birdsall et al. (2017), the assigned readings may not correspond. The instructor offers no guarantee that the content in other textbooks/or editions will be the same as the 8th edition of Birdsall et al., (2017). Consequently, you may or may not be able to answer “textbook” test/exam questions. You may use any book you want, but it is at your own risk.

Supplementary Readings and Videos

- To be posted on UM Learn and available through the University of Manitoba library or as free online sources.

TESTS AND FINAL EXAM

Tests

Two (2) **closed-book** test, worth 40%, (2 x 20%) are to be completed in-person during the regular scheduled class.

Tests may consist of multiple-choice, true/false, and written answer questions to be completed in 50 -75 minutes. The instructor will specify the format, the number of questions, and the time allotted 1-2 weeks before the test.

Consult UM Learn for more details.

Each test may be written only once regardless of the outcome.

Test/Final Exam Academic Integrity

The academic writing quiz/tests/final exam are **closed-book**. Students are required to complete these assessments independently, without the use of notes or other information obtained (including hard copy, electronic sources, other people etc.)

During closed-book assessments, **NO unauthorized materials are permitted. Unauthorized materials may include, but are not limited to:** dictionaries, notes, books, textbooks, cellphones, smart watches, laptops, computers or any device capable of information storage and/or wireless communication.

- Students are not permitted to photograph or record quiz questions for any reason.
- Collaboration with other individuals is considered cheating, and therefore academic misconduct.
- Consult policy regarding [Academic Integrity](#)

Policy Regarding Missed Test

If you are unable to complete an online quiz or in-person test due to a medical or compassionate circumstance, you may qualify for a makeup quiz/test. Medical notes are not required. However, you are required to promptly email your instructor to self-declare that you are unable to write the quiz using the form for Self-Declaration form. See: <https://umanitoba.ca/student-supports/academic-supports/student-advocacy/self-declaration-policy-students>

Before making a self-declaration, read through the information on Academic Fraud available on the University of Manitoba's [Academic Integrity Page](#). It is considered academic fraud (and therefore academic misconduct) to make false claims regarding illness/compassionate reasons to gain an advantage on any course assessments (such as a quiz/test/assignment extension etc.).

In order to qualify for a makeup test/quiz, you must:

1. email the instructor promptly from your University of Manitoba email account (ideally prior to the test/quiz due date) and no later than 48 hours* after the quiz due date;
2. include your full name, student number, course number, and quiz # and due date of the assessment you are unable to complete; and
3. attach the completed University of Manitoba self-declaration form for [Brief and Temporary Student Absences](#).**

**Our provincial Personal Health Information Act (PHIA) does not require you to provide details of your medical or compassionate circumstance.*

***Failure to inform your instructor promptly (within 48 hours after the missed quiz/text) will result in a grade of zero (0). Exceptions will only be made for extenuating circumstances. Please note that 48-hours are for extenuating circumstances meaning you were physically incapable of sending an email.*

If you qualify for a makeup quiz/test, you must write the quiz/test within five (5) working days of the original missed quiz/test. If you are unable to complete a makeup quiz/test within five (5) calendar days your quiz/test grade will be re-weighted to the final exam. **It is your responsibility to email the instructor and confirm the date and time of the makeup quiz/test.**

Please note that reasonable reasons for missing a quiz/test do **NOT** include: work, vacations (even with relatives), long weekends away, other course work, other tests or quizzes on the same day etc. If in doubt about what is an appropriate reason for missing a quiz, please ask the instructor by email prior to the quiz date.

Policy Regarding Missed/Deferred Final Exam

If you know in advance that you cannot take the final examination you must fill in a request for a deferred examination with **your own faculty office at least 20 days before the exam date.**

You may request a deferred examination(s) on the grounds that you unable to write said examination(s) due to: participation in an inter-university, provincial, inter-provincial, national or international scholastic or athletic event; religious obligations; or a medical condition.

To request a deferred examination due to a known condition as listed above, you must file an application normally twenty (20) working days prior to the day of the scheduled examination with the advising office of the faculty, school, or academic unit (including University 1 or Extended Education) in which you are registered.

See [Academic Advising](#)

If you are unable to write an examination due to an unexpected illness, you must file an application for a deferred examination with your home faculty and self-declare your illness and/or the reason(s) for the deferral. The application must normally be filed within forty-eight (48) hours of the scheduled date of the missed examination or, in a case where more than one examination was missed, within forty-eight (48) hours of the scheduled date of the last examination missed. Based on the evidence, the Dean or Director shall decide whether the application is approved. Based on your ongoing incapacity or other

exceptional circumstances, you may be granted a deferral even if the application has been submitted after the forty-eight (48) hour period.

The Department of Environment and Geography schedules deferred exams for this course once the required paper work has been received from your home faculty.

You will be notified by the Department of Environment and Geography by email (U of M accounts only) when the deferred exam is scheduled.

Deferred examinations will normally take place within 30 working days from the end of the examination series from which the examination was deferred. Writing a deferred examination at your convenience may not be an option. For more information: <http://umanitoba.ca/student/records/finals/682.html>

It is your responsibility to make arrangements for the deferred exam by email.

TEST FEEDBACK

Test examination booklets with students' answers **WILL** be returned

Multiple-choice and true/false test questions will **NOT** be returned or posted on *UM Learn*. Multiple-choice and true/false questions will be reviewed during lecture (focussing on questions in which 40% or less of the class answered correctly) as soon as possible (normally within seven (7) days). While reviewing tests, students are permitted to make **handwritten notes only**.

Students are permitted to review their test provided they make an appointment via email within five (5) days of the in-class review. There will be no other opportunities to review test.

ASSIGNMENT

- More information on assignment and rubrics available on UM Learn.

Assignment Submission

Research assignments are due by 7:00 PM CST on the due date. Submit a digital copy in a .pdf format through "Assignment Submission" on UM Learn.

Please be aware that if your assignment is in the assignment submission folder, I will assume that it is your "final" version of the assignment and it is ready to be marked. Each assignment gets marked only once and they may not be resubmitted. If you submit the wrong file, or submit your assignment not as a .pdf file, your assignment will not be graded and the late marks policy will apply until the correct file/file format are submitted.

Only assignments posted to the assignment submission folder will be graded (email submissions are not accepted). Plan to finish your assignment early in case of "technical problems" (lost internet etc.), and

remember to **save your work frequently and back it up often**. It is fairly common (it happens EVERY semester) for students to email me in a panic because they lost their assignments hours before submission. You will not be granted an extension based on technical difficulties or computer problems.

If you have a medical/compassionate reason for an assignment extension, or you have accommodations through Student Accessibility Services for an assignment extension, you must email me **BEFORE** the assignment is due to discuss an extension.

If you submit an assignment more than once, the submission marked with the most recent time stamp (provided it is submitted by the assignment due date) will be graded. For example, if you submit your assignment at 6:45 PM CST on the due date, and then realize you made a mistake, fix it, and resubmit the assignment at 6:55 PM CST, only the assignment submitted at 6:5 PM CST will be graded. If you fix an error and re-submit it after the assignment deadline (i.e. 7:01 PM CST), the last submission will be graded and late marks will be deducted as per the late policy.

- The option to resubmit the assignment and fix an error is only available as long as the assignment has not been marked. Once it is marked, no further submissions will be graded (even if it's prior to the due date).
- Assignments are considered late if it is not submitted as a .pdf file or the wrong file has been submitted. They will be considered late until such time that the assignment is submitted and marks will be deducted according to the late policy

****All work is to be completed independently ****

Academic Integrity

- The penalties for plagiarism and cheating are severe and range from receiving a grade of zero on an assignment, to failing the course, to academic suspension. **For more information on Cheating, Plagiarism, and Fraud:** <http://bit.ly/2b63fBP> & <http://bit.ly/2b63ywR>

Assignment Late Policy

The late policy is 10% per day the assignment is late.

Assignments are due on the date/time indicated on the syllabus/course schedule. Late assignments will be penalized at a rate of 10% per day based on the submission time recorded in UM Learn.

- For example, if an assignment is due a 7:00 PM CST on a specific day, and you submit the assignment at 8:00 PM CST, and the assignment is graded out of 100 marks, 10 marks will be deducted. For each subsequent day, the assignment is late, the 10-mark per day will be deducted.
- Submitting the wrong file and or assignment format means the assignment is late and the late penalty will apply until the correct file and/or file format are submitted.

If you have a medical or compassionate reason for an extension on an assignment or test, please contact me via email as soon as possible BEFORE the due date and an extension may (or may not) be granted. You must provide a self-declaration of medical or compassionate reasons as per the "Policy Regarding Missed Quizzes" in the "Quiz Information" part of the syllabus.

REFERENCING STYLE

APA reference style is required for assignments.

American Psychological Association. (2019). Publication manual of the American Psychological Association (7th ed.). Washington, DC: Author.

- <https://apastyle.apa.org/style-grammar-guidelines/references/examples>

ASSIGNMENT FEEDBACK

Formative assessments (comments) and summative assessments (grade) will normally be provided within 1-2 weeks of the assignment submission.

Assignments are graded in the order in which they are received. If you have been granted an extension on your assignment, it will be graded when I get to it as assignments submitted on time in my other courses will be prioritized.

If assignment grading and feedback is delayed (regardless of the reason), students are expected to submit subsequent assignments on time and extensions will not be granted due to not receiving feedback on a previous assignment.

COMMUNICATIONS POLICY

Effective September 1, 2013, the U of M will only use your university email account for official communications, including messages from your instructors, department or faculty, academic advisors, and other administrative offices.

- If you typically use an account other than your U of M account, you can forward your U of M account to another personal account. However, **all emails must be SENT from the U of M account** or they will not be returned (see the [University of Manitoba's Student Email Policy](#))
- All communications must be professional, respectful, and courteous.

E-mails to the instructor must come from a University of Manitoba email account (i.e. name@myumanitoba.ca) and include:

- the subject heading (GEOG 2580 A01),
- a salutation (i.e. Dear, Hello, Good Morning, etc.)
- Your full name.

Emails that do not conformed to the above will not be returned. Allow at least **48-hours** for response (weekdays only).

ACADEMIC INTEGRITY

Academic Integrity at the University of Manitoba

Each student in this course is expected to abide by the University of Manitoba [Academic Integrity principles](#). You must do your own work during tests/quizzes, Packback assignments and the final exam. Inappropriate collaborative behaviour and violation of other Academic Integrity principles will lead to serious [disciplinary action](#). Visit the [Academic Calendar](#), [Student Advocacy](#), and [Academic Integrity](#) web pages for more information and support.

Academic Fraud

Academic fraud includes the "falsification of data or official documents as well as the falsification of medical or compassionate circumstances/documentation to gain accommodations to complete assignments, tests or examinations."

Other names for academic fraud include falsification, fabrication, scientific fraud, making up data, changing data, misrepresenting ideas, submitting made-up data, application fraud and forged documentation.

Common examples of academic fraud in this course include but are not limited to:

1. Providing false or misleading information when requesting an assignment extension or quiz/test/final exam deferral;
2. Claiming to have contacted IST when you have not;
3. Fabricating in-text citations and references;
4. Attributing an in-text citation/reference to the wrong information;
5. Providing false or misleading information in an attempt to avoid late marks;
6. Includes providing any false or misleading information (to any university member who has the ability to influence the outcome (grade)) in your course in order to gain an advantage.

The above common examples are considered academic fraud and therefore academic misconduct and will be subject to an academic integrity review.

For more information, consult the University of Manitoba's Academic Integrity Webpage:

<https://umanitoba.ca/student-supports/academic-supports/academic-integrity>

Quiz/Test/Final Exam Academic Integrity

In all closed-book quiz/tests/final exam (online an in person), **NO unauthorized materials are permitted**. Unauthorized materials may include, but are not limited to: dictionaries, notes, books, textbooks, cellphones, smart watches, laptops, computers and any device that is capable of information storage and/or wireless communication.

Collaboration during the quiz/test/final exam access window with other individuals is considered cheating (academic misconduct).

STUDENT ACCESSIBILITY SERVICES

Students registered with Student Accessibility Services (SAS) who have extended time accommodations on quizzes/tests/final exams must book **ALL** quizzes/tests/final exams through the SAS online booking system. The instructor is responsible for extending the time for quizzes/tests/final exams as per the SAS accommodation. However, SAS still requires all students register quizzes/tests/final exams.

If you enter an online quiz/test/final exam etc. in UM Learn, verify that you have been allotted the correct amount of extended time located in the “Quiz Details” section under “Time Allowed.” If you have not been given the correct amount of extended time as per your SAS accommodations, do **NOT** start the quiz/test. Email your instructor immediately and the instructor will adjust the time accordingly. Instructors monitor email during quizzes/tests/final exams to help students rectify UM Learn issues.

Once you start the quiz/test/final exam, regardless of how much time as been allotted, you will not be permitted to rewrite the quiz/test/final exam or have the time extended.

LEARNER SUPPORTS

Schedule "A"

Schedule "A" is the new requirement passed by the University of Manitoba Senate in 2016 that requires that a mandated list of supports for services plus contact information is provided to students. While this information is important and useful, should you require advice and support, the instructor is happy to meet with you and discuss issues and concerns

Student Resources

Writing and Study Skills Support

The Academic Learning Centre (ALC) offers services that may be helpful to you as you fulfill the requirements for this course. Through the ALC, you may meet with a study skills specialist to discuss concerns such as time management, reading and note-taking strategies, and test-taking strategies. You may also meet one-on-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. Writing tutors can also give you feedback if you submit a draft of your paper online. (Please note that the online tutors require 48 hours, from Mondays to Fridays, to return your paper with comments.)

All Academic Learning Centre services are free for U of M students. the Academic Learning Centre Homepage: <https://bit.ly/31cLGev> Phone: 204.480.1481

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.

The English Language Centre has workshop and programs in advanced academic and health-sciences English (located at 520, University Centre).

Homepage: <https://bit.ly/2Q87pxF>

Student Accessibility Services

Student Accessibility Services (SAS) provides support and advocacy for students with disabilities of all kinds: hearing, learning, injury-related, mental health, medical, physical or visual. Students with temporary disabilities such as sprains and breaks are also eligible to use our services. SAS acts as a liaison between students and the faculty and staff of the University of Manitoba as well as support agencies within the province of Manitoba. Please phone: 474-6213 (voice) or 474-9690 (TTY) for service. Student Accessibility website at: <https://bit.ly/3heKUTA>

Mental Health

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

Student Counselling Centre (SCC)

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.

Homepage: <https://bit.ly/3aFVocb> Phone: (204) 474-8592

On-Campus and Community Crisis Services

A list of on-campus and community crisis services with phone numbers: <https://bit.ly/34mTJHk>

Student Support Case Management (SSCM)

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: Phone: 204-474-7423 Email: stadv@umanitoba.ca;

Homepage: <https://bit.ly/34eprGK>

University Health Service (UHS)

Contact UHS for any medical concerns, including mental health problems. UHS offers a full range of medical services to students, including psychiatric consultation.

Virtual appointments (8:30 AM - 4:15 pm - Monday to Friday)

Homepage: <http://umanitoba.ca/student/health/> Phone: 204-474-8411

UHS has an on-call service which can be reached at 204-474-8411 and is staffed 24 hours a day.

Health and Wellness

Contact our Health and Wellness Educator if you are interested in information on a broad range of health topics, including physical and mental health concerns, alcohol and substance use harms, and sexual assault.

Britt Harvey: Health and Wellness Educator

Email: britt.harvey@umanitoba.ca Phone: (204) 204. 295.9032 Website: <https://bit.ly/2EfqaN4>

Live Well @ UofM

For comprehensive information about the full range of health and wellness resources available on campus, visit the Live Well @ UofM site: <https://bit.ly/3aCZhPi>

Copyright

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

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

University and Unit Policies, Procedures, and Supplemental Information

(Available On-Line)

Your rights and responsibilities

- As a student of the University of Manitoba you have rights and responsibilities. It is important for you to know what you can expect from the University as a student and to understand what the University expects from you. Become familiar with the policies and procedures of the University and the regulations that are specific to your faculty, college or school.

The Academic Calendar

- The Academic Calendar is an important source of information: <https://bit.ly/3iZDJiW>
- View the sections on 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.

Sexual Assault

- 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: <https://bit.ly/3hqPFtH>
 - More information & resources can be found on the Sexual Assault site: <https://bit.ly/3aGx5Lx>

Academic Programs and 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 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.

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

Phone: 204 474 7423 Email: student_advocacy@umanitoba.ca