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# Syllabus

BGEN 4010: Project Course in Human Genetics  
(Fall/Winter 2018-19)



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## COURSE DETAILS

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<b>Course Title &amp; Number:</b>	Project Course in Human Genetics: BGEN 4010
<b>Number of Credit Hours:</b>	6.0
<b>Class Times &amp; Days of Week:</b>	TBD by the supervisor
<b>Location for classes/labs/tutorials:</b>	TBD by the supervisor
<b>Pre-Requisites:</b>	Permission of the Supervisor, Course Coordinator & the Department Head

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## Instructor Contact Information

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<b>Instructor(s) Name &amp; Preferred Form of Address:</b>	Dr. David Merz (Coordinator)
<b>Office Location:</b>	324 Basic Medical Sciences Building
<b>Office Hours or Availability:</b>	Please contact the Coordinator by E-mail to make an appointment
<b>Office Phone No.</b>	204.975.7761
<b>Email:</b>	<a href="mailto:David.Merz@umanitoba.ca">David.Merz@umanitoba.ca</a>
<b>Contact:</b>	All E-mail communication between students and the Coordinator must be done using University of Manitoba accounts.

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## Course Description

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### U of M Course Calendar Description

**BGEN 4010 - Project Course in Human Genetics**

(Formerly 137.401) A research project chosen in consultation with and supervised by a faculty member. A written report is required. The course is available primarily to final year Honours students in the Honours Genetics program. Selection of project and supervision to be arranged prior to September 30 and submitted in writing to department head. Deadline for submission of first draft to supervisor by March 1. Deadline for submission of final draft to supervisor and course coordinator is March 31. 6.000 Credit Hours

## **General Course Description**

This course is intended to provide an avenue for research in human genetics and related fields for undergraduate students in the field of Genetics. Projects will be designed by appropriate supervisors in consultation with the student. Normally, faculty members will supervise only one project course student in each academic year. Projects will be assessed by the course coordinator and the department head to confirm suitability for the course. Confirmation of the project should be given to the coordinator by the supervisor prior to registration.

## **Course Goals**

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The goal of the course is to give undergraduate students research experience working under the supervision of an established investigator in the Department of Biochemistry and Medical Genetics.

## **Course Learning Objectives**

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

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Course material will be provided by the supervisor.

## **Using Copyrighted Material**

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For more information, see the University's Copyright Office website at <http://umanitoba.ca/copyright/> or contact [um\\_copyright@umanitoba.ca](mailto:um_copyright@umanitoba.ca).

## **Course Technology**

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It is the general University of Manitoba policy that all technology resources are to be used in a responsible, efficient, ethical and legal manner.

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

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We will treat you with respect and would appreciate the same courtesy in return. See [Respectful Work and Learning Environment Policy](#).

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

**Class Communication:**

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

[http://umanitoba.ca/admin/governance/governing\\_documents/community/electronic\\_communication\\_with\\_students\\_policy.html](http://umanitoba.ca/admin/governance/governing_documents/community/electronic_communication_with_students_policy.html).

**Academic Integrity:**

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

**Student Accessibility Services:**

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

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

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**Expectations: You Can Expect Me To**

Provide feedback in a timely manner. Be available for consultation should any problem/issue arise.

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**CLASS SCHEDULE AND COURSE EVALUATION**

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

**Course Schedule**

**Oct 1<sup>st</sup> 2018:** Written outline of project submitted to Coordinator. Maximum 2 pages with objectives, methods, references where necessary.

**Dec. 8, 2018:** Interim report on progress and literature review. 2-7 pages in length with bibliography.

**March 1, 2019:** Draft of final report submitted to Coordinator and Supervisor.

**March 31, 2019:** Submission of final report to Coordinator.

**Late April** (preferably after final exams): Oral presentations

### Course Evaluation

1. Satisfactory Laboratory work usually consists of three to six hours per week for each of two terms. This is worth **20%** of the mark in this course. (This mark is given by the supervisor.)
2. Presentation of results in a seminar format is worth **20%** of the mark.
  - a. The presentation should be approximately 15 minutes in duration and appropriately illustrated (e.g. Powerpoint).
  - b. Following the oral presentation, there will be a 5-10 minute question period during which the speaker will be expected to answer questions relating to his or her presentation.
  - c. Students will be evaluated on their presentation by their supervisor, the course coordinator, department head and all other faculty with students enrolled in the course.
3. Completion of a written report on the project is worth **60%** of marks.
  - a. This report should follow the usual format of a published scientific paper. It should be submitted in 1.5 spacing in a 12 pt font that is easy to read.
  - b. It should be a minimum of 10 pages and a maximum of 20 pages in length exclusive of figures, tables and references.
  - c. Conclusions should include some original thought, e.g. projection of future avenues of research, speculation about future data, etc.
  - d. Reports will be marked in regard to both content and style by their supervisor, the course coordinator, department head and all other faculty with students enrolled in the course.

### Grading

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Letter Grade	Percentage out of 100	Final Grade Point
A+	90-100	4.5
A	80-89	4.0
B+	75-79	3.5
B	70-74	3.0
C+	65-69	2.5
F	0-64	0

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### **Voluntary Withdrawal**

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The last day to drop the class and receive 100% refund is September 18, 2018 and the last day to withdraw with no refund (Voluntary Withdrawal) is January 18, 2019. Students who do not drop the course by the deadline will be assigned a final grade. Withdrawal courses will be recorded on official transcript. Please refer to the [Registrar's Office](#) web page for more information. The coordinator (Dr. Merz) is willing to discuss student's progress and strategies for improvement prior to the withdrawal date.

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### **ASSIGNMENT DESCRIPTIONS**

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NA

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### **Referencing Style**

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References should include the names of all authors, title of article, and source, including inclusive pages numbers. e.g. MacKay, J. , Rose, N.R. and Iaregie, P.R., 1980. Germ-line deletion of genes coding for self-determinants. Nature 288:302-303.

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### **Assignment Feedback**

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NA

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

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Under exceptional circumstances, the Coordinator (Dr. Merz) may grant extensions.

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### **UNIVERSITY SUPPORT OFFICES & POLICIES**

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

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

group-learning format.

You can also meet one-to-one with a writing tutor who can give you feedback at any stage of the writing process, whether you are just beginning to work on a written assignment or already have a draft. If you are interested in meeting with a writing tutor, reserve your appointment two to three days in advance of the time you would like to meet. Also, plan to meet with a writing tutor a few days before your paper is due so that you have time to work with the tutor's feedback.

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

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

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

As the primary contact for all research needs, your liaison librarian can play a vital role when completing academic papers and assignments. Liaisons can answer questions about managing citations, or locating appropriate resources, and will address any other concerns you may have, regarding the research process. Liaisons can be contacted by email or phone, and are also available to meet with you in-person. A complete list of liaison librarians can be found by subject: <http://bit.ly/WcEbA1> or name: <http://bit.ly/1tJ0bB4>. In addition, general library assistance is provided in person at 19 University Libraries, located on both the Fort Garry and Bannatyne campuses, as well as in many Winnipeg hospitals. For a listing of all libraries, please consult the following: <http://bit.ly/1sXe6RA>. When working remotely, students can also receive help online, via the Ask-a-Librarian chat found on the Libraries' homepage: [www.umanitoba.ca/libraries](http://www.umanitoba.ca/libraries).

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

### **Student Counselling Centre**

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

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

474 University Centre or S207 Medical Services

(204) 474-8592

### **Student Support Case Management**

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

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

520 University Centre

(204) 474-7423

### **University Health Service**



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

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

104 University Centre, Fort Garry Campus

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

### Health and Wellness

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

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

[Katie.Kutryk@umanitoba.ca](mailto:Katie.Kutryk@umanitoba.ca)

469 University Centre

(204) 295-9032

### Live Well @ UofM

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

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

### 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.

### Your rights and responsibilities

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

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

- If you have questions about your grades, talk to your instructor. There is a process for term work and final **grade appeals**. Note that you have the right to access your final examination scripts. See the Registrar's Office website for more information including appeal deadline dates and the appeal form <http://umanitoba.ca/registrar/>

- You are expected to view the General Academic Regulation section within the Academic

Calendar and specifically read the **Academic Integrity** regulation. Consult the course syllabus or ask your instructor for additional information about demonstrating academic integrity in your academic work. Visit the Academic Integrity Site for tools and support <http://umanitoba.ca/academicintegrity/> View the **Student Academic Misconduct** procedure for more information.

- The University is committed to a respectful work and learning environment. You have the right to be treated with respect and you are expected to conduct yourself in an appropriate respectful manner. Policies governing behavior include the:

**Respectful Work and Learning Environment**

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

**Student Discipline**

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

**Violent or Threatening Behaviour**

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

- If you experience **Sexual Assault** or know a member of the University community who has, it is important to know there is a policy that provides information about the supports available to those who disclose and outlines a process for reporting. The **Sexual Assault** policy may be found at:  
[http://umanitoba.ca/admin/governance/governing\\_documents/community/230.html](http://umanitoba.ca/admin/governance/governing_documents/community/230.html)  
More information and resources can be found by reviewing the Sexual Assault site  
<http://umanitoba.ca/student/sexual-assault/>
- For information about rights and responsibilities regarding **Intellectual Property** view the policy [http://umanitoba.ca/admin/governance/media/Intellectual\\_Property\\_Policy\\_-\\_2013\\_10\\_01.pdf](http://umanitoba.ca/admin/governance/media/Intellectual_Property_Policy_-_2013_10_01.pdf)

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

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

**Student Advocacy**

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

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

520 University Centre

204 474 7423

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