

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

# Syllabus

Quality Control in Foods, FOOD 4200

(Fall, 2020)

Faculty of Agriculture and Food Science



UNIVERSITY  
OF MANITOBA

## TABLE OF CONTENTS

---

.....	3
<b>COURSE DETAILS.....</b>	<b>3</b>
<b>INSTRUCTOR CONTACT INFORMATION.....</b>	<b>3</b>
<b>COURSE DESCRIPTION .....</b>	<b>4</b>
<b>COURSE GOALS.....</b>	<b>4</b>
<b>COURSE LEARNING OBJECTIVES.....</b>	<b>4</b>
<b>FOOD REQUIRES INSPECTION AT ALL STAGES FROM PRIMARY PRODUCTION TO FINAL RETAIL DISTRIBUTION IN ORDER TO ENSURE THAT REQUIRED STANDARDS OF QUALITY AND SAFETY ARE MET. THIS COURSE WILL COVER VARIOUS QUALITY CONTROL PRINCIPLES AS WELL AS SAMPLING AND INSPECTION REGIMES THAT WILL PREPARE STUDENTS TO MEET THE VARYING REQUIREMENTS OF FOOD MANUFACTURERS AND RETAILERS.....</b>	<b>4</b>
<b>INTENDED LEARNING OUTCOMES.....</b>	<b>4</b>
<b>TEXTBOOK, READINGS, AND COURSE MATERIALS.....</b>	<b>5</b>
<b>USING COPYRIGHTED MATERIAL.....</b>	<b>5</b>
<b>COURSE TECHNOLOGY.....</b>	<b>5</b>
<b>EXPECTATIONS: I EXPECT YOU TO.....</b>	<b>6</b>
<b>EXPECTATIONS: YOU CAN EXPECT ME TO.....</b>	<b>7</b>
<b>CLASS &amp; ONLINE ACTIVITY SCHEDULE.....</b>	<b>7</b>
<b>COURSE EVALUTIONS .....</b>	<b>11</b>
<b>GRADING.....</b>	<b>12</b>
<b>VOLUNTARY WITHDRAWAL.....</b>	<b>12</b>
.....	12
<b>ASSIGNMENT DESCRIPTIONS.....</b>	<b>12</b>
<b>REFERENCING STYLE.....</b>	<b>12</b>
<b>ASSIGNMENT FEEDBACK .....</b>	<b>13</b>
<b>ASSIGNMENT EXTENSION AND LATE SUBMISSION POLICY.....</b>	<b>13</b>
<b>UNIVERSITY SUPPORT OFFICES &amp; POLICIES.....</b>	<b>13</b>

---

---

**COURSE DETAILS**

---

<b>Course Title &amp; Number:</b>	Quality control in Foods, FOOD 4200
<b>Number of Credit Hours:</b>	3
<b>Class Times &amp; Days of Week:</b>	1:30-2:20 PM, M/W/F
<b>Location for classes/labs/tutorials:</b>	WebEx via UMLearn
<b>Pre-Requisites:</b>	Undergraduate level FOOD 3010 Minimum Grade of D or Undergraduate level 078 301 Minimum Grade of D

---

**Instructor Contact Information**

---

<b>Instructor(s) Name &amp; Preferred Form of Address:</b>	Snehil Dua, Anything polite
<b>Office Location:</b>	408-Human Ecology Building (Not available during this term)
<b>Office Hours or Availability:</b>	Walk-in office hours: Thursdays, 1-2 PM via ZOOM. Click on the following link to join office hours: <a href="https://navitas.zoom.us/j/91245602799">https://navitas.zoom.us/j/91245602799</a>  If you wish to meet with me at times other than my office hours, please email me to schedule an appointment. In your email, please give all the times you are available over the following five week days.
<b>Office Phone No.</b>	204-2614512 (Home), in case of urgency.
<b>Email:</b>	<a href="mailto:Snehil.Dua@UManitoba.ca">Snehil.Dua@UManitoba.ca</a> When you email me, please write the course number you are writing about. I teach multiple courses and I need to know which course you are writing about. On weekdays, I will try my best to respond to the emails within 24 hours. I do not guarantee a response on the weekends and holidays. If an email is sent to inform me that you are unable to attend the class or something that doesn't require a response from me, I will not respond. You must email me via the U of Manitoba email account as per the university policy.
<b>Contact:</b>	The best way to get in touch with me is via email. If you need speak to me, please do so immediately after a lecture, or drop in during

my office hours. Alternately, email me to schedule a virtual appointment.

## Course Description

---

### U of M Course Calendar Description

Fundamentals of quality control and their industrial application through physical, chemical, microbiological, statistical and sensory methods will be studied. Statistical process control (SPC) will be mainly covered; required background knowledge of statistics will be reviewed briefly. Prerequisite: FOOD 3010.

### General Course Description

Instructional Methods: Instructional methods include a combination of lectures, class discussions and group exercises. The course will be evaluated based on assignments, tests and a final exam. Effective communication skills are necessary for successful completion of this course.

### Course Goals

---

After completing this course you will be able to

- apply a variety of quality tools to a real life quality issues.
- demonstrate a thorough understanding of the principles of quality control, assurance, and management.

### Course Learning Objectives

---

**Food requires inspection at all stages from primary production to final retail distribution in order to ensure that required standards of quality and safety are met. This course will cover various quality control principles as well as sampling and inspection regimes that will prepare students to meet the varying requirements of food manufacturers and retailers**

#### Intended Learning Outcomes

---

- I. Describe the background and current requirement for quality control and quality management systems.  
*Explain what has led to the current quality management systems*  
*Outline the main requirements of a quality control system*
- II. Recognize the requirements necessary to ensure safe, quality food.  
*Identify conditions for inactivation of important pathogens commonly found in foods*  
*Apply appropriate evaluation tools needed to produce a safe food.*  
*Evaluate sanitary practices and environmental factors (i.e.,  $A_w$ , pH, temperature) that control growth and response of microorganisms.*  
*Describe techniques, including sensory evaluation, for determination of product quality.*
- III. Identify food quality specifications  
*Recognize the source and variability of raw food material and impact on food quality*
- IV. Prioritize attributes/problems specification in raw and processed material based on production data  
*Illustrate how processing techniques can affect product quality.*  
*Predict quality of selected products.*  
*Ensure government regulations are reflected in the specifications provided*
- V. Apply appropriate sampling plans for a given attribute and product.

*Use statistical methods to select appropriate sample plan*

*Develop sampling plan for a given data set*

- VI. Construct and interpret an operating characteristics curve to effectively evaluate consumer and producer risks

*Construct an operating characteristic curve based on statistical probabilities for a given data set.*

*Interpret the significance of a given point on the operating characteristic curve.*

*Compare different operating characteristic curves.*

- VII. Create control charts for attributes, a vital segment of statistical process control (SPC), to record and report QC data.

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

---

**Supplementary Reading (suggested readings):** A number of helpful references are available on-line or in the University of Manitoba Libraries. They include:

Alli, I. 2004. Food Quality Assurance: Principles and Practices. CRC Press, Washington DC

Besterfield, DH. 1998 (2001). Quality Control, 5th Ed. (6th Ed) Prentice Hall, Inc., Upper Saddle River, NJ.

Clute, M. 2009. Food Industry Quality Control Systems. CRC Press, Taylor and Francis, New York, NY.

Hubbard, MR. 2003. Statistical Quality Control for the Food Industry, 3rd Ed. Kluwer Academic/Plenum Publishers, New York, NY

Montgomery, DC. 1996. Introduction to Statistical Quality Control, 3rd Ed. John Wiley & Sons, Inc., NY.

Omachonu, VK., Ross, JE. and Swift, JA. 2004. Principles of Total Quality, CRC Press, Boca Raton FL

Siebels, D. 2004. The Quality Improvement Glossary. ASQ Quality Press. Milwaukee, WI.

Vasconcellos, JA.. 2004. Quality Control for the Food Industry. CRC Press LLC., Boca Raton, FL

WA Gould. 2001. Total Quality Assurance for the Food Industries. CTI Publication Inc., Timonium, MD.

### **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 UMLearn), or any website, unless an exception to the *Copyright Act* applies or written permission has been confirmed. For more information, see the University's Copyright Office website at <http://umanitoba.ca/copyright/> or contact [um\\_copyright@umanitoba.ca](mailto:um_copyright@umanitoba.ca).

**Sampling Charts:** ANSI/ASQ Z1.4-2008 Sampling Procedure and Tables for Inspection by Attributes are available for the course and will be used in class exercises, individual assignments and exams.

**These materials are licensed for use in this course only and may not be further copied or distributed in whole or in part, in any format or any means. The materials will cease to be available as soon as the course is complete. It is important that you adhere to this requirement.**

### **Course Technology**

---

You will need a stable internet access to be able to attend lectures via webEx, and also to complete a variety of assessments and activities on UMLearn. You will also need a webcam and a microphone to be able to write the tests, and participate in discussions for this course.

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

setting only for educational purposes approved by instructor and/or the University of Manitoba Disability Services. You should not participate in personal direct electronic messaging / posting activities (e-mail, texting, video or voice chat, wikis, blogs, social networking (e.g. Facebook) online and offline “gaming” during scheduled class time. If you are on call (emergency) please switch your cell phone on vibrate mode and leave the classroom before using it. (adapted from © [S Kondrashov](#). Used with permission)

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

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

---

- Where ever group work is required, I expect students to work professionally and complete their share of work in time. Try to resolve your conflicts, if any, at the group level. Though all students in a group will get the same marks, but if there is enough evidence that a group member has not done his/her share of work, that student may get lower marks than the other group members.
- Students may use their computers/notebooks to take notes in the class.
- When I ask a question in the class or initiate a discussion, I expect students to respond but I do not expect perfection.
- use real life examples in explaining concepts.
- I will treat you with respect and would appreciate the same courtesy in return. See [Respectful Work and Learning Environment Policy](#).

### **Class Communication:**

The University requires all students to activate an official University email account. For full details of the Electronic Communication with Students please visit:

[http://umanitoba.ca/admin/governance/media/Electronic Communication with Students Policy - 2014 06 05.pdf](http://umanitoba.ca/admin/governance/media/Electronic_Communication_with_Students_Policy_-_2014_06_05.pdf)

Please note that all communication between myself and you as a student 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)). You are required to obtain and use your U of M email account for all communication between yourself and the university.

### **Academic Integrity:**

Plagiarism or any other form of cheating in examinations, term tests or academic work is subject to serious academic penalty (e.g. suspension or expulsion from the faculty or university). Cheating in examinations or tests may take the form of copying from another student or bringing unauthorized materials into the exam room (e.g., crib notes, pagers or cell phones). Exam cheating can also include exam personation. (Please see [Exam Personation](#), found in the Examination Regulations section of the General Academic Regulations). A student found guilty of contributing to cheating in examinations or term assignments is also subject to serious academic penalty.

To plagiarize is to take ideas or words of another person and pass them off as one’s own. In short, it is stealing something intangible rather than an object. Plagiarism applies to any written work, in traditional or electronic format, as well as orally or verbally presented work. Obviously it is not

necessary to state the source of well-known or easily verifiable facts, but students are expected to appropriately acknowledge the sources of ideas and expressions they use in their written work, whether quoted directly or paraphrased. This applies to diagrams, statistical tables and the like, as well as to written material, and materials or information from Internet sources. To provide adequate and correct documentation is not only an indication of academic honesty but is also a courtesy which enables the reader to consult these sources with ease. Failure to provide appropriate citations constitutes plagiarism. It will also be considered plagiarism and/or cheating if a student submits a term paper written in whole or in part by someone other than him/ herself, or copies the answer or answers of another student in any test, examination, or take-home assignment.

Working with other students on assignments, laboratory work, take-home tests, or on-line tests, when this is not permitted by the instructor, can constitute Inappropriate Collaboration and may be subject to penalty under the Student Discipline By-Law.

An assignment which is prepared and submitted for one course should not be used for a different course. This is called “duplicate submission” and represents a form of cheating because course requirements are expected to be fulfilled through original work for each course.

When in doubt about any practice, ask your professor or instructor.

The Student Advocacy Office, 519 University Centre, 474-7423, is a resource available to students dealing with Academic Integrity matters.

### **Recording Class Lectures:**

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

### **Student Accessibility Services:**

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

Student Accessibility Services

520 University Centre

Phone: (204) 474-7423

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

### **Expectations: You Can Expect Me To**

---

My role is to help you make sense of the course content and gain new understandings. My aim, therefore, is to provide support so that all students who engage with this course and its objectives will pass. You can expect me

- treat you fairly, and with respect.
- remain in the classroom for 10 minutes after class to answer any immediate questions.
- repeat/clarify any part of a lecture that is not clear to you..

### **CLASS & ONLINE ACTIVITY 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](#).

Date	Class Content & Teaching Strategies	Required Readings or any Pre-class Preparation	Evaluation		
			Type of Assessment	Due Date	Value of Final Grade
W Sep 9	Orientation and an introduction to the course	None	None	NA	NA
F Sep 11	Lecture 1: An introduction to quality				
M Sep 14	Lecture 2: Total Quality Management (TQM): Philosophy and history	None	None	NA	NA
W Sep 16	Lecture 2 (continued): Seven tools of TQM				
F Sep 18	Lecture 2 (continued): Seven tools of TQM				
M Sep 21	Lecture 2 (continued): Seven tools of TQM				
W Sep 23	Lecture 2 (continued): TQM methodology				
<b>F Sep 25</b>	<b>A review of Statistics</b>	<b>(No synchronous lecture in class) Online reading/video available on UMLearn</b>	<b>Quiz 1: An online quiz on UMLearn, available on Sept 25, 8:30 AM</b>	<b>1:00 PM, Sep 28, 2020</b>	<b>5%</b>
M Sep 28	Raw material and final product specifications	None	None	NA	NA
<b>W Sep 30</b>	<b>Raw material and final product specifications: Assigned group work</b>	<b>Research (No synchronous lecture)</b>	<b>Assignment 1: Specification document submission for raw material and a finished product. The details of the assignment will be available on UMLearn by Sep 25.</b>	<b>October 7, 2020</b>	<b>5%</b>
<b>F Oct 2</b>	<b>Project planning</b>	<b>Group activity (No synchronous lecture)</b>	<b>Which quality problem will your group work on? Please submit your topic on UMLearn, Assignment submission folder</b>	<b>Oct 13, 11:30 PM</b>	<b>NA</b>



M Oct 5	Lecture 3: Acceptance sampling	None			
W Oct 7	Lecture 3 continued: Acceptance sampling	None			
<b>F Oct 9</b>	Acceptance sampling assigned work (Individual)	No-lecture You will work on your assignment	Assignment 2: Please refer to the assignment description that will be provided on UMLearn	Oct 4, 8:30 AM - Oct 16, 11:30 PM	<b>2%</b>
M Oct 12	<b>Holiday</b>				
W Oct 14	Lecture 4: Operating characteristics (OC) curve: Properties and curve construction				
F Oct 16	Lecture 4 continued: OC curve: Properties and curve construction				
<b>M Oct 19</b>	OC Curve construction and properties assignment (Individual)	No-lecture	Assignment 3: Please refer to the assignment description that will be provided on UMLearn	Oct 19 8:30 AM- Oct 26 11:30 PM	<b>3%</b>
W Oct 21	Midterm test				<b>20%</b>
<b>F Oct 23</b>	Project planning (No lecture)				
M Oct 26	Lecture 5: Balancing consumer and producer risk				
W Oct 28	Lecture 5: Balancing consumer and producer risk				
<b>F Oct 30</b>	Balancing consumer and producer risk	No synchronous lecture Oct 30, 8:30	Assignment 4: Please refer to the assignment description that will be provided on		<b>5%</b>

	assignment	AM- Nov 7, 11:30 PM	UMLearn		
M Nov 2	Lecture 6: Control charts				
W Nov 4	Lecture 6 continued: Control charts				
<b>F Nov 6</b>	<b>Project draft preparation</b>	<b>No synchronous lecture</b>	<b>Start putting together your project work</b>		
Nov 9-13 (M-F)	No classes, midterm break				
M Nov 16	Lecture 6 continued: Control charts				
W Nov 18	Lecture 6 continued: Control charts				
<b>F Nov 20</b>	<b>Control chart</b>	<b>Friday Nov 20, 8:30 AM – Friday Nov 27, 11:30 PM</b>	<b>Assignment 5: Please refer to the assignment description that will be provided on UMLearn</b>		<b>5%</b>
M Nov 23	Lecture 7: Inspection				
W Nov 25	Lecture 8: 6-sigma				
<b>F Nov 27</b>	<b>Lean six-sigma Online case discussion</b>	<b>No in-class lecture Available from Nov 27-Dec 4</b>	<b>Assignment 6: Please refer to the assignment description that will be provided on UMLearn. The discussion will be carried out on UMLearn</b>		<b>5%</b>
<b>M Nov 30</b>	HACCP, GFSI, ISO and other food safety systems				
W Dec 2	Tentative date: Lecture 9: Audits and regulations (Guest speaker) or Student presentations		Student presentations (in groups)		<b>10%</b>
F Dec 4	Tentative date: Lecture 9: Audits and regulations (Guest speaker) or Student presentations				
M Dec	Tentative date:				

7	Lecture 9: Audits and regulations (Guest speaker) or Student presentations				
W Dec 9	Tentative date: Lecture 9: Audits and regulations (Guest speaker) or Student presentations				
F Dec 11	Wrap-up				
Dec 9-20	Final exam period		FINAL EXAM (Comprehensive)	TBA	40%

### Course evaluations

Evaluation	Due Dates	Weight	Details
Online quiz 1	September 1:00 PM on Sep 28	5%	This quiz is based on the Statistics review lecture available on UMLearn on Sept 20
Assignment 1 , specification document (group assignment, one submission per group)	October 7, 11:30 pm	5%	Please submit on UMLearn
Assignment2 (Acceptance sampling), individual	Oct 16, 11:30 PM	2%	Please submit on UMLearn>Assessments>Assignments>Assignment 2 submission folder
Assignment 3 (OC curves), individual	Oct 26, 11:30 PM	3%	Please submit on UMLearn>Assessments>Assignments>Assignment 3 submission folder
Assignment 4 (Balancing consumer and producer risk assignment), Individual	Nov 7, 11:30 PM	5%	Please submit on UMLearn>Assessments>Assignments>Assignment 4 submission folder
Assignment 5 (Control chart)	Nov 27, 11:30 PM	5%	Please submit on UMLearn>Assessments>Assignments>Assignment 5 submission folder
Assignment 6 (Lean six sigma)	Friday Nov 27, 8:30 AM – Friday Dec, 4 11:30 PM	5%	Please discuss on UMLearn>Communications>Discussion>Lean six sigma

<b>Final project and presentation</b>	Dec 2-Dec 9 (M,W,F)	10%	Submit a copy of your presentation/report on UMLearn> Project submission folder
<b>Midterm test</b>	Wednesday, Oct 21 (in-class)	20%	MCQs, short answers, graphs etc.
<b>Final exam</b>	Please refer to the final exam schedule on Aurora, available October 4th week	40%	The exam will consist of multiple choice, short answer, and long answer questions.

### Grading

Letter Grade	Percentage out of 100	Final Grade Point
A+	90-100	4.5
A	80-89.9	4.0
B+	75-79.9	3.5
B	70-74.9	3.0
C+	65-69.9	2.5
C	60-64.9	2.0
D	50-59.9	1.0
F	Less than 50	0

### Voluntary Withdrawal

The last day to drop the class and receive 100% refund is September 22, 2020 and the last day to withdraw with no refund is November 23, 2020. Students who did not drop the course by the deadline would 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. Also identify if you are willing to discuss student's progress and strategies for improvement prior the withdrawal date.

---

### ASSIGNMENT DESCRIPTIONS

Please refer to the schedule above for the assignment dates and weight. The assignment guidelines will be available on UMLearn approximately one week before they are scheduled to start.

The midterm test will be conducted during the class time as scheduled above, and may have multiple choice, short and long answer questions.

### Referencing Style

Please use **Harvard referencing style**.

University of Manitoba provides various resources to help students with referencing. These include:

Reworks-easy to learn; library has workshops; library has print resources like, Zotero). You will also find link to the Reworks on UMLearn.

### **Assignment Feedback**

---

The assignments will be graded with online rubrics. The rubrics will not be available for you to view before you submit your work, but you will be able to see the rubrics after your work has been evaluated. We will try our best to provide the feed back within 7 days after the deadlines.

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

---

Please complete all the assigned work in timely fashion. This will enhance your learning. For late submissions, 10% marks will be deducted for every day it is late. Should you have a genuine need to request an extension, please contact me as soon as possible, hopefully before the deadline.

---

## **UNIVERSITY SUPPORT OFFICES & POLICIES**

---

Instructors shall provide to every student the information on university support offices and policies in [Schedule "A"](#) within the first week of classes, either through a paper copy and/or via the university's student information system (i.e., Aurora, UM Learn, or such other university information system as may be approved by the university from time to time).

### **Schedule "A"**

**Section (a) sample** re: A list of academic supports available to Students, such as the Academic Learning Centre, Libraries, and other supports as may be appropriate:

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

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

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

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

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

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

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

**Section (b) sample:** re: A statement regarding mental health that includes referral information:

**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>

### **Section (c) sample:** re: A notice with respect to 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.

### **Section (d) sample:** re: A statement directing the student to 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](http://umanitoba.ca/student/records/academiccalendar.html) <http://umanitoba.ca/student/records/academiccalendar.html> is one important source of information. View the sections *University Policies and Procedures* and *General Academic Regulations*.

While all of the information contained in these two sections is important, the following information is highlighted.

- If you have questions about your grades, talk to your instructor. There is a process for term work and final **grade appeals**. Note that you have the right to access your final examination scripts. See the Registrar's Office website for more information including appeal deadline dates and the appeal form <http://umanitoba.ca/registrar/>
- You are expected to view the General Academic Regulation section within the Academic Calendar and specifically read the **Academic Integrity** regulation. Consult the course syllabus or ask your instructor for additional information about demonstrating academic integrity in your academic work. Visit the Academic Integrity Site for tools and support <http://umanitoba.ca/academicintegrity/> View the **Student Academic Misconduct** procedure for more information.
- The University is committed to a respectful work and learning environment. You have the right to be treated with respect and you are expected to conduct yourself in an appropriate

respectful manner. Policies governing behavior include the:

### **Respectful Work and Learning Environment**

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

### **Student Discipline**

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

### **Violent or Threatening Behaviour**

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

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

Contact an **Academic Advisor** within our faculty/college or school for questions about your academic program and regulations <http://umanitoba.ca/academic-advisors/>

### **Student Advocacy**

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

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

520 University Centre

204 474 7423

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

---