



**UM** | Faculty of Agricultural  
and Food Sciences

# Syllabus

FOOD 7130: Food Science Seminar  
(Winter 2021)



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### COURSE DETAILS

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<b>Course Title &amp; Number:</b>	Food Science Seminar. FOOD 7130
<b>Number of Credit Hours:</b>	3
<b>Class Times &amp; Days of Week:</b>	TR 1-2:15 pm
<b>Location for classes/labs/tutorials:</b>	This course will be delivered primarily remotely
<b>Pre-Requisites:</b>	No course prerequisite is necessary

### Instructor Contact Information

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<b>Instructor(s) Name &amp; Preferred Form of Address:</b>	Claudia Narvaez Bravo
<b>Office Location:</b>	Ellis 238
<b>Office Hours or Availability:</b>	Through appointment UML
<b>Office Phone No.</b>	204-4746658
<b>Email:</b>	Claudia.narvaezbravo@ad.umanitoba.ca
<b>Contact:</b>	Email, webex, zoom, teams

### Course Description

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

Verbal and written presentation of selected topics in Food Science. This is a required course for all M.Sc. candidates in the Food Science Department.

#### **General Course Description**

FOOD7130 is designed to improve oral and written communication skills of Food Science graduate students. Essentials of good oral presentation and scientific writing are emphasized throughout the course. Communication skills are practiced with short and long format presentations, both oral and written. These presentations are prepared and given by students on subjects related to food science and technology. The seminar is meant to showcase student's skills to organize and present knowledge on current trends and emerging topics in food science. Effective communication skills are extremely important regardless of whether you are a student or not. The ability to communicate well is the leading primary factor for professional success and advancement. The ability to communicate technical information in writing, graphically or in oral

from is a skill that virtually all employers actively seek in prospective employees. Knowing how to assess and adapt your communication to audiences with different levels of background or contextual knowledge is also vital

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## Course Goals

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The overall goal of this course is for student to develop competence and confidence in technical scientific communication, particularly in the seminar format.

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## Course Learning Objectives

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The general objectives include:

1. To understand the key factors for successful presentation delivery
2. Prepare effective visual aids
3. To articulate and prepare effective technical presentations including graphics
4. To demonstrate the use of different oral presentation techniques.
5. To describe the principles of good technical writing.
6. To communicate effectively complex scientific material
7. Evaluate presentation delivery

### Learning outcomes:

#### At the end of this course, students will be able to:

1. Describe the key factors for successful presentation delivery.
2. Write reports that are well organized, informative and technically sound.
3. Describe key factors for delivering a presentation (time, attention, personal approach, preparation and rehearsal)
4. Understand the principles of good technical writing (structure, rationale, methods, results, discussion, conclusions, implications)
5. Understand the rules to observe when preparing visual aids.
6. Deliver a successful oral presentation in different formats (i.e., seminar and posters, webex, teams, zoom)

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## Textbook, Readings, and Course Materials

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**Required text book:** Everyone communicates few connect by Jhon C Maxwell

**Supplementary Reading:**

Azar, B.S., 1998. Understanding and Using English Grammar. Prentice Hall Regents.

Ian Tuhovsky, 2015. Communication skills training.

Notes will be posted on UMLearn by the instructor

### **Using Copyrighted Material**

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Please respect copyright. We will use copyrighted content in this course. I have ensured that the content I use is appropriately acknowledged and is copied in accordance with copyright laws and university guidelines. Copyrighted works, including those created by me, are made available for private study and research and must not be distributed in any format without permission. Do not upload copyrighted works to a learning management system (such as UM Learn), or any website, 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).

### **Course Technology**

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I will be using the iclicker student response system in class this Winter 2021 term. Please make sure you install iclicker reff in your smart/iphone phone. iClicker helps me to understand what you know and gives everyone a chance to participate in class. I will check for attendance using iclicker. You will also get bonus marks for your class participation using iClicker.

For the course management, I will be using UM Learn. The course will be delivery using different platforms (webex, teams and zoom)

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

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The student is expected to participate actively in the course. Active participation means: actively listening and responding to questions in class (including iClicker reff) (I do not expect perfection!); staying on top of lecture material and assignments and seeking help on course material that is not clear. PowerPoint presentations summarize only a portion of the knowledge content that needs to be covered in class. For the rest of the contents, you are expected to read the required textbook.

I expect students to connect on time and to be prepared to learn. If you connect late, I expect you to enter Webex (or other technology) quietly, please mute yourself and try not to disrupt the class. I expect that you will appreciate the diversity of our campus and respect the rights of each member of the class. Attendance and participation are essential elements to the student's success in this course. Attendance is not mandatory. However, you will not get credit for an in-class assignment if you are absent on the day it is given.

I will be in class for 5 minutes prior to the class, if you need to ask a quick question or talk to me about any issue related to the class. I will treat you with respect and will appreciate the same courtesy in return. For more information regarding a respectful work and learning environment please visit the following link: Respectful Work and Learning Environment Policy.

At the end of this section, the policies and services students are expected to follow/utilize need to be included (Section 2.5 ROASS).

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

**Class Communication:**

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

Communication with Student Policy:

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

Refer to specific course requirements for academic integrity for individual and group work such as:

- I. Group projects are subject to the rules of academic dishonesty;
- II. Group members must ensure that a group project adheres to the principles of academic integrity;
- III. Students should also be made aware of any specific instructions concerning study groups and individual assignments;
- IV. The limits of collaboration on assignments should be defined as explicitly as possible; and
- V. All work should be completed independently unless otherwise specified.

**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 {Claudia Narvaez-Bravo} 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)

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**Expectations: You Can Expect Me To**

You can expect me to be on time and prepared for class.

You can expect me to be available for consultation regularly.

Email is my preferred method of communication and you can expect to receive a response to any email within 24 hours on weekdays.

If you have a question that cannot wait, you may send an email. I will be happy to answer it, however make sure you are asking a relevant question (i.e. you could not find the answer or get an understanding of the material after reviewing the class notes or textbook). I will be glad to offer brief advice about class material or an assignment.

All assignments handed in on time will be graded and returned within 2 weeks of the due date; late assignments will be graded as my time permits.

You can expect me to treat all of your questions and comments with respect and to take your concerns seriously. If you are having a problem, don't hesitate to talk to me about it. Don't wait until the last moment to realize that you need some marks to pass the course! I won't be able to help you at this point.

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## CLASS SCHEDULE AND COURSE EVALUATION

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Evaluation		
Type of Assessment	Due Date	Value of Final Grade
Short presentations –groups communication skills		8%
Short presentations –groups The Sacred tree		7%
Lit review & abstract (individual)		20%
Abstract for final seminar (individual)		10%
Presentation research paper (individual)		10%
Poster presentation (individual)		15%
Final presentation (individual)		30%
		<b>100%</b>

## Grading

Indicate your grading scale. A sample is given below that you can adjust to your course expectations.

Letter Grade	Percentage out of 100	Grade Point Range	Final Grade Point
A+	95-100	4.25-4.5	4.5
A	86-94	3.75-4.24	4.0
B+	80-85	3.25-3.74	3.5
B	72-79	2.75-3.24	3.0
C+	65-71	2.25-2.74	2.5
C	60-64	2.0-2.24	2.0
D	50-59	Less than 2.0	1.0
F	Less than 50		0

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Course Content**Winter semester: January 18 – April 16 2021****Winter break: Feb 16-19, 2021**

<b>Topic</b>	<b>Date</b>
1. Introduction and general information, references, library resources, plagiarism	<b>Jan 19</b>
2. Short presentations: introductions (5 min each)	<b>Jan 21</b>
3. How to prepare abstracts and posters	<b>Jan 26</b>
4. Making effective oral presentations	<b>Jan 28</b>
5. Groups presentation - groups 10 min each group (Groups 1 & 2)	<b>Feb 2</b>
5. Groups presentation - groups 10 min each group (Groups 3 & 4)	<b>Feb 4</b>
6. Groups presentation - 10 min each groups (Groups 5 & 6)	<b>Feb 9</b>
7. Criticizing other people's work (Lit review and abstracts)	<b>Feb 11</b>
<b>Winter term break</b>	<b>Feb 16-19</b>
8. Criticizing other people's work (Lit review and abstracts)	<b>Feb 23</b>
9. Communication skills short presentations (Groups 1 & 2)	<b>Feb 25</b>
10. Communication skills short presentations (Groups 3 & 4)	<b>March 2</b>
11. Communication skills short presentations (Groups 5 & 6)	<b>March 4</b>
12. Poster preparation discussion	<b>March 9</b>
13. Poster preparation discussion	<b>March 11</b>
14. Presentations research paper (15 min.)	<b>March 16</b>
15. Presentations research paper (15 min.)	<b>March 18</b>
16. Presentations research paper (15 min.)	<b>March 23</b>
<b>17. Poster presentations open to the public</b>	<b>March 25</b>
18. Final presentations rehearsal	<b>March 30</b>
19. Final presentations (20 min.)	<b>April 1</b>
20. Final presentations (20 min.)	<b>April 6</b>
21. Final presentations (20 min.)	<b>April 8</b>
22. Final presentations (20 min.)	<b>April 13</b>
23.	<b>April 15</b>

**Note: Calendar can be subjected to changes**

**Voluntary Withdrawal**


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 Last date to drop without penalty (100% refund): January 21, 2021

Last date to drop with no refund (no receive a final grade): March 10, 2021

 Please refer to the [Registrar's Office](#) web page for more information.
**ASSIGNMENT DESCRIPTIONS**


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Assignments description:



- A. **Short presentations:** a topic will be provided by the instructor and students will prepare 15 min presentations as a team.
- B. **Literature review:** the objective of the literature review is to provide a systematic review of the research topic of your interest. The literature review should be not more than 20 pages (for seminar class). It should outline previous work on the research question you are interested in (i.e. where are we now regarding this field? Why this issue is important?). This review outcome is to make you start thinking about your research topic; it should not be just a synopsis of existing work. Instead it should show a comprehensive understanding of the available latest literature on the topic, you may also raise questions based on the current (newest) findings, highlight gaps or problems in understanding the topic, and show how the proposed research (your research) may aim to fill the gap. You are expected to use scholarly studies. This review is practice in both summarizing and critiquing other people's work published in scientific journals.

Some of the questions that should guide you when you are compiling your literature review are:

- a. What has been done thus far in the field?
  - b. Do you see any trends or shifts in the study of your topic?
  - c. What methodologies and approaches were applied?
  - d. How your research fit in the area? What questions your research will answer? Is there a need to answer these questions?
  - e. Who will be the end user of this research findings?
- C. **Research Abstracts:** abstracts should be concise (limit 250 words), well written and free of grammatical and typographical errors. Be sure to tell a complete story with your abstract. The abstract will also serve as an announcement for your final seminar and should include the time, date, and location of your seminar.

For most journals this is the structure of the abstract:

1. An introduction: provides context for the eventual findings
2. The problem, and the objective: try to explain what specific features are known and which are unknown. State explicitly what you are aiming to find out.
3. The overall approach, key results and conclusions: details on the approach should be short, limited to the most important details of the experimental design. Include bits

- of data, but don't overload with numbers. Focus on the most important findings that underpin the main conclusion.
4. Implications of the research: how the findings change our understanding of the field. Be realistic, focus on immediate implications.
- D. Research Paper: You will choose a research paper (in agreement with your supervisor) and you will prepare a presentation (15 min). The presentation must include: introduction, objectives, material and methods, results, discussion and conclusions.
- E. Poster Presentation: You will prepare a poster as you would for a research conference, reporting in your project (if you don't have results yet, you can use fake (but realistic) results for the purposes of this course). We will post them up and invite people to come look at them. You will stand by your poster and briefly explain it (5 minutes) and answer questions. This sessions will take place remotely, likely using teams.
- F. Final seminar presentation: You will present **one seminar** on topics of your choice by the student, agreed with the instructor (the topic of your research (thesis) is not allowed, but you can choose a related topic). The seminar presentation will be between 20 minutes in length with 5 minutes allowed for questions and answers. **An abstract must be prepared as explained in section B.**

**Note: the seminar final presentation will NOT be directly related to the student research topic.**

### Referencing Style

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All written assignments in this course shall include in-text citation. Citation style: APA style: [http://mypages.iit.edu/~aroback/research\\_paper/style/style4.html](http://mypages.iit.edu/~aroback/research_paper/style/style4.html). Examples can be found in the PDF document.

### Assignment Feedback

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Feedback on students performance will be provide as formative (i.e., comments) and summative (i.e., grade). The feedback will be delivered electronically.

### Assignment Extension and Late Submission Policy

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#### Late Assignments:

Assignment Due Dates: Unless otherwise stated, due dates will be two weeks after the assignment has been distributed. Marks will be reduced by 10% of the value of the assignment for each business day the assignment is late. The late deduction will apply to all group members. There will be class time to work on

assignments. This information posted on UMLearn concerning the proper use of references in all assignments and the final project. Peer evaluation during final exam may affect mark received for group work.

Note: Be aware of the folders assigned for each assignment in UML; **if you use a different folder by mistake that will be your responsibility to load the assignment in the right folder and it will be marked as late. Notice that I won't accept assignments through email.**

**Group Work Policies:** You are expected to complete group work in a professional fashion. You will be given an opportunity to provide a peer evaluation of group members at the time of the final exam. Marks may be adjusted based on this feedback. Completion of the peer evaluation request should be done in a fair and reasonable fashion. It is unlikely that all group members warrant a perfect peer rating.

Important note: in the case of having group activities, they are scheduled from the beginning of the semester, therefore, students missing the activities will have deducted marks (15% out of the total), unless they have major reasons justifying their absence, such as health issues or compassionate reasons. This also applies to group work, if a group member is failing to meet with their group, group members should inform the instructor. The student must also provide written evidence such as a Doctor's note if he/she is continuously missing group work. We will use the time in the classroom for group discussions. Therefore students must be there to add their contributions at that time and to excessive and acquire team work skills, and also to discuss strategies for further discussions.

#### **Make up exams or absence:**

Attendance is essential to student success in this course. Attendance will be taken each class period using TopHat. Make-up exams, assignments or absence on required days will be given only with the professor's permission.

Arrangements should be made with the professor for excused absences or in the case of missed exams or in-classroom activities.

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## **UNIVERSITY SUPPORT OFFICES & POLICIES**

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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 [peer support from Healthy U](#) or 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* <https://umanitoba.ca/student/health-wellness/welcome-about.html>

[britt.harvey@umanitoba.ca](mailto:britt.harvey@umanitoba.ca)

**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 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)