Syllabus

Food Preparation and Preservation, HNSC 2160

(Fall, 2020)
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## COURSE DETAILS

**Course Title & Number:** Food Preparation and Preservation, HNSC 2160

**Number of Credit Hours:** 3

**Class Times & Days of Week:** 10:30-11:20 A.M., M/W/F

**Location for classes/labs/tutorials:** The classes will be taught virtually via Cisco WebEx on UMLearn.

**Pre-Requisites:**
- (Undergraduate level [030 120](#) Minimum Grade of D or Undergraduate level [HNSC 1200](#) Minimum Grade of D) and (Undergraduate level [002 131](#) Minimum Grade of D or Undergraduate level [CHEM 1310](#) Minimum Grade of D or CHEM 1310 - PQ Substitution 050 or Undergraduate level [002 132](#) Minimum Grade of D or Undergraduate level [CHEM 1320](#) Minimum Grade of D or CHEM 1320 - PQ Substitution 050)

### Instructor Contact Information

**Instructor(s) Name & Preferred Form of Address:** Snehil Dua, Anything polite

**Office Location:**
- 408-Human Ecology Building (not available at this address this term).

**Office Hours or Availability:**
- Walk-in office hours: 1:00-2:00 PM, Thursdays via ZOOM
- Click on the following link to join office hours: [https://navitas.zoom.us/j/91245602799](https://navitas.zoom.us/j/91245602799)

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 weekdays.

**Phone No.**
- 204-2614512 (Home number)

**Email:** Snehil.Dua@UManitoba.ca

When you email me, please write the course number you are writing about. I teach multiple courses, and to be able to answer your questions 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 weekends and holidays. If an email is sent to inform me that you are unable to attend the class
Food Preparation and Preservation, HNSC 2160

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.

Contact:
The best way to get in touch with me is via email.

Course Description

U of M Course Calendar Description
(Non-Required) Food preparation, preservation, handling and storage; quality and safety implications; scientific basis for culinary practice; use and application of equipment. Prerequisite: HNSC 1200 and [CHEM 1320 or CHEM 1310].

General Course Description
This course should be of interest to anyone interested in preparing their own food. I believe that cooking is a life skill. This course aims to develop such skills in you while you learn about the functionality of various components of the food. Safe practices of food preparation and handling, and also incorporation of the principles of nutrition are essential parts of this course. A good understanding of nutrition principles and some basic knowledge of chemistry would be required to complete this course successfully.

Course Goals

You will be able to

1. describe and apply safe food handling practices.
2. explain the basic principles related to the processing, preparation and preservation of foods.
3. appropriately and safely use equipment in the process of food preparation and preservation.
4. experiment and interpret the effects of various factors affecting food product quality.
5. effectively evaluate prepared and preserved foods.

Course Learning Objectives

Foundational Knowledge Content Areas for Dietetics Education:

The Undergraduate Dietetics program is accredited by the Partnership for Dietetic Education and Practice (PDEP). The program is designed to meet the Integrated Competencies for Dietetic Education and Practice (ICDEP). Following are the foundational knowledge areas that this course is designed to meet towards the ICDEP.

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

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Foundational Knowledge</th>
<th>Cognitive Complexity Level</th>
</tr>
</thead>
</table>
**Textbook, Readings, and Course Materials**

Readings available under the course content on UMLearn


Most of the course content will be available to you via class lectures and UMLearn resources, but this book will give you additional information which may enhance your learning. I will not use an online package for evaluation, and thus a used copy of the book would be fine to use as well.

**Required Manual:** 2019 Laboratory Manual HNSC 2160, Principles of Food Preparation and Preservation. University of Manitoba, Winnipeg MB. The manual will be available to you in a pdf file format on UMLearn before the start of the labs. The quizzes associated with this manual will be available on UMLearn, as per the schedule.

**Recommended or required materials (e.g. lab equipment, art supplies, computers, etc.)** — Access to computer with internet access to be able to watch video demonstrations and to be able to participate in synchronous as well as asynchronous activities such as discussions on umlearn.

**Using Copyrighted Material**

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

**Course Technology**

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. for support in using this system

**Expectations: I Expect You To**

- Attend,
- Participate,
- Demonstrate willingness to learn,
- Be courteous,
- Show academic integrity and honesty.
- Work effectively as a team to design and execute class activities.
- Not to leave the class before it ends unless there is an emergence to which you must attend.
- Leaving a class before the end is disrespectful to your instructor and disruptive towards your fellow students.
- Not use your cell phone - Please be respectful in class and turn your cell phone off or onto vibration mode for the duration of the class.
- Use your laptop computers to aid your leaning - Laptops are a perfect way to take notes in class and share information with peers; be respectful to the instructor and other students while using laptops by staying on task in class.
- Answer questions that I will ask of the class. I do not expect you always (or ever!) to get the correct answer, but I do expect you to try and to participate.
- When you ask questions, try to keep your questions relevant to the class.

**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.

**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:
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 me (your 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. for support in using this system

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

Expectations: You Can Expect Me To
To treat you fairly, and with respect.
I will remain in the classroom for 10 minutes after class to answer any immediate questions.
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 succeed.
CLASS & LAB SCHEDULE AND COURSE EVALUATION

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.

Please note that all the online quizzes will be available on UMLearn, as per the schedule. Online pre-lab quizzes (L.00 to L.09) will be 1% of your total grade (10%). Discussions for labs 0-9 each will be 1.5% of your total grade (15%).

<table>
<thead>
<tr>
<th>Date</th>
<th>Class Content</th>
<th>Online tasks (lecture related)</th>
<th>Lab dates</th>
<th>Lab</th>
<th>Lab related Evaluations (all discussions and quizzes start at 8:30 am and end at 11:30 PM, on the first and the last day of availability, respectively)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 9 and 11</td>
<td>Orientation Basic techniques</td>
<td>None</td>
<td>No lab</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>September 14, 16, 18, 21</td>
<td>Food safety</td>
<td>Sept 16 and 18 UMLearn reading</td>
<td>Week of Sept 21</td>
<td>Lab 0 Food safety lab:</td>
<td>Sept 21-27 Discuss the video on umlearn AND complete the L.00 Food safety Quiz</td>
</tr>
<tr>
<td>Sept 23, 25, 28, 30</td>
<td>Food chemistry review</td>
<td>Week of Sept 28</td>
<td>Lab 1 (Food preparation Techniques and safety)</td>
<td>Sept 28-Oct 4 L.01 Online lab quiz Upon completion, watch lab videos and participate in the discussion for lab 1</td>
<td></td>
</tr>
<tr>
<td>Oct 2, 5, 7, 9</td>
<td>Principles and methods of Food Preservation</td>
<td>Week of Oct 5</td>
<td>Lab 2 (Dehydration)</td>
<td>Oct 5-11 L.02 Online lab quiz. Then watch lab videos and participate in the discussion for lab 2</td>
<td></td>
</tr>
<tr>
<td>Oct 14, 16</td>
<td>Vegetables and fruits</td>
<td>Week of Oct 12</td>
<td>Lab 3 (Pickling)</td>
<td>Oct 12-18 L.03 Online lab quiz. Then watch lab videos and participate in the discussion for lab 3</td>
<td></td>
</tr>
<tr>
<td>Oct 19, 21, 23</td>
<td>Cooking with cereal grains</td>
<td>Week of Oct 19</td>
<td>Lab 4 (Canning)</td>
<td>Oct 19-25 L.04 Online lab quiz. Then watch lab videos and participate in the discussion for lab 4</td>
<td></td>
</tr>
<tr>
<td>Oct 26, 28</td>
<td>Breads</td>
<td>Week of Oct 26</td>
<td>Lab 5 (Starch)</td>
<td>Oct 26-Nov 1 L.05 Online lab quiz. Then watch lab videos and participate in the discussion for lab 5</td>
<td></td>
</tr>
<tr>
<td>Oct 30</td>
<td>Midterm test</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov 2 and 4</td>
<td>Eggs</td>
<td>Week of Nov 2</td>
<td>Lab 6 (Bread)</td>
<td>Nov 2-8 L.06 Online lab quiz. Then watch lab videos and participate in the discussion for lab 6</td>
<td></td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Date Range</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 6</td>
<td>Work with your group</td>
</tr>
<tr>
<td>Nov 6</td>
<td>No lecture</td>
</tr>
<tr>
<td><strong>Week of November</strong></td>
<td><strong>9</strong></td>
</tr>
<tr>
<td>No classes</td>
<td>None</td>
</tr>
<tr>
<td>No lab</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>No lab</td>
</tr>
<tr>
<td>No lab</td>
<td>None</td>
</tr>
<tr>
<td>Nov 16, 18, 20</td>
<td>Nov 6 work with your group for the assignment</td>
</tr>
<tr>
<td>Week of Nov 16</td>
<td>Lab 7 (Egg and milk)</td>
</tr>
<tr>
<td>Nov 16-22</td>
<td>Nov 16-22 L 07 Online lab quiz. Then watch lab videos and participate in the discussion for lab 7</td>
</tr>
<tr>
<td>Nov 23, 25, 27</td>
<td>Meat, Poultry Fish</td>
</tr>
<tr>
<td>Week of Nov 23</td>
<td>Lab 8 (Meat, fish, poultry and legumes)</td>
</tr>
<tr>
<td>Nov 23-29</td>
<td>Nov 23-29 L 08 Online lab quiz. Then watch lab videos and participate in the discussion for lab 8</td>
</tr>
<tr>
<td>Nov 30, Dec 2</td>
<td>Cakes, cookies, pastries</td>
</tr>
<tr>
<td>Week of Nov 30</td>
<td>Lab 9 (Cakes and cookies)</td>
</tr>
<tr>
<td>Nov 30-Dec 6</td>
<td>Nov 30-Dec 6 L 09 Online lab quiz. Then watch lab videos and participate in the discussion for lab 9</td>
</tr>
<tr>
<td>December 4 and 7</td>
<td>Legumes</td>
</tr>
<tr>
<td>Dec 9, 11</td>
<td>In-class Dec 9: Discuss: Cooking is a life skill</td>
</tr>
<tr>
<td></td>
<td>Dec 11 wrap-up</td>
</tr>
<tr>
<td></td>
<td>No lab</td>
</tr>
</tbody>
</table>

### Course Evaluations

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Dates</th>
<th>Weight</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Online Pre-Lab quizzes (L.01 - L.09)</strong></td>
<td>Please refer to the lab schedule above</td>
<td>10 x 1 = 10%</td>
<td>Your best 8 quiz scores will be used to calculate your final score in these quizzes. These are available on UMLearn for specified periods. For each quiz, limited time will be given. Please refer to the UMLearn Assessment&gt;quizzes.</td>
</tr>
<tr>
<td>Assignment</td>
<td>Nov 18, 2020 by 11:30 P.M.</td>
<td>10%</td>
<td>Please submit at UMLearn&gt;Assessments&gt;Assignments&gt; Paper submission folder</td>
</tr>
<tr>
<td>Lab discussions*</td>
<td>Please see the schedule above</td>
<td>10 x 1.5 = 15%</td>
<td>Instructions will be available on umlearn when the discussion availability begins.</td>
</tr>
<tr>
<td>Mid term test</td>
<td>Oct 30, during class time (online, proctored)</td>
<td>25%</td>
<td>Everything covered until Oct 23 (tentatively, cooking with grains, excluding breads). The test will contain multiple choice, and short answer questions.</td>
</tr>
</tbody>
</table>
**Final exam**

Please refer to the final exam schedule on Aurora, available towards the end of Oct. 40%

<table>
<thead>
<tr>
<th>Final exam</th>
<th>Please refer to the final exam schedule on Aurora, available towards the end of Oct.</th>
<th>40%</th>
<th>Comprehensive The exam will consist of multiple choice, short answer, and long answer questions.</th>
</tr>
</thead>
</table>

*In lieu of each discussion, you may provide some proof (video/pictures etc) that you prepared at least one recipe from that week’s lab. So if you prepare a recipe, you need not participate in that week’s discussion.

**Lab Expectations**

This term, the labs will be remote. The lab material will be available on umlearn. The activities and assessments will have to be completed within the scheduled time. No synchronous lab activities will take place, i.e. No live lab sessions will occur.

**Grading**

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

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

**Voluntary Withdrawal**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event (Fall Term)</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 22, 2020</td>
<td>Last Date to Drop without Penalty - Fall Term</td>
</tr>
<tr>
<td>November 23, 2020</td>
<td>Voluntary Withdrawal (VW) deadline Fall Term classes</td>
</tr>
</tbody>
</table>

Students who did not drop the course by the deadline would be assigned a final grade.

Withdrawal from courses will be recorded on official transcript.

Refer to the [Registrar’s Office](#) web page for more information.

**ASSIGNMENT DESCRIPTIONS**

**2160 PRINCIPLES OF FOOD PREPARATION AND PRESERVATION FOOD PRESERVATION ASSIGNMENT**

Assignment guidelines are available on umlearn.
Referencing Style

Assignment Feedback
The online quizzes will be graded automatically. You will be able to view the questions you answered incorrectly, after the quiz has closed for all students.

The assignments will be graded by the graders. You should expect the feedback on UMLearn in about two weeks after the submission deadline. Additionally, indicate to the students when they can expect to receive their graded assignments. It is recommended that students receive a sufficient percentage of their final grade prior to the Voluntary Withdrawal date, which will allow students to make a decision about completing or withdrawing from the course.

The lab TAs will attempt to return the graded lab reports within a week of submission.

Assignment Extension and Late Submission Policy
Assignment extensions will only be granted in cases of genuine need. You will need to talk to me in person as soon as possible if you require an extension. It is impossible to specify all occasions that might warrant an extension, but the death or funeral of a close relative would be a good reason, the death of a friend’s pet dog would not.

Late submissions will be marked, but do not expect a prompt return of the work. This is a large class without any Graders/Markers, and work that is not submitted on time disrupts the timely assessment and return of assignments. Late submission will incur a deduction of 5% for each day that the assignment is submitted after the deadline, unless an assignment extension has been permitted by me in advance of the deadline.

UNIVERSITY SUPPORT OFFICES & POLICIES
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
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.

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/
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
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

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 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**
  

  **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**
  

- 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/](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/](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/](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/](http://umanitoba.ca/student/advocacy/)

520 University Centre
204 474 7423