



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

# Syllabus

FOOD4510/HNSC 4280: Food Product Development  
(Winter 2021. Year 2021)



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**COURSE DETAILS**

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<b>Course Title &amp; Number:</b>	Food Product Development. FOOD 4510/HNSC 4280
<b>Number of Credit Hours:</b>	3
<b>Class Times &amp; Days of Week:</b>	TR 11:30-12:45pm
<b>Location for classes/labs/tutorials:</b>	This course will be delivered primarily remotely, combining synchronous-asynchronous course design.
<b>Pre-Requisites:</b>	MKT 2210, STAT 2000 or equivalent, plus either FOOD 3010 or HNSC 3330. The marketing course is required as knowledge of market requirements and marketing products is critical to the success of new products. The statistics course provides the background for designing experiments and evaluating data for variables associated with new products. Knowledge of food ingredients and how they react in food systems is also important in product development and therefore, FOOD 3010 or HNSC 3330 are required.

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**Instructor Contact Information**

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

<b>Teaching Assistant Office Location:</b>	Yuchen (Bill) Nan Ellis 213
<b>Office Hours or Availability:</b>	Make an appointment UML

**Office Phone No.****Email:** nany@myumanitoba.ca**Contact:** By email

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## Course Description

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### U of M Course Calendar Description

This course will allow the student to gain an understanding of the product development procedure as it relates to the food industry. Emphasis will be on application of basic knowledge of foods and food processing in designing a new product.

### General Course Description

The course should provide some insight into the development of food products within a food processing company while giving students a chance to see one way to apply what they have learned in their program. In addition to the technical aspects of prototype development, students will learn the relevant aspects of supply chain management, marketing and business plan development.

This is a required course for all students in the Food Science Program (both science and business options) as well as students in the Food Option or Food Industry Option in Human Nutritional Sciences. It can be taken as an elective.

Human Nutritional Science students in other options who have a desire to learn about developing new products. Students from other programs with the necessary background are also welcome to take this course

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## Course Goals

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1. Know the principles of new product design
2. Apply previous knowledge of food chemistry, food microbiology, food processing and nutrition in the development of a new product.
3. Apply knowledge of sensory Science to Food Product Development
4. Apply knowledge of statistics in relation to development of a new product
5. Communicate effectively both in writing and orally
6. Utilize a variety of resources (including library) to effectively determine issues to be addressed in developing a new product.
7. Function in a group of people with diverse backgrounds.
8. Incorporate the input of different disciplines in product design. e.g. finance and economics
9. Learn how to function as a team
10. Develop collaborative leadership

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## Course Learning Objectives

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1. Explain what is meant by new products and identify reasons for product development.
2. Explain the role of market research and marketing efforts in the product development process.

3. Convert market research into technical product requirements.
4. Create an appropriate marketing plan for your product.
5. Evaluate the technical requirements associated for a new product.
6. Explain raw ingredient to its role in your new product.
7. Analyze product for potential pathogens.
8. Create a plan to deal with quality and safety issues.
9. Apply the appropriate processing technology to create a new product.
10. Produce a prototype, including properly labeled package, for a new food product.
11. Distinguish which sensory test to use for a given application.
12. Conduct a sensory analysis appropriate for a food product.
13. Explain the use of experimental design as applied to new product development.
14. Interpret statistical data to optimize prototype variables.
15. Prepare a timeline for completion of group project.
16. Write a report that integrates all aspects of food product development for a specific product.
17. Demonstrate the use of appropriate requirements and technologies applied to food product development.
18. Manage obligations in doing group work.
19. Deal with conflict when working with a multidisciplinary team.
20. Present orally the technical aspects of a project within the class

### Foundational Knowledge Content Areas for Dietetics Education:

This dietetic education program is an accredited program recognized by the Partnership for Dietetic Education and Practice (PDEP) and prepares students for eligibility for registration with a provincial dietetics regulatory body.

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

Content Area	Foundational Knowledge	Cognitive Complexity Level
<b>Communication</b>	Communication channels and techniques, and their appropriate usage	3
<b>Food</b>	Physical properties and chemical composition of food	2
	Food preservation, storage and packaging	3
	The role of ingredients and their interaction in food preparation	3
	Application of dietary requirements, guidelines, and guidance tools to food planning	2
	Food modification to address therapeutic, textural or other needs	3
	Sensory evaluation of food	2
	Food labeling	2

<b>Food Service Systems</b>	Recipe development, standardization and evaluation	3
	Quantity food production and distribution	1
	Cost control	1
	Human resource, financial, technical and equipment needs	2
	Hazard Analysis and Critical Control Points (HACCP)	3
<b>Human Nutrition across the Lifespan</b>	Nutrition recommendations and guidelines	2
	Effect of deficiencies and toxicities of nutrients	2
	Food sources of nutrients and dietary supplements	1
	Role of nutrients and other food components in health	1
<b>Interprofessional Collaboration Management</b>	Team Functioning	3
	Collaborative leadership	3
	Interprofessional conflict resolution	3
<b>Management</b>	Financial management	1
	Strategic and operational planning including needs assessment, goal setting and outcome assessment	3
	Organizational behaviour and development	2
	Project management	2
	Marketing	2
<b>Microbiology</b>	Microbes in food safety	3
<b>Population Food Systems and Food Security</b>	Food consumption patterns and trends	2
<b>Professional Practice in Dietetics</b>	Ethical conduct	3
	Decision making	2
	Time and workload management	2
	Technological applications used in practice	2

### Textbook, Readings, and Course Materials

There are no required text books for this course.

Notes will be posted on UMLearn by the instructor

**Supplementary readings** – A number of helpful references are available on-line (links posted in Desire2Learn) or the the University of Manitoba Libraries. They include:

Beckley, J.H. 2007. Accelerating new food product design and development. Blackwell Pub. (e resource)

<http://proxycheck.lib.umanitoba.ca/libraries/online/proxy.php?http://app.knovel.com/web/toc.v/cid:kpANFPDD01>

Carpenter, R.P., Lyon, D.H. and Hadsell, T.A. 2000. Guidelines for sensory analysis in food product development and quality control. Aspen Pub. Gaithersburg, MD. Sci and Tech TP 372.5G85 2000.

Cooper, R.G. 1993. Winning at new products: accelerating the process from idea to launch. Addison-Wesley, Reading Mass. Management Library. HF 5415.153 C65.

Moskowitz, H.R. Beckley, J.H and Resurreccion, A.V.A. 2012 Sensory and consumer research in Food Product Design and Development. Blackwell Publishing TX546.M68 2012 (e resource) [http://www.umanitoba.ebib.com/EBLWeb/patron/?target=patron&extendedid=P\\_859300\\_0](http://www.umanitoba.ebib.com/EBLWeb/patron/?target=patron&extendedid=P_859300_0)

Moskowitz, H.R. , Saguy, I.S. and Straus, T. 2009. An integrated approach to new food product development. Boca Raton: CRC press (e resource).

Saarela, M. 2011. Functional Food: concept to product. Woodhead Pub. Sci and Tech Library RM 216F945 2011 Side, C. 2002. Food product development based on experience. IFT Symposium Series. Iowa State Press. Dafoe TP620 F628 2002.

Smith, J. 2010. Functional food product development. Wiley Blackwell. Dafoe QP 144 F85 F853 2010

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### 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).

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### 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.

In addition, the use of other technology (i.e., tablets, cellphones, laptops, etc.) are allow in the classroom It is the general University of Manitoba policy that all technology resources are to be used in a responsible, efficient, ethical and legal manner.

If you are using UM Learn or any other technologies, explain how to get access and navigate in these technologies.

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### 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

Date	Class Content & Teaching Strategies	Required Readings or any Pre-class Preparation	Evaluation		
			Type of Assessment	Due Date	Value of Final Grade
	Lectures, teamwork		Assignment 1-group report draft	February 9	10%
	Lectures, teamwork iClicker		Mid-Term	March 9	25%
	Teamwork		Final Report & presentation	April 15	30%
	Lectures, teamwork, iClicker		Final exam	TBD	35%
					<b>100%</b>

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## 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

## Course Content

**Winter semester: January 18 – April 16 2021**

**Winter break: Feb 16-19, 2021**

Lecture Topic	Date
1. Introduction and general information /networking and group designation	<b>Jan 19</b>
2. Team work	<b>Jan 21</b>
3. Food product development introduction and considerations 3.1. Food product development	<b>Jan 26</b>
3.2. Classes of new food products 3.3. Project planning	<b>Jan 28</b>
4. Market Research in the Development of New Food Products	<b>Feb 2</b>
5. Test Market: Factors influencing final evaluation of product	<b>Feb 4</b>
5. Test Market	Feb 9
7. Financial Analysis in Product Development . Dr. Charles Grant	Feb 11
Winter term break	Feb 16-19
8. Experimental design in product development	Feb 23
9. Sensory testing	Feb 25
10. Sensory testing	Mar 2
11. Sensory testing	Mar 4
Midterm Exam	Mar 9
12. Other considerations in product development	Mar 11
13. Remaining time to finish lectures	Mar 16
14. Class time to work on projects	March 18 – April 1
Group Presentations	April 6
Groups Presentations	April 8
Group Presentations	April 13
Group presentations	April 15

Final Examination	TBD
Note: Calendar can be subjected to changes	

### Voluntary Withdrawal

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

Go to UML and review the folder: Group assignment (under table of contents), you will find a detailed assignment description and rubrics.

### Referencing Style

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

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

#### 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.

Note: If the student misses the midterm, due to health or family tragedy reasons (compassionate reasons), in order to ensure fairness to all students, the instructor will request documentation (written) sustaining such reasons. The date to write the missed exam will **be at convenience of the instructor's time**, therefore the student should write the exam the date and time designated by the instructor.

In the case of final exams, be advised that only the Dean's Office, not individual instructors or Departments, are in a position to grant deferred examinations..

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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 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)