



**University  
of Manitoba**

| Faculty of Agricultural  
and Food Sciences

# Syllabus

DAGR 0480: Introductory Farm Management  
(Fall 2021)

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**COURSE DETAILS**

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<b>Course Title &amp; Number:</b>	Introductory Farm Management: DAGR 0480
<b>Number of Credit Hours:</b>	3
<b>Course Delivery:</b>	<p><i>Asynchronous:</i> The pre-recorded content for the week will be posted every Wednesday morning. Students should be prepared to commit a minimum of 50 mins to watch these videos which supply the content for the week.</p> <p><i>Synchronous:</i> There will be a live tutorial weekly on Mondays and Fridays from 10:30-11:20 using Cisco Webex Meetings found on UMLearn.</p>
<b>Meetings with Advisor</b>	Each student will be assigned a Farm Management Advisor (FMA) for this course. Students will be required to schedule and participate in 2 mandatory interviews/meetings during the term using Cisco Webex. These meetings will work toward developing the plan for the Farm Management Project.
<b>Field Trip:</b>	There is a required experiential learning experience Oct 12-15. Participation is mandatory.
<b>Pre-Requisites:</b>	None

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**Instructor Contact Information**

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<b>Instructor(s) Name:</b>	Jacquie Manaigre
<b>Preferred Form of Address:</b>	Jacquie
<b>Email:</b>	<a href="mailto:Jacquie.manaigre@umanitoba.ca">Jacquie.manaigre@umanitoba.ca</a>

All email communication must conform to the [Communicating with Students](#) university policy. It must come from a university email. Emails from personal accounts will not get a response.

Email response time will vary, I will attempt to get back to you within the next business day.

Emails must remain professional and should respect the instructor's time.

**Office Hours or Availability:** Preferred method is email communication for short questions as well as for booking an appointment ahead of time to meet via Cisco Webex.

I will typically hold set office hours weekly every Wednesday at 10:30am. Students can book an appointment for this on Cisco Webex ahead of time. A meeting outside of these office hours can be made by emailing me to set up an appointment.

**Farm Management Advisors:** **Reg Dyck**  
Email Address [Reginald.Dyck@umanitoba.ca](mailto:Reginald.Dyck@umanitoba.ca)

**Cole Anderson**  
Email Address [Cole.anderson@umanitoba.ca](mailto:Cole.anderson@umanitoba.ca)

Students will be required to schedule and participate in 2 mandatory interviews/meetings during the term with their assigned Farm Management Advisor (FMA) through Cisco Webex. Additional meeting may be required. More information about scheduling will be posted on UM Learn.

## COURSE DESCRIPTION

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### U of M Course Calendar Description

DAGR 0480 Introductory Farm Management Credit Hours 3

Students will be introduced to the various roles that are carried out by farm managers. Students will be required to attend interview sessions outside of scheduled classes with an assigned Farm Management Advisor. The Advisor will support students as they apply their management skills and knowledge to a real farm business or a case farm. There will be one full day field trip. May not be held with the former DAGR 0680.

### General Course Description

#### Why this course is useful?

This course is especially useful for anyone either who will be managing a farm or who will be working in close collaboration with someone who is because it provides a framework for developing a business plan for a farm.

#### Who should take this course?

This course is mandatory for anyone completing a Diploma in Agriculture.

#### How this course fits into the curriculum

This course will provide an introduction to farm management functions and will assist students in identifying a farm that they will use to bring together the knowledge they acquire throughout the

Diploma program complete an comprehensive analysis of a farm and develop an integrated management plan for that farm.

### Course Goals

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1. Students will develop an awareness of the many management functions that are carried out on a farm operation.
2. Students will work with their Farm Management Advisor to assess options and select a farm or case farm for their management project that will be meet their academic, personal and career objectives.
3. Students will develop their communication and decision making skills.
4. Students will become aware of resources available to support management decision making.

### Course Learning Objectives

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Learning outcomes assist:

- i) Students to identify the knowledge, skills, attitudes and personal attributes expected of them to successfully complete their program of studies;
- ii) Faculty to develop learning goals and objectives in their courses and programs, in prioritizing and focusing the learning experiences, and in the selection of appropriate assessment tools and;
- iii) Potential students and outside agencies to assess the quality of our academic programs.

**These learning outcomes include:**

Students will identify and describe many management functions involved in operating a farm and agribusinesses.

Students will develop an introductory understanding of the complex skills and knowledge required by successful farm managers for decision making.

## COURSE MATERIALS AND TECHNOLOGY

### Textbook, Readings, Materials

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**Materials Required:**

**Microsoft Office** - <http://www.umanitoba.ca/computing/ist/email/2397.html>

- *\*Microsoft Excel (use of other programs such as Numbers, OpenOffice, GoogleDocs, etc. will not be graded)*

**Textbook(s) – Authors, Titles, Edition:** None

**Supplementary Reading:** Kay, Ronald D. and William M. Edwards, Patricia A. Duffy, Farm Management, 8<sup>th</sup> Edition, Toronto: McGraw – Hill Higher Education, 2014.

### Course Technology

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UM Learn: UM Learn will be used for posting all pre-recorded lectures, discussions, and other content. It will also be used for evaluation such as quizzes and assignments.

Cisco Webex Meetings: Cisco Webex will be used for the tutorial portion of this course as well as for meetings with instructor. It is a good idea for students to familiarize themselves with Webex ahead of time and take note of the features such as muting, sharing screen, raising hand, etc. Zoom may be used as an additional platform through the course, which is also found on UMLearn.

Technology: A device with video and audio (mic) capabilities for learning and communication.

Reliable Internet Connection – Not always in the students control but will allow for much better experience participating in tutorials and meetings, as well as for downloading/buffering pre-recorded video files. Please inform instructor of any technical/connectivity issues at the beginning of the semester

Refer to the home page of the course for Browser requirement statement and UM Learn support. Also refer to the self-register UM Learn tutorial that prepares them for remote learning called, Learning Online. This self-register course in UM Learn is open to all U of M students and is available in English and Mandarin.

### **ATTENTION STUDENTS RESIDING OUTSIDE WINNIPEG**

As this is a remote learning course, all instructional activities and deadlines will be Winnipeg time (Central Time). Please make sure your calendars are adjusted to reflect any time changes. Please inform your Instructor as soon as possible if you are taking the course while residing outside of Winnipeg, specifically:

- If you are in a rural Canadian area affected by poor internet connections that may impact completing assessments and exams on time
- If you are in another time zone within or outside Canada, specify where you are, and if you foresee any challenges with attending classes and completing assessments and exams on time

NOTE: It is your responsibility to communicate with your instructors well in advance of tests/exams/assignment due dates, of any ongoing issues, OR immediately once an issue arises that *may* impact your ability to complete course work

## **EXPECTATIONS AND POLICIES**

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### **I EXPECT YOU TO:**

Students are expected to:

- Seek clarification from Instructors if required, regarding the contents of this course outline
- Watch video lectures and participate in discussions on UMLearn
- Serve as good ambassadors for the Agriculture Diploma program
- Utilize professional communication with students, staff, and industry partners
- Regularly watch and complete any pre-recorded lecture content (weekly)
- Be aware of when you are muted vs unmuted in Cisco Webex Meetings tutorials to prevent disruption
- Turn on web cameras when appropriate
- Regularly access UM Learn site for course information, due dates, news items, grades, etc.
- Regularly check their University of Manitoba e-mail account daily to access course information.

- To reply and create new emails with UM email addresses only ([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).)
- To conduct themselves in a professional manner in synchronous tutorials, instructor/student meetings, etc.
- Actively participate in all group work
- I expect you to follow these policies around Academic Integrity (see below)
- To make yourself aware of Student Accessibility Services and what they do (see below)

### Class Communication

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

[http://umanitoba.ca/admin/governance/media/Electronic\\_Communication\\_with\\_Students\\_Policy\\_-\\_2014\\_06\\_05.pdf](http://umanitoba.ca/admin/governance/media/Electronic_Communication_with_Students_Policy_-_2014_06_05.pdf)

Please note that all communication between the instructor and you as a student must comply with the electronic communication with student policy

([http://umanitoba.ca/admin/governance/governing\\_documents/community/electronic\\_communication\\_with\\_students\\_policy.html](http://umanitoba.ca/admin/governance/governing_documents/community/electronic_communication_with_students_policy.html)). You are required to obtain and use your U of M email account for all communication between yourself and the university.

#### 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)

#### Recording Synchronous Sessions/Online 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 by the speaker.

#### EXPECTATIONS:

##### YOU CAN EXPECT ME TO:

- Be sufficiently available for communication for any questions you have via email and Cisco Webex Meetings
- To reply to emails in a timely and clear manner
- To provide clear, detailed explanations and instructions in lectures and labs and provide opportunities to apply and practise course concepts
- To match your time and effort put into succeeding in this course



## COURSE SCHEDULE

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

Sept 13	First day of Agriculture Diploma Classes
Sept 28	Last day to drop courses without penalty
Sept 29	Last day to add courses
Sept 30	University Closed – The National Day for Truth and Reconciliation
Oct 12-15	Experiential Learning
Nov 8-12	Fall Term Break
Nov 22	Voluntary Withdrawal (VW) Deadline
Dec 10	Last Day of Classes
Dec 11-20	Examination Period

Day	Date	Week	Platform	Topic
Mon Wed Fri	13-Sept 15-Sept 17-Sept	1	Webex Pre-recorded Webex	Introduction Class Farm Management Project Group Introductions
Mon Wed Fri	20-Sept 22-Sept 24-Sept	2	Webex Pre-recorded Webex	Leadership Leadership/Farm Management Farm Management
Mon Wed Fri	27-Sept 29-Sept 01-Oct	3	Webex Pre-recorded Webex	Goals MVGO MVGO
Mon Wed Fri	04-Oct 06-Oct 08-Oct	4	Webex Pre-recorded Webex	Good Managers Management Decision Making/Styles/Qualities Management Decision Making/Styles/Qualities
Mon Wed Fri	11-Oct 13-Oct 15-Oct	5	Webex	<b><u>No class – Thanksgiving</u></b> Experiential Learning Experiential Learning
Mon Wed Fri	18-Oct 20-Oct 22-Oct	6	Webex Pre-recorded Webex	Motivation Motivating Thru Mgmt/Def Successful Farm Success
Mon Wed Fri	25-Oct 27-Oct 29-Oct	7	Webex Pre-recorded Webex	Business Structures Business Structures Business Structures
Mon Wed	01-Nov 03-Nov	8	Webex Pre-recorded	Human Resource Management Human Resource Management/Payroll





Fri	05-Nov		Webex	Networking/Leadership in Industry
Mon Wed Fri	08-Nov 10-Nov 12-Nov	9		<b><u>No classes – Fall Term Break</u></b>
Mon Wed Fri	15-Nov 17-Nov 19-Nov	10	Webex Pre-recorded Webex	Networking/Leadership in Industry Farm Safety/Succession Planning TBD
Mon Wed Fri	22-Nov 24-Nov 26-Nov	11	Webex Pre-recorded Webex	Technology Winter Break Assignment Winter Break Assignment/SRI/advisor survey
Mon Wed Fri	29-Nov 01-Dec 03-Dec	12		Intro Presentations
Mon Wed Fri	06-Dec 08-Dec 10-Dec	13		Intro Presentations
11-Dec thru 21-Dec Agriculture Diploma Examination Period				

### Voluntary Withdrawal

The last day to drop the class and receive 100% refund is Sept 28, 2021 and the last day to withdraw with no refund is Nov 22, 2021. Students who did not drop the course by the deadline would be assigned a final grade. Withdrawal courses will be recorded on official transcript. Refer to the [Registrar's Office](#) web page for more information. Please see me prior to the deadlines if further discussion is required.

### COURSE ASSESSMENT

Date	Week	Topic	Assignment Type and Value	Value	Due Date
13-Sept	1	Farm Mgmt	Get To Know You Survey	2%	Sept 17
28-Sept	3	MVGO	MVGO assignment	10%	Oct 8
05-Oct	4	Management decision making	SWOT assignment	10%	Oct 15
19-Oct	6	Successful Farms	Success in Ag Diploma Presentation Assignment	10%	Oct 29

26-Oct	7	Business Structures	Business Structure Assignment	10%	Nov 5
02-Nov	8	HR	HR assignment	10%	Nov 19
05-Nov	10	Industry Leadership	Industry Leadership Assignment	10%	Nov 19
	12	Farm Mgmt Project	Farm Management Proposal	10%	Nov 26
30-Nov	13		Intro Presentations	20%	Nov 29- Dec 10

Rubrics will be provided along with the assignment and will be posted on UM Learn.

All assignments to be submitted in the Assignments folder on UM Learn

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|------------------------------|-----|
| 1. Survey                    | 2%  |
| 2. iClicker/Class Attendance | 8%  |
| 3. Assignments (7 at 10%)    | 70% |
| 4. Intro Presentations       | 20% |

### Grading

Letter Grade	Grade Point Value	Mark Range	
A+	4.5	≥95	Exceptional
A	4.0	≥90 <95	Excellent
B+	3.5	≥85 <90	Very Good
B	3.0	≥80 <85	Good
C+	2.5	≥70 <80	Satisfactory
C	2.0	≥60 <70	Adequate – Required for DAGR 0490
D	1.0	≥50 <60	Marginal
F	0	<50	Failure

**\* A minimum grade of C in this course is required to take DAGR 0490 – Applied Farm Management**

The grade of “D” is regarded as marginal in most courses by all faculties and schools. It contributes to decreasing a term, degree or cumulative Grade Point Average to less than 2.0.

**If you feel that the mark that you have received on any assignment is incorrect, please contact the instructor as soon as possible.**

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## Referencing Style

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There is no specific type of referencing required for this course but **referencing is required** any time information is sourced for an assignment including from a farm manager, student, magazine, internet webpage, etc. This should be included at the end of each assignment as a 'works cited'. There will be a works cited component at the end of each assignment to include sources.

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## Assignment Feedback

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Assignments will be evaluated using the applicable rubric which will be posted on UMLearn. Assignments will be graded, handed back and comments (when applicable) given within two weeks.

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## Assignment Extension and Late Submission Policy

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Assignments that are late will be given a grade of zero.

Files that are not formatted correctly, or have technical problems that prohibit the Instructor from accessing will be considered late, and therefore given a grade of zero.

Accommodations for late submissions may be granted. Students must communicate **in advance** with the Instructor and provide supporting documentation to warrant an extension. When no extension is granted, late assignments will be assigned a grade of zero.

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## Academic Integrity

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Each student in this course is expected to complete their coursework and programs of study with integrity by making a commitment to the six fundamental values of honesty, trust, fairness, respect, responsibility, and courage. <http://umanitoba.ca/student-supports/academic-supports/academic-integrity>

Academic integrity looks like referencing the work of others that you have used and completing your assignments independently unless otherwise specified

If you are encouraged to work in a team, ensure that your project is completed with integrity. You must also do your own work during exams. Plagiarism, duplicate submission, cheating on quizzes, tests, and exams, inappropriate collaboration, academic fraud, and personation are in violation of the Student Discipline Bylaw and 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;
- V. All work should be completed independently unless otherwise specified;



- VI. Sharing of notes and other materials, such as assignment and exam questions that were provided by the instructor is prohibited, unless otherwise stated. This means that you are not allowed to upload the instructor's intellectual property to a note-sharing or tutoring website without explicit permission.

## LEARNER SUPPORT

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### Schedule "A"

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 writing and learning supports to help you throughout your academic program. These supports are offered online during the Covid-19 pandemic.

Make an appointment with an ALC 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. The ALC also has an English as an Additional Language (EAL) specialist available to work with students on improving their English-language academic writing skills.

Consult an ALC learning specialist or attend an academic skills workshop to improve your time management, learning strategies and test-taking strategies. Get support in select courses by making an appointment with an ALC content tutor. The ALC also offers peer-facilitated study groups called Supplemental Instruction (SI) for certain courses that students have typically found difficult. In SI study groups, students ask questions, compare notes, discuss content, solve practice problems, and develop new study strategies in a group-learning format.

In addition to one-to-one and group sessions, you can also find writing and study tip sheets and videos on the ALC website.

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/>

Contact the Academic Learning Centre by calling 204-480-1481 or emailing [academic\\_learning@umanitoba.ca](mailto:academic_learning@umanitoba.ca). Bannatyne students can contact the Bannatyne Student Services office at 204-272-3190.

#### University of Manitoba Libraries (UML)

Research begins at [UM Libraries](#). [Learn at the Libraries](#) is a great place to start, with information for students on academic writing, how to search the library, evaluating resources, and writing citations. 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 locating appropriate resources or managing citations, 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 online. When working remotely, students can also receive help online through [Ask Us!](#) chat. For further detail about the libraries' services and collections, [visit the Libraries' web site](#). Regularly check our [COVID-19 Update](#) page for available library services and access to resources for Fall 2020

**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 UMSU University Centre or S211 Medical Services Building

(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.

<http://umanitoba.ca/student/case-manager/index.html>

520 UMSU University Centre

(204) 474-7423 (Student Support Intake Assistant)

#### **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. Note that due to fire displacement, UHS is unable to provide in-person medical care on the Fort Garry Campus until October, 2020.

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

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

#### **Health and Wellness**

Contact our Health and Wellness Educator if you are seeking information on health topics, including physical and mental health concerns, alcohol and substance use harms, or sexual violence. You can also access peer support from a *Healthy U* peer health educator.

*Health and Wellness Educator*

<https://umanitoba.ca/student/health-wellness/welcome-about.html>

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

469 UMSU University Centre

(204) 295-9032

### **Sexual Violence Resource Centre**

Contact SVRC if you have experienced sexual violence or are seeking information about how to help somebody else. SVRC provides inclusive, survivor-centred, trauma-informed services, such as consultation, referrals, safety planning, and a range of on-site supports, including counselling by Clinic.

*Sexual Violence Resource Centre*

<https://umanitoba.ca/student-supports/sexual-violence-support-and-education>

[svrc@umanitoba.ca](mailto:svrc@umanitoba.ca)

537 UMSU University Centre

(204) 474-6562 (Sexual Violence Intake and Triage Specialist)

### **Student Services at Bannatyne Campus**

Contact SS@BC to access a full range of resources and supports for learners at the Rady Faculty of Health Sciences. Services are provided through a one-stop hub that includes a range of supports for personal and academic success, including counselling, mental health consultation, and spiritual care.

*Student Services at Bannatyne Campus*

<https://umanitoba.ca/student-supports/student-services-bannatyne-campus>

[bcss@umanitoba.ca](mailto:bcss@umanitoba.ca)

### **S211 Medical Services Building**

**(204) 272-3190 (Intake and Triage Specialist)**

**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:  
[https://umanitoba.ca/admin/governance/governing\\_documents/community/235.html](https://umanitoba.ca/admin/governance/governing_documents/community/235.html)

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)



## 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).

**Note:** You hold the copyright to all of your course material that you prepare and present. Course materials (both paper and digital) are for the participant's private study and research and should not be shared.