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Syllabus

Food Preparation and Preservation, HNSC 2160

(Fall, 2021)

Faculty of Agriculture and Food Science



UNIVERSITY
OF MANITOBA

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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 Synchronous lectures taught online.
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: 2:30 PM – 3:30 PM, Fridays via ZOOM Link to office hours Fridays 2:30-3:30 PM Zoom Meeting ID: 942 8726 8080 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) In case of urgency.
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 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

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.

U of M Course Calendar Description

(Lab 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]. The labs will be remotely run.

General Course Description

This course should be of interest to anyone is interested in preparing their own food. I believe that cooking is a life skill. This course aims at developing such skills in you while you learn about the functionality 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 and some basic knowledge of food 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

Content Area	Foundational Knowledge	Cognitive Complexity Level
Food	Physical properties and chemical composition of food	2
	Food preservation, storage and packaging	1
	The role of ingredients and their interaction in food preparation	3
	Food labeling	2
Food Service Systems	Human resource, financial, technical and equipment needs	2
Microbiology	Classification of microbes	1
	Microbes in food safety	2
Population Food Systems and Food Security	Food production, preparation, processing, distribution and waste management	1
Professional Practice in Dietetics	Role of research and new knowledge	2

Textbook, Readings, and Course Materials

Readings available under the course content on UMLearn

Required textbook: Brown, A. C. (2015). *Understanding Food: Principles and Preparation* (5th ed.). Stamford, USA: Cengage Learning.

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: 2021 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/> 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](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 learning- 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. You must give in text references for any material you refer to for your assignments and discussions.;
- IV. The group assignment must be completed only by the group members; and
- V. All other 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](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- 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%).

Date	Class Content	Online tasks (lecture related)	All evaluations including lab activities*
Sept 8	Orientation Basic techniques	None	None
Sept 10 and 13	Unit1: Basic food preparation techniques	Practice knifing skill	

Sept 15, 17, 20, and 22.	Unit 2: Food safety (review)	<ul style="list-style-type: none"> • Safe cooking temperature • Safe defrosting • Safe food storage 	Lab 0. (access Sept 20 - 26)** Attempt Lab quiz 0, watch the lab videos, and participate in Discussion Lab 0.0
Sept 24, 27, 29	Unit 3: Food chemistry (review)		Lab 1(access Sept 27-Oct 3)** Attempt Lab quiz 1, watch the lab videos, participate in the discussion Lab 1
Oct 1, 4, 6, 8	Unit 4: Food preservation		Lab 2 (Oct 4 – 10)** Attempt Lab quiz 2, watch the lab videos, participate in the discussion lab 2
Oct 11	Thanksgiving Holiday	No classes	
Oct 13	Assignment guidelines and group allocation		Lab 3 (Oct 12 – 17)** Attempt Lab quiz 3, watch the lab videos, participate in the discussion Lab 3.0
Oct 15	Assignment planning day	No lecture	Submit your topic by Oct 16, 11:30 PM. Failing to do so will result in a penalty.
Oct 18.	Midterm test		Mid term test: (Oct 18) Available from 8:30 AM- 11:30 PM. Time allowed: 50 minutes. Lab 4 (Oct 18-24)** Attempt Lab quiz 4, watch the lab videos, participate in the discussion Lab 4
Oct, 20, 22, 25, 27, 29	Unit 5: Vegetables, grains, fruits		Lab 5 (Oct 25-31)** Attempt Lab quiz 5, watch the lab videos, participate in the discussion Lab 5
Nov 1, 3, 5	Unit 6A and B (Milk and cheese)	None	Lab 6 (Nov 1-7)** Attempt Lab quiz 6, watch the lab videos, participate in the discussion Lab 6
Nov 8 - 12	No classes	Midterm break	No lab/assessment
Nov 15, 17	Unit 6 C (Eggs)		Lab 7 (Nov 15- 21)** Attempt Lab quiz 7, watch the lab videos, participate in the discussion Lab 7.
Nov 19, 22, 24, 26, 29	Unit 7: Meat, Poultry Fish and legumes		Lab 8 (Nov 22 - 28)** Attempt Lab quiz 8, watch the lab videos, participate in the discussion Lab 8

Dec 2, 5, 7	Unit 8: Cakes, cookies, pastries	We will use lab manual for this topic.	Lab 9 (Nov 29 – Dec 5)** Attempt Lab quiz 9, watch the lab videos, participate in the discussion Lab 9
Dec 9	Wrap-up		

Course evaluations

Evaluation	Dates	Weight	Details
Online Pre-Lab quizzes (L.00 - L.09)	Please refer to the lab schedule above	10 x 1 = 10%	Your best 9 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>quizzes
Assignment	Nov 21, 2021 by 11:30 P.M.	10%	Please submit at UMLearn>Assessments>Assignments>Paper submission folder
Lab discussions*	Please see the schedule above	10 x 1.5= 15%	Instructions will be available on umlearn when the discussion availability begins.
Mid term test	Oct 18, during class time (online, proctored)	25%	Mid term test: (Oct 18) Available from 8:30 AM- 11:30 PM. Time allowed: 50 minutes. Grading will be completed within 10 days. Respondus monitor will be enabled. You must have a functional webcam and microphone connected to your device. Not compatible with chrome-book.
Final exam	Please refer to the final exam schedule on Aurora, available towards the end of Oct.	40%	Comprehensive The exam will consist of multiple choice, short answer, and long answer questions. Respondus monitor will be enabled. You must have a functional webcam and microphone connected to your device. Not compatible with chrome-book.

*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. You still will need to complete the lab quiz for that week. Submit the evidence on UMLearn>Assessments>Assignment>Respective folder.

**all discussions and quizzes availabilities start at 8:30 am and end at 11:30 PM, on the first and the last day of availability, respectively.

ASSIGNMENT DESCRIPTIONS

2160 PRINCIPLES OF FOOD PREPARATION AND PRESERVATION FOOD PRESERVATION ASSIGNMENT

DUE Sunday, by 11:59 P.M. November 21, 2021 (online, UMLearn Assignment folder) 10% of final grade

The OBJECTIVE of this assignment is to help you become familiar with articles related to food research and to gain experience in searching out information. You must then organize and present information on a specific food preservation topic of current interest. The assignment will be done in groups of four (i.e. 4 students per group).

Please register yourself into a group on UMLearn by Oct 10. After this time, the system will randomly place your name in a group. (Communications>Groups>Assignment: Food preservation > select a group you wish to enroll yourself into)

File name: Please submit your assignment in one file for the entire group. The file must be a pdf file.

The name of the file should include initial of each author's first name followed by the last name. For example if the authors (group members) are Taylor Smith, Meera Singh, and Xin Yao, then the file name should be **TSmithMSinghXYao.pdf**

THE TOPIC

PRESERVED FOODS: There is a wide variety of foods which are preserved through the many processes of jam and jelly-making, canning, pickling, smoking, curing, freezing, dehydration. Select one food item which is preserved by one of these seven preservation methods (for example, dill pickles) and focus your report on the preserving/processing method used for that food. You are expected to include both consumer and commercial methods of preserving the food. With respect to the food product you have chosen, the content must include, but should not be limited to:

- the history and new developments
- the principle(s) of preservation.
- the differences and/similarities between commercial and home preservation methods.
- the impact of processing on the nutritional composition of the food.

HOW TO ORGANIZE YOUR ASSIGNMENT

FIRST: Form a group of 3 on UMLearn and select a topic. You will be given Oct 15 class time to connect with your group to begin work on the assignment.

TITLE PAGE: This page should include the title of the paper, your names and student numbers, the date and the course number. All members of the group must have their names on the title page. The title should identify the topic clearly.

INTRODUCTION: Begin with a key message to grab the reader's attention. Explain the importance of the topic and the main sub-topics to be covered.

CONTENT: "Set the scene" and organize the report using section headings. Divide the report into manageable "chunks" and structure the report logically. Tables and graphs can be used to present data or concepts from reviews or research papers. Cite the source of the data below each table or figure and number your tables and figures. Caution: Do not fill up the paper with graphs and tables. There should be no more than the equivalent of 1 page of graphs/tables in the total report AND they must be relevant to the discussion of the selected topic.

SUMMARY AND CONCLUSIONS: Summarize the main points discussed in the paper and then state conclusions drawn from this information.

REFERENCES: At least 6 CREDIBLE references must be used (dated no earlier than 2010) in addition to the textbook. You may use older references for historical references. References must be made referenced according to the latest **APA referencing format**. You may use older historical references in addition to these.

Please visit U of M website to learn about APA format here

<https://libguides.lib.umanitoba.ca/c.php?g=298394>

On this page you will find a link to [APA Formatting & Style Guide - OWL Purdue](#) which is especially useful.

SUGGESTIONS ON HOW TO COMPLETE THE ASSIGNMENT:

1. Select a general subject, such as dill pickles. Search for recent developments in this food category. You can then narrow this category down further by selecting a specific type or preparation.
2. Reference books, review articles and chapters in books published since 1997 should be used to obtain an overview of the topic. Use library and search procedures learned previously, or go to the reference desk at Dafoe Library or the Agriculture Library to get help in doing a literature search. Research articles should be used to provide specific information and examples related to the topic.
3. Determine the main points or sub-topics for the paper.
4. Write out the headings of the sections of the paper and the points to be covered in each.

5. Make sure you have all the material you need to begin writing and that you have full details of the references from all sources.
6. Write the introduction, body and conclusions.
7. Proofread the assignment several times for errors in spelling and grammar. Check layout of tables and figures for consistency in format.
8. Total length of paper (not including the title page, list of contents or reference page) = 8 double-spaced pages maximum.

Assignment Marking Guide

- 1) Introduction: Relevance of topic/importance of topic: Introduction is written to engender readers' interest in your essay. Thus it should be interesting and inform the reader briefly what all they would learn from the essay, and why is that information important. 5
- 2) Content & Organization: logical development of content, statements supported by examples, smooth transitions between major sub-topics, clarity of explanations (easy to follow), sufficient depth in content, all statements supported with references to literature. When I say, smooth transitions, I mean that there should be connectivity between different paragraphs or sections of the essay. Ideally, the last sentence of a paragraph should lead naturally to the next paragraph. The first sentence of each paragraph should give a general idea of the idea being discussed in that paragraph. Each paragraph should focus on one idea. When I say clarity, often we don't write all the details because some information seems obvious to us. Please make sure that a reader who has no knowledge about the topic can fully follow your essay. (22+10 = 32)
- 3) Summary/conclusion: Summarize the main highlights of your essay. Ideally your summary should be in line with the introduction. No new ideas should be introduced in the summary. 6
- 4) Reliable & Relevant sources of information presented (follow current APA referencing format): 5
- 5) Grammar and spelling. Grammarly is a useful tool but it too is not always accurate. Please ensure that you have read the completed essay at least a couple of times before submission. Grammatical and spelling errors make it hard for the reader to stay engaged with your essay. 9
- 6) Timely submission of the topic: 3
- 7) Timely submission of the final assignment: 5
- 7) Teamwork: 10. Any team member who fails to work in a team will lose the teamwork mark. All team members will submit "feedback" on teamwork in a separate folder on UMLearn, describing their own contribution, and other team members' contributions.

TOTAL: /75 marks

Weight: /10%

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.

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

Voluntary Withdrawal

September 21, 2021 Last Date to Drop without Penalty - Fall Term

November 23, 2021 Voluntary Withdrawal (VW) deadline Fall Term classes

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

Assignments should use the APA reference style as outlined in the text: Brown, A. C. (2015). *Understanding Food: Principles and Preparation* (5th ed.). Stamford, USA: Cengage

Learning. Not citing your sources is considered plagiarism. See more information in assignment guidelines.

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 TAs. You should expect the feedback on UMLearn in about two weeks after the submission deadline.

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

Assignment Extension and Late Submission Policy

Assignment extensions will only be granted in cases of genuine need. You will need email me 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 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 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.

For 24/7 mental health support, contact the Mobile Crisis Service at 204-940-1781.

Student Counselling Centre

Contact SCC if you are concerned about any aspect of your mental health, including anxiety, stress, or depression, or for help with relationships or other life concerns. SCC offers crisis services as well as individual, couple, and group counselling. *Student Counselling Centre:*

<http://umanitoba.ca/student/counselling/index.html>

474 University Centre or S207 Medical Services

(204) 474-8592

Student Support Case Management

Contact the Student Support Case Management team if you are concerned about yourself or another student and don't know where to turn. SSCM helps connect students with on and off campus resources, provides safety planning, and offers other supports, including consultation, educational workshops, and referral to the STATIS threat assessment team.

Student Support Intake Assistant <http://umanitoba.ca/student/case-manager/index.html>

520 University Centre

(204) 474-7423

University Health Service

Contact UHS for any medical concerns, including mental health problems. UHS offers a full range of medical services to students, including psychiatric consultation.

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

104 University Centre, Fort Garry Campus

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

Health and Wellness

Contact our Health and Wellness Educator if you are interested in information on a broad range of health topics, including physical and mental health concerns, alcohol and substance use harms, and sexual assault.

Health and Wellness Educator <http://umanitoba.ca/student/health-wellness/welcome.html>

Katie.Kutryk@umanitoba.ca

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) <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

Student Discipline

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

- 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
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

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