UM | Faculty of Agricultural and Food Sciences

Syllabus

ANSC/HNSC 4100:

Mineral and Trace Element Nutrition and Metabolism

(Fall 2021)

Department of Food and Human Nutritional Sciences

University of Manitoba

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COURSE DETAILS

Course Title & Number:	Minerals and Trace Element Nutrition and Metabolism – HNSC/ANSC 7480 HNSC 7480 CRN: 20413 ANSC 7480 CRN: 20590
Number of Credit Hours:	1.5 h
Class Times & Days of Week:	1:30 pm-4:25 pm, Thursdays, Nov 4-Dec 16 [no class on November 11 during the Fall Term Break/Remembrance Day]
Location for classes/labs/tutorials:	All classes will be virtual (synchronous) offered via UM Zoom (accessed through UM Learn). Given the nature of this course, discussions, and student presentations followed by a question and answer period/discussion, all students are required to have their video turned on during class time (unless there a bandwidth or other technical issues). Your computer or device, and Internet connection must meet the UM minimum requirements found here: Student-Connectivity-Recommendations.pdf (umanitoba.ca). Classes and discussions, and student presentations will be delivered via UM Zoom. Course materials will be provided on UM Learn. Written assignments will be uploaded on UM Learn.

Instructor Contact Information

Instructor(s) Name & Preferred Form of Address:	Dr. Carla Taylor You can address me as Professor or by first name (Carla)
Office Location:	Fort Garry campus: W569 Duff Roblin Building Primary office: R2034 St. Boniface Research Centre Note: Due to the COVD-19 pandemic, office hours will be conducted by video conference (UM Zoom or Teams)
Office Hours or Availability:	Available immediately after class (for quick questions and without prior arrangements; some exceptions might apply) via UM Zoom, AND by appointment for a video conference (arrange a time by email – ***please put HNSC 7480 or ANSC 7480 in the subject line of your email)***.
Office Phone No.	My office number is 204-258-1361 (leave message on voice mail), however, note that I prefer to be contacted by email to set a time for a phone call or video conference, and that my response time by email is much quicker.

Email:	***Note that I prefer emails for messages and that emails will be responded to more quickly***. My email is Carla.Taylor@umanitoba.ca (sending questions by email is fine, or contact me by email to set up an appointment for a video confernece or a phone call); **please put HNSC 7480 or ANSC 7480 in the subject line of your email**. My goal is to respond to emails within 24 hours during weekdays. *Note*: All email communication must conform to the Communicating with Students university policy.
Contact:	Email carla.taylor@umanitoba.ca

Course Description

U of M Course Calendar Description

Lectures and critical reviews will be used to discuss recent/significant research advances in the field of mineral nutrition and metabolism, pertinent to mammalian physiology. [1.5 credit hours]

General Course Description

This course is a critical study of research in the field of minerals and trace elements and is composed of activities geared towards improving critical thinking skills, oral, and written communication skills. Students will engage in advanced study and scholarly discussions in a student-centered learning environment.

Course Goals

- To understand the similiarities and differences in absorption, transport, metabolism, storage, and excretion among key minerals and trace elements.
- To discuss recent research advances in the field of mineral and trace element nutrition and metabolism, pertinent to mammalian physiology.
- To explore controversies in the mineral and trace element field.
- To understand experimental approaches and analytical techniques for research on minerals and trace elements.
- To develop critical thinking skills and the ability to evaluate specific topics in the field of minerals and trace elements.
- To develop oral communication skills to effectively communicate with peers and/or a professional audience.
- To develop writing skills and the ability to express technical information and ideas clearly and in a well-organized manner.

Course Format

The first 3 classes will use lecture material and key papers to discuss and identify key concepts for mineral and trace element nutrition and metabolism. In the last 3 classes, students will critique existing knowledge and apply the research process to a topic in the area of mineral and trace element nutrition by doing a presentation and research grant assignment. Each student will work on a different mineral or trace element (as chosen by random draw for order of selection of the mineral/trace element). In the last 3 classes the instructor will provide some content on minerals and trace elements that are not discusssed in the 6 student presentations. Students are expected to attend and participate in all classes. Participation marks are included in the course evaluation.

Course Learning Objectives

By the end of the course, students should be able to:

- Identify key similiarities and differences in absorption, transport, metabolism, storage, and excretion among key minerals and trace elements.
- Discuss recent research advances in the field of mineral and trace element nutrition and metabolism, pertinent to mammalian physiology.
- Explore controversies in the mineral and trace element field.
- Apply experimental approaches and analytical techniques for research on minerals and trace elements.
- Critique the contents of published scientific articles in the field of minerals and trace elements.
- Develop a research question and apply the research process in the form of a grant proposal.
- Deliver a presentation (oral communication) that is clear, informative, interesting and technically sound
- Have confidence in asking questions, and challenging assumptions (dogma) about various topics.

Textbook, Readings, and Course Materials

Required textbook – None.
A recommend reference textbook is ***Advanced Nutrition and Human Metabolism*** (8th edition). 2022. SS Gropper, JL Smith, TP Carr. Wadsworth Cengage Publishing, Belmont, CA. [available as an eBook downloaded for $17 USD]

Resources: Research and review papers (provided by the instructor and/or students).

Recommended or required materials (e.g. lab equipment, art supplies, computers, etc.) – laptop or tablet; internet access; the FHNS department scanner is available to scan images.

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

You should check that technical requirements such as software and system requirements (i.e., operating system, web browser, user programs), hardware (i.e., hard disk drive, graphic card, sound card, memory) & peripherals (i.e., webcam, microphone), that are needed for course completion are available. Please contact the department or UofM IST Service desk if you need assistance.

It is the general University of Manitoba policy that all technology resources are to be used in a responsible, efficient, ethical and legal manner.

Expectations: I Expect You To

- Be engaged in the course content and developing your research topic, presentation and written grant.
- Come to class prepared to learn, to listen to what is being presented, and to ask questions and discuss (and challenge) what is being presented by the instructor and your classmates. Participate! On the other hand, don't dominate the question period so that others can't participate.
- Log in on time and mute your microphone when others are presenting.
- Be attentive while others are presenting and have your video turned on during class time.
- Attend classes and participate in discussions in a respectful manner.
- Submit assignments as required and present your oral presentation on the assigned date.
- Regularly check UM Learn for course materials and updates.
- Inform the Instructor if you will be absent from a class.

I will treat you with respect and would appreciate the same courtesy in return. See Respectful Work and Learning Environment Policy.

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

The policies and services students are expected to follow/utilize:

Class Communication:
You are required to obtain and use your University of Manitoba email account for all communication between yourself and the university. All communication must comply with the Electronic Communication with Student Policy:
http://umanitoba.ca/admin/governance/governing_documents/community/electronic_communication_with_students_policy.html.

Academic Integrity:

Each student in this course is expected to abide by the University of Manitoba Academic Integrity principles. Always remember to reference the work of others that you have used. Also be advised that you are required to complete your assignments independently unless otherwise specified. If you are encouraged to work in a team, ensure that your project complies with the academic integrity regulations. You must do your own work during exams. Inappropriate collaborative behavior and violation of other Academic Integrity principles, will lead to the serious disciplinary action. Visit the Academic Calendar, Student Advocacy, and Academic Integrity web pages for more information and support.

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

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

Recording Class Lectures by Students:

No audio or video recording of lectures or presentations is allowed in any format, openly or surreptitiously, in whole or in part without permission. 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

Expectations: You Can Expect Me To

- To be respectful and to encourage you in the learning environment.
- To encourage your development for learning about minerals and trace elements, critical thinking and analysis of research, developing a research topic, preparing a written grant, and delivering an oral presentation.
- To share my enthusiasm for research, learning about new topics, critiquing research studies, and figuring out what makes sense or doesn't.
- To share my interest about communicating science with peers.
- To be available immediately after class for questions and clarifications, and to be available for booking appointments and answering questions by email.
- To evaluate and provide you with feedback on your letter of intent, oral presentation, and written grant.
- To organize the class/presentation schedule, and present course relevant information.

CLASS 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.

Date	Lecture Topics
November 4	Review of Course Syllabus Selection of Mineral/Trace Element for the Research Question/Research Grant, and Assigning Dates for the Presentations.
November 4, 18, 25	Introduction to minerals, trace elements, and ultratrace elements. Research methodologies, including those specific to minerals & trace elements. Interactions of essential minerals/trace elements and toxic metals. Applications to human nutrition (individuals, populations), agricultural production, various species and models systems, the environment, etc.
November 19	**Letter of Intent due**
December 2, 9 and 16	2 student presentations per class The instructor will present/provide material for discussion of some minerals/trace elements that are not covered in the student presentations
December 20	**Research Grant due**

Evaluation		
Type of Assessment	**Due Date**	**Value of Final Grade**
Presentation of Research Topic and Proposed Research Study	Dec 2 (2 presentations) Dec 9 (2 presentations) Dec 16 (2 presentations)	35%
Research Grant Assignment: Letter of Intent	**November 19**, 12 noon (Winnipeg time), submitted via UM Learn	10%
Research Grant Proposal	**December 20**, 12 noon (Winnipeg time), submitted via UM Learn	35%
Participation (discussions in class, questions, feedback and evaluations of student presentations)[1]		20%
		100%

[1]**Evaluation of the Presentations:** Two students and the instructor will evaluate each oral presentation; the composite grade and commentary will contribute to the assigned grade.

[2]**Participation and Attendance:** Participation marks are awarded based on active participation during class (and beyond the assigned role as a discussant during for the student presentations) and for the

assigned role as an evaluator for two student presentations. Evaluations for the presentations are due the same day and will be submitted via UM Learn. The quality of the evaluation and comments will be considered as part of the participation marks. Attendance is expected of all students in all classes. Students must provide appropriate documentation in the event that they miss class with an acceptable reason.

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 on time, or completing any of the other course requirements during class 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 course requirements as per the schedule and deadlines.

NOTE: It is your responsibility to communicate with your instructors well in advance of presentation/debate/moderator/evaluator requirements and assignment due dates, of any ongoing issues, OR immediately once an issue arises that *may* impact your ability to complete course requirements.

Lab Expectations

N/A

Lab Schedule

N/A

Grading

Written assignments will be graded by the instructor.

Oral presentations will be evaluated by the instructor and two students (as assigned per class schedule) using the guidelines and rubric provided in advance on UM Learn.

Students who will not be able to present on scheduled dates should contact the instructor in as soon as possible.

Letter Grade	Percentage out of 100	Grade Point Range	Final Grade Point
A+	90-100	4.25-4.5	4.5
A	80-89	3.75-4.24	4.0
B+	75-79	3.25-3.74	3.5

B	70-74	2.75-3.24	3.0
C+	65-69	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

Voluntary Withdrawal

This is a 1.5 h credit course with a November 4 start date; the dates for voluntary withdrawal (with or without refund) will be determined as per university policy. Please refer to the Registrar's Office web page for more information.

ASSIGNMENT DESCRIPTIONS

Part 1: Letter of Intent

Submission via UM Learn before noon on Friday, November 19.

▪Students will choose their topic, with the mineral or trace element of focus chosen by random draw, and write a Letter of Intent (1 page, 12 point font, single-spaced, minimum 2 cm margins) as if they were applying to a granting agency.

▪The Letter of Intent will have a Title and the following subheadings:

Rationale [can include key references e.g. put (Author et al 2007 J Nutr 100:1333) within a sentence to maximize space for text],
Hypothesis,
Objective(s),
Experimental Approach, and
Significance of the Research.

▪The research project must investigate at least one mineral or trace element (or a combination of related minerals or trace elements), and can use cultured cells, animal models, humans (ie. clinical study) or agricultural animals as the experimental system. Limit the research proposal to one main question that could be addressed in a single animal or human trial, or a distinct set of cell culture experiments, and probably done within a one year period [i.e don't make the project too big]. The hypothesis must be testable, and the objectives and experimental approach must provide appropriate conditions for testing the hypothesis. The experimental design and analyses must be sufficient to address the research question. Students can assume that all the necessary research equipment and facilities are available.

▪Students can vet their research idea with the instructor before submitting the Letter of Intent.

▪The Letter of Intent will be evaluated for its content, solidness of the approach, originality, etc and according to its components (total of 20 marks divided as follows):

Rationale (4 marks),
Hypothesis and Objective(s)(4 marks)
Experimental Approach (4 marks),
Significance of the Research (4 marks), and
General presentation including clarity, grammar, spelling, etc. (4 marks).

▪Students will receive feedback on the Letter of Intent which can be considered for the Research Proposal.

Part 2: Research Proposal [Note that Part 3 will be finished before the Part 2 due date]

Submission via UM Learn by Dec 20 at 12 noon.

▪The Letter of Intent will be developed into a full Research Proposal as if this were an application to a granting agency.

▪Format: maximum 5 pages not counting the title page with Abstract and the Reference list; 12 point font, single-spaced, minimum 2 cm margin.

▪The Research Proposal will have a Title page with Abstract (maximum 300 words; the abstract can have the same headings as the Letter of Intent; this is called a structured abstract), and the following subheadings within the grant proposal:

Introduction (summarizing the research question and why the topic is important; setting the stage for the question to be addressed),
Literature Background (with subheadings as appropriate, and concluding with a summary of the current state of knowledge and the gap in knowledge which will be addressed),
Hypothesis,
Objective(s),
Experimental Approach and Methodology (with subheadings as appropriate; include statistical analyses),
Anticipated Findings
Potential Pitfalls (i.e. what might not work according to plan and how will you deal with it), and
Significance of the Research
Reference section (will follow the grant proposal and students can choose the referencing style; students are encouraged to use a reference management system which is available for free through the University of Manitoba Libraries [if there is interest by the class, a session will be scheduled with a librarian], or other programs that can be purchased).

▪The Research Proposal will be evaluated for its components (as described in the previous section) including content, solidness of the approach, originality, plus general presentation using the following marking scheme (total of 50 marks):

Content
Title page & Abstract (max 300 words)(4 marks)
Introduction & Literature Review (current state of knowledge; why question is important)(8 marks)
Hypothesis & Objective(s)(4 marks)
Experimental Approach & Methodology (8 marks)
Anticipated Findings (2 marks)
Potential Pitfalls (4 marks)

Significance of the Research (4 marks)
Overall impressions, solidness of approach, originality, appropriate links/connections, etc. (8 marks)
General presentation (8 marks)
Clarity, grammar, spelling
Appropriate referencing
Following specifications for margins, font size, page length

Part 3: Presentation of the Research Topic and Research Proposal

Presentations will be scheduled in class on Dec 2, 9 and 16.

▪Each student will give a 25-30 minute presentation of their research topic and proposal following the same major categories as the written proposal. The Introduction will give sufficient background on your mineral/trace element for your classmates to have a good foundation for understanding your research topic. This will be followed by a 10-15 minute discussion period.

▪The presentation will be evaluated for content, delivery and answering questions.
The marking scheme will be
Content (20 marks)
Delivery (10 marks)
Answering questions and discussion (10 marks)

▪Students will present using UM Zoom within UM Learn. There will be an opportunity in advance of the presentation day to test the sharing of PowerPoint presentation via the UM Zoom platform.

Referencing Style

Students are to choose a referencing style that represents what is used by a major journal in their area of graduate studies. Students are encouraged to use reference management software such as Mendeley (available via the UM Libraries – the Librarians can provide a demonstration) or Endnote (a commercial software program).

Assignment Feedback

Formative and summative feedback will be provided electronically. Feedback will be provided based on the evaluation rubrics for each assignment, i.e. letter of intent/presentation/research proposal.

Assignment Extension and Late Submission Policy

Assignments must be submitted electronically based on Winnipeg time on the due date. There will be a deduction of 5% per day for each day (including weekend days) that the assignment is delayed.

If a student is facing extenuating circumstances that might delay submission, please contact the instructor in advance.

UNIVERSITY SUPPORT OFFICES & POLICIES

Academic support available to students:

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.

Mental health support available to students:

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/welcomeabout.html
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

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.

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 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

  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