Syllabus

DAGR 0490

Applied Farm Management

Winter 2022 (Virtual)

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COURSE DETAILS

Course Title & Number:	Applied Farm Management – DAGR 0490
Number of Credit Hours	3

Class Times & Days of Week:

Lecture (asynchronous):
The lecture content for the week will be posted weekly every Monday. This will typically include a PowerPoint, assignment, and pre-recorded assignment instructions

Tutorial (synchronous):
There will be one live (synchronous) tutorial weekly every Friday from 10:30am-11:45pm using **Cisco Webex**. These will be student-directed (Q and A). Tutorials will be recorded and posted on UM Learn.

Advisor Meetings/Alternate Meeting Times:
There will be two Farm Management Advisor meetings throughout the term that will be pre-scheduled during the M/W timeslots (10:30-12:30).

1) **Winter Break Assignment Meeting: Jan 7 – Feb 15**
2) **Dec/Jan Cashflow Assignment Meeting: Feb 14 – March 29**

Pre-Requisites:
DAGR 0480 – Minimum Grade of C
ABIZ 0460 – Minimum Grade of C

Instructor Contact Information

Instructor(s) Name & Preferred Form of Address:
Garrett Sawatzky
Garrett

Office Hours or Availability:
- Garrett's Weekly Office Hours: Monday 9:00 – 12:00
- All meetings are to be pre-scheduled via **Microsoft Teams.** Email ahead of time to time that works

Office Phone No.
Microsoft Teams Address:
N/A
Garrett.Sawatzky@umanitoba.ca

Email:
Garrett.Sawatzky@umanitoba.ca

-All email communication must conform to the Communicating with Students university policy.

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-All emails must come from your university email.
-Email response time will vary; we will attempt to get back to you by the next business day.

Contact: Email communication is preferred for initial consultation and brief questions. Supplemental and complex discussions will happen by appointment via **Microsoft Teams.** Note: When possible, appointments can be made last minute/immediately, if both instructor and student are available.

DAGR 0490 Farm Management Advisors:

FMA	EMAIL	OFFICE HOURS
Cole Anderson	cole.anderson@umanitoba.ca	By Appointment
Easton Sellers	easton.sellers@umanitoba.ca	By Appointment

COURSE DESCRIPTION

U of M Course Calendar Description
DAGR 0490 Applied Farm Management 3 Credit Hours
An introduction to an objectives-driven plan that deals with production and financial management. Students begin to generate and analyze enterprise budgets and financial statements. Students will be required to attend 2 pre-scheduled interview sessions with 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.

General Course Description
Why this course is useful?
The main goal of DAGR 0490 is to prepare students for their second year Farm Management Courses where they will complete all required business plan components for their Farm Management Project (FMP). The students are prepared for their FMP in this course by being introduced to, and practicing skills in management functions such as resource allocation, enterprise budgeting, technology management, financial management, and partial budgeting.

Students will develop their historical financial statements for their Farm Management Project this course. This includes: 1) Winter Break Assignment, 2) Dec/Jan Cashflow Assignment, 3) Summer Cashflow Assignment. These historical financials along with enterprise budgets completed in the second year will aid in completing the Projected Year Plan which will be taken into Final Presentation. Students will also be asked to record production data relevant to their case or real farm location.

Who should take this course?
This course is a mandatory requirement for all Agriculture Diploma students.

How this course fits into the curriculum
DAGR 0490 is one of the four capstone courses in the Agriculture Diploma Program. This course allows students to bring together the knowledge acquired throughout the Diploma program into a complete business plan.

Course Goals

1. Students will complete an accurate set of preliminary financial statements that will be used for their Farm Management Project's Historical year
2. Students will develop their enterprise and partial budgeting skills and realize the importance of budgeting as a decision-making tool
3. Students will develop a comprehensive risk assessment on their farming operation for their Farm Management Project
4. Students will evaluate and analyze technological decision making tools in preparation for completing a technology management plan
5. Students will become familiar with the progression and direction of the Farm Management Project.

Course Learning Objectives

1. Students will become proficient in performing several important management functions in preparation for their Farm Management Project.
2. Students will apply farm financial management concepts to their Farm Management Plan's Historical Year financials.
3. Students will develop their critical thinking and analysis skills in the area of farm management decision-making

COURSE MATERIALS AND TECHNOLOGY

Required Materials:

- *Microsoft Office (Excel/Word/PowerPoint)* – All assignments must be completed using Microsoft Excel and Microsoft Word (use of other programs such as numbers, OpenOffice, etc. will not be graded). Microsoft Office is free when students sign up for their UM Net ID. http://www.umanitoba.ca/computing/ist/email/2397.html
- *Web Camera (Video and Microphone capability)* – Required for class participation, presentations, etc.
- *Reliable Internet Connection* – Access to a certain level of internet capability will be required to view and complete course material in this course and across the program. Please inform instructor of any technological issues at the beginning of the semester.

Required Textbook: None

Supplementary Readings (not required) - Farm Management 8th Edition. Kay, Edwards, Duffy

Course Technology:

- *UM Learn* – UM Learn will be used for posting all pre-recorded lectures, assignment material, and other content. It will also be used for submission and grading of assignments. Please ensure that you are familiar with all functions of this platform. Tutorials on how to use UM Learn are located on its homepage.
- *Cisco Webex* – We will use Webex for live tutorials every Friday. You are encouraged to participate by turning on your camera and mic to ask questions, especially at the start of each class. Use of the chat function is also encouraged throughout the tutorial session.
- *Microsoft Teams –* Teams will be used for appointments with your FMA and instructor.

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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 <u>well in advance</u> of tests/exams/assignment due dates, of any ongoing issues, OR <u>immediately</u> once an issue arises that *may* impact your ability to complete course work.

EXPECTATIONS AND POLICIES

I EXPECT YOU TO:

- Read, understand, and follow along with this course syllabus throughout the semester. This includes being aware of key dates, evaluations, weights, etc. This syllabus will be followed very closely by the instructor
- Seek help/clarification on any concepts that you don't understand well before assignment deadlines
- Attend and participate in tutorial sessions at 10:30 every Friday
- Regularly watch and complete any pre-recorded lecture content at the start of each week and formulate questions in the weekly tutorial sessions
- To collaborate in an appropriate manner and check with instructor when you are not sure. E.g., consultations with classmates, farm managers, industry professionals is appropriate; overlapping work, not citing sources, calling another's work your own, is inappropriate.
- Be aware of when you are muted vs unmuted in Cisco Webex Meetings tutorials to prevent disruption
- Regularly access UM Learn site for course information, due dates, news items, grades, etc.
- Check your 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.)
- To conduct yourself in a professional and respectful manner in synchronous tutorials, instructor/student meetings, etc., and to be good ambassadors of the Ag Diploma program with industry, virtual/in-person tours, or guest lectures.
- To make yourself aware of **Student Accessibility Services** and what they do (see below)
- To respect copyright and ownership of pre-recorded video lectures and live-recorded tutorials in the **Recorded Lectures Policy** (see below)

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

Recorded Lectures Policy:

I will post pre-recorded video lectures with assignment and content instructions. I will also record our live tutorials for students to refer to after the lecture is finished. These, along with all other course content are to be used only for the students' private study and to help compete assignments and must not be shared. Violation of these and other Academic Integrity principles, will lead to serious disciplinary action. The instructor will leave time at the end of each session for 'off-the record', non-recorded conversations and questions. Thank you.

YOU CAN EXPECT ME TO:

- Be sufficiently available for communication for any questions you have via email and Microsoft Teams
- To reply to emails in a timely and clear manner
- To provide clear, detailed explanations and instructions in lectures and for assignments and provide opportunities to apply and practise course concepts
- To regularly update the class on what the end goal is for each assignment and where it fits in to the Farm Management Project
- To maintain organization and structure within the UM Learn platform
- To match your time and effort put into succeeding in this course
- To have assignments graded within 2 weeks of submission
- To provide clear, detailed feedback for each graded assignment
- Maintain the integrity of this course and program by checking and reporting any academic integrity concerns

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.

COURSE SCHEDULE

#	Date	Day	Platform	Type	Topic	Assignment	Due Date	Weight
0	Jan 7	F	Webex	Intro	Intro Class - Syllabus	Tell Me Something	Fri, April 1	5
						1) Winter Break Assignment Meeting	**Tues, Feb 15**	**10**
1	Jan 10	M	Pre-Recorded	Lecture	Enterprise Budgets: Resource Allocation	Resource Allocation	Tues, Jan 25	10
	Jan 14	F	Webex	Tutorial	Enterprise Budgets: Resource Allocation			
2	Jan 17	M	Pre-Recorded	Lecture	Enterprise Budgets: Price/Yield + VC	Crop Budget	Tues, Feb 8	20
	Jan 19	W	Webex	Tutorial	Enterprise Budgets: Price/Yield + VC			
	Jan 21	F			Experiential Learning Week Jan 20 -26 → Tutorial Moved to Wed, Jan 19			
3	Jan 24	M	Pre-Recorded	Lecture	Enterprise Budgets: Fixed Costs			
	Jan 28	F	Webex	Tutorial	Enterprise Budgets: Fixed Costs			
4	Jan 31	M	Pre-Recorded	Lecture	CCGA Cash Advance	Quiz 1: CCGA	Tues, Feb 8	2.5
	Feb 4	F	Webex	Tutorial	CCGA Cash Advance			
5	Feb 7	M	Pre-Recorded	Lecture	Livestock Budget	Livestock Budget	Tues, Mar 1	15
	Feb 11	F	Webex	Tutorial	Livestock Budget			
6	Feb 14	M	Pre-Recorded	Lecture	Dec/Jan Cashflow	**2) Dec/Jan Cashflow**	**Tues, Mar 29**	**10**
	Feb 18	F	Webex	Tutorial	Dec/Jan Cashflow			
-	Feb 21	M			NO PRE-RECORDED LECTURE - WINTER TERM BREAK			
	Feb 25	F			NO SYCHRONOUS TUTORIAL – WINTER TERM BREAK			
7	Feb 28	M	Pre-Recorded	Lecture	Risk Management: FMC	Risk Assessment	Tues, Mar 8	10
	March 4	F	Webex	Tutorial	Risk Management: FMC			
8	March 7	M	Pre-Recorded	Lecture	Managing Technology	Managing Tech	Tues, Mar 15	10
	March 11	F	Webex	Tutorial	Managing Technology			
9	March 14	M	Pre-Recorded	Lecture	Partial Budgeting	Partial Budget	Tues, Mar 29	5
	March 18	F	Webex	Tutorial	Partial Budgeting			
10	March 21	M	Pre-Recorded	Lecture	Farm Transition/Guest Lecture*	Quiz 2: Transition	Tues, Mar 29	2.5
	March 25	F	Webex	Tutorial	Farm Transition/Guest Lecture*			
11	March 28	M	Pre-Recorded	Lecture	Farm Management Project	**3) Summer Assign.**	**June 15**	**Req.**
	April 1	F	Webex	Tutorial	FMP Q + A			
	April 4	M	TBD		TBD			

Last day of classes: Wed, April 6
*To be confirmed   100

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Voluntary Withdrawal

Last day to drop the class and receive 100% refund   → Jan 28

VW (Voluntary Withdrawal) Deadline   → March 17

* Drop a class before the VW deadline in order to prevent your final grade from being assigned and put on academic transcript. If a student VWs before the VW deadline a VW will be shown on their academic transcript.

*Prior to the VW deadline, students should have received grading feedback up to 6 assignments

* If you are unsure or have concerns about your grade, please contact your instructor who will discuss current standing and help identify strategies for improvement prior to the VW deadline. Please refer to the Registrar's Office web page for more information.

COURSE ASSESSMENT

Assignment	Date Given	Date Due	Weeks to Complete	Weight
1 - Tell Me Something	Jan 7	April 1	12	5
1) Winter Break Assignment Meeting*	Jan 7	Feb 15	5	10
2 - Resource Allocation	Jan 10	Jan 25	2	10
3 - Crop Budget	Jan 17	Feb 8	3	20
Quiz 1: CCGA Cash Advance	Feb 4	Feb 8	1	2.5
4 - Livestock Budget	Feb 7	March 1	3	15
2) Dec/Jan Cashflow Assignment Meeting*	Feb 14	March 29	4	10
5 – Risk Management Assessment	Feb 28	March 8	1	10
6 – Managing Technology	March 7	March 15	1	10
7 – Partial Budget	March 14	March 29	1	5
Quiz 2: Farm Transition	March 25	March 29	1	2.5
3) Summer Assignment (6 months Cashflow)**	March 28	June 15	10	Req.

*Both FMP Meetings (Winter Break Assignment and Dec/Jan Cashflow) **MUST** be completed in order to pass the course

**Satisfactory completing of the Summer Assignment is required to register for DAGR 0980 in fall.

Grading

Grade Assessment		
Letter Grade	Percentage out of 100	Final Grade Point
A+	95-100	4.5
A	88-94	4.0
B+	82-87	3.5
B	74-81	3.0
C+	66-73	2.5
C	60-65	2.0
D	50-59	1.0
F	Less than 50	0

* A **minimum grade of C** is required to get into DAGR 0980 – Farm Management Project I
* A satisfactorily completed Summer Assignment (6 months Cashflow) is required to register for DAGR 0980. It is due June 15.
* It is important that you monitor your marks closely on UM Learn. Contact instructor/Advisor if needed regarding grade entries.

Referencing Style

A **Works Cited** section is required at the end of every assignment throughout your FMP. It will include any source where information was acquired from, such as a farm manager, student, website, etc. This works cited section does not have a specific referencing format requirement; there will be a works cited example/guide posted on UM Learn for you to follow.

Assignment Feedback

Assignments will be marked with feedback posted within a maximum of two weeks. Feedback type will be one of the following: 1) Comments entered into each students 'evaluation' dialogue box, 2) A completed rubric uploaded into the students' assignment submission.

Assignment Extension and Late Submission Policy

Assignments that are late will be given a grade of **zero**. Assignments submitted that are not formatted correctly and can not be opened/accessed by Instructor will be given a grade of **zero.**

Exceptions to this would include family, health, or other extraordinary circumstances with supporting documentation (e.g., doctors note or similar).

Non-medical Extensions may be granted if students communicate **in advance** with their Instructor and provide supporting documentation to warrant an extension. When no extension is granted, late assignments will be assigned a grade of **zero**.

When submitting anything to UM Learn, always make sure you are selecting the correct file and double check to make sure you have received a 'submission confirmation' email from UM LEARN to ensure it made it into the assignment folder.

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 and information from 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.

Inappropriate Collaboration: When is collaboration inappropriate?

When students work together or share information without specific instructions by the instructor, this constitutes inappropriate collaboration. This applies to any assignment or work that will be submitted for a grade. Students should not collaborate unless the professor has given specific instructions about group work and when this is permissible.

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Assignments: Work submitted for assignments must be 100% you own, i.e., not the work of anyone else. Consultation with other students is permissible, however, each student must submit their own assignment containing their own work. If you are unsure, please contact instructor.

Casefarms: Casefarm work is to be done 100% individually. You are to make your case farm your own as much as possible; this means that neither the financials nor the project itself should have any overlap with another student's project. Please double check with instructor whenever you are unsure what is considered inappropriate collaboration.

Suspected cases of Academic Dishonesty will be brought to the Director of the School's attention at which point it will be investigated. If it is deemed that Academic Dishonestly took place, an 'Academic Dishonesty' note will be placed on the student's academic transcript.

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

Note: If you are unsure where to access the correct resource, please do not hesitate to contact Agriculture Student Services at aginfoumanitoba.ca or your Instructor/FMA.

Schedule "A"

Section a: A list of academic supports available to Students, including the Academic Learning Centre and UM Libraries:

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. 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): Mental Health and other important services available to all UM 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 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)

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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

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 Klinic.

Sexual Violence Resource Centre

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

svrc@umanitoba.ca
537 UMSU University Centre

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

Section (c) 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) 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:
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

Using Copyrighted Material

Copyrighted Material: Please ensure that no copyrighted works are uploaded to any learning management system (UM Learn). This applies to both instructor and students unless an exception to the Copyright Act applies or written permission has been confirmed. Be aware of copyright laws when using readings. More information is available at http://umanitoba.ca/copyright/copyright_basics.html

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, uncles 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.

The instructor and/or university holds the copyright to all created and posted course material.
Course materials (both paper and digital) are for the participant's private study and research and should not be shared.