



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

# Syllabus

HNSC 2170 A01: Nutrition for Health Professionals  
(Winter 2022)



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**COURSE DETAILS**

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<b>Course Title &amp; Number:</b>	HNSC 2170 D01: Nutrition for Health Professionals
<b>Number of Credit Hours:</b>	2
<b>Class Times &amp; Days of Week:</b>	Online (UM Learn)
<b>Location for classes/labs/tutorials:</b>	Online (UM Learn)
<b>Pre-Requisites:</b>	There are no pre-requisites for taking this course.

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**Instructor Contact Information**

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<b>Instructor(s) Name:</b>	Kristin Hildahl-Shawn, RD, M.Ed
<b>Office Location:</b>	Room 211 Ellis Building
<b>Office Hours or Availability:</b>	If you would like to schedule a virtual meeting through Cicso WebEx, or a phone meeting, please send me an email to schedule an appointment.
<b>Office Phone No.</b>	(204) 474-6985. Please leave a message with your name, course number and call back number.
<b>Email:</b>	<a href="mailto:Kristin.hildahl-shawn@umanitoba.ca">Kristin.hildahl-shawn@umanitoba.ca</a> . I will try my best to return your email within 48 hours. All email communication must conform to the <a href="#">Communicating with Students</a> university policy.
<b>Contact:</b>	If you need to contact me during the course, the best way to reach me is through email ( <a href="mailto:Kristin.Hildahl-Shawn@umanitoba.ca">Kristin.Hildahl-Shawn@umanitoba.ca</a> ). Please ask general questions in the course discussion forum (you can post anonymously) rather than sending an email. That way all students can see the answer to the question. Throughout the course, I will relay important messages to you through the "Course Announcements" on the home page. Please be sure to check this regularly.

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## Course Description

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### U of M Course Calendar Description

HNSC 2170 Nutrition for Health Professionals, 2 credit hours. An examination of the fundamentals of nutrition and the relationship between nutrition and health within the context of the health profession. The focus is on nutritional strategies used to promote health and in the treatment of common health conditions.

### General Course Description

This course provides you with a foundation of knowledge regarding nutrition and health. The concepts that you will learn in the course can be applied to future patient situations that you may encounter as health professionals. Learners who successfully complete this course will acquire 2 credit hours towards their program.

We will address each unit of work, topically, with a problem based approach through the use of case studies. Each case study should be treated as though it is a real patient interaction, and answers should be prioritized as such.

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## Course Goals

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Upon successful completion of this course you should be able to:

1. Critically analyze nutrition information to determine the reliability and validity of nutrition related claims;
2. Apply the current Canadian standards for healthy eating to develop specialized diets using hypothetical case studies;
3. Demonstrate the ability to analyze a health or nutrition problem and determine a plan of action to correct nutritional behaviours;
4. Describe the functions, food sources and deficiency/toxicity symptoms for vitamins and minerals; and
5. Discuss the differences in nutrition needs associated with age, gender, and lifestyle.

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## Course Learning Objectives

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You will find the learning objectives for each unit in the course notes.

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## Textbook, Readings, and Course Materials

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The following required materials are available for purchase from the [University of Manitoba Bookstore](#). Please order your materials immediately, if you have not already done so.

### Required Textbook

DeBruyne, K., & Pinna, K. (2020). *Nutrition for health and health care*. (7th ed.) Digital version with MindTap. Boston, MA: Cengage. (ISBN: 9780357022511) **E-book version** (comes with access to Diet & Wellness Plus).

OR

DeBruyne, K., & Pinna, K. (2020). *Nutrition for health and health care*. (7th ed.). Boston, MA: Cengage. (ISBN: 9780357325377) **Hard-copy version** (you will also need to purchase digital access to Diet & Wellness Plus through the link below if your hard copy does not come with an Access Code for MindTap).

### Required Resource

Cengage Ltd. (2019). *Diet & wellness plus*. We are using Diet & Wellness plus for Assignment 2. You can buy access to just the Diet and Wellness plus program if you did not buy a textbook or ebook through the UM bookstore and get an access code for MindTap. The link to buy just Diet and Wellness plus access is <https://www.cengage.ca/c/diet-and-wellness-plus-44-2-terms-12-months-instant-access-44-1st-edition-1e-cengage/9781285856216/> *\*\*Please note that the Digital version of the textbook (E-book version) that is for sale at the U of M bookstore comes with access to Diet & Wellness Plus through MindTap, so you do not need to purchase additional access. Hard copy books from some sources also include MindTap access (which includes Diet and Wellness Plus), so you would not need to purchase additional access.\*\**

### University of Manitoba Libraries

The following materials are available from the University of Manitoba Libraries (See the link to the University of Manitoba Libraries in your course website.):

- Practice-based Evidence in Nutrition (PEN) Database. This is an online database that is available through the University of Manitoba Libraries. <http://libguides.lib.umanitoba.ca/articlesdatabases>
- APA Citation Guide: <https://libguides.lib.umanitoba.ca/undergradhelp/citing>. All assignments submitted should use APA style of documentation, which includes in-text citations.

## Using Copyrighted Material

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Please respect copyright. We will use copyrighted content in this course. I have ensured that the content I use is appropriately acknowledged and is copied in accordance with copyright laws and university guidelines. Copyrighted works, including those created by me, are made available for private study and research and must not be distributed in any format without permission. Do not upload copyrighted works to a learning management system (such as UM Learn), or any website, unless an exception to the *Copyright Act* applies or written permission has been confirmed. For more information, see the University's Copyright Office website at <http://umanitoba.ca/copyright/> or contact [um\\_copyright@umanitoba.ca](mailto:um_copyright@umanitoba.ca).

## Course Technology

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

This course is taught entirely online. All course materials are available on UM Learn. Assignments will be submitted through the assignment folders on UM Learn.

You can access UM Learn from the University of Manitoba homepage: [www.umanitoba.ca](http://www.umanitoba.ca). For login assistance, visit the [UM Learn Resources Page](#) or contact **IST Service Desk** at [servicedesk@umanitoba.ca](mailto:servicedesk@umanitoba.ca) or (204) 474-8600.

This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable. Watch this [short video](#) to get a basic understanding of LockDown Browser and the webcam feature. A student [Quick Start Guide](#) is also available. Then download and install LockDown Browser from this link: <http://www.respondus.com/lockdown/download.php?id=896914579> .

To ensure LockDown Browser and the webcam are set up properly, do the following:

- Start LockDown Browser, log into UM Learn, and select this course.
- Locate and select the Help Center button on the LockDown Browser toolbar.
- Run the Webcam Check and, if necessary, resolve any issues.
- Run the System & Network Check. If a problem is indicated, see if a solution is provided in the Knowledge Base. Troubleshooting information can also be emailed to our institution's help desk.
- Exit the Help Center and locate the practice quiz in the Assessments tab, under Quizzes.
- Upon completing and submitting the practice quiz, exit LockDown Browser.

When taking an online exam that requires LockDown Browser and a webcam, remember the following guidelines:

- Ensure you're in a location where you won't be interrupted
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
- Clear your desk of all external materials not permitted — books, papers, other devices
- Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it
- Remain at your computer for the duration of the test
- If the computer or networking environment is different than what was used previously with the Webcam Check and System & Network Check in LockDown Browser, run the checks again prior to starting the test
- To produce a good webcam video, do the following:
  - Avoid wearing baseball caps or hats with brims
  - Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed or other surface where the device (or you) are likely to move
  - If using a built-in webcam, avoid tilting the screen after the webcam setup is complete
  - Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

## Expectations: I Expect You To

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### Knowledge building through theory acquisition:

You are strongly encouraged to **carefully** read the chapters in the textbook that are assigned in your schedule. The course notes provided for each unit will guide your textbook reading by highlighting critical information as well as provide supplementary Canadian content. The course notes alone will not provide you with enough information to complete this course successfully. In addition to the textbook, all topics, figures and tables covered in the course notes, as well as the supplementary materials referred to in the course notes will be tested on the exams.

**Knowledge building through application in context:**

This course is problem-based, which means in each unit you will be given a problem in the form of a case study, by applying the information you discover about the topic from the assigned reading, you will solve this problem as it relates to your area of study.

**Class Communication:**

You are required to obtain and use your University of Manitoba email account for all communication between yourself and the university. All communication must comply with the Electronic

Communication with Student Policy:

[http://umanitoba.ca/admin/governance/governing\\_documents/community/electronic\\_communication\\_with\\_students\\_policy.html](http://umanitoba.ca/admin/governance/governing_documents/community/electronic_communication_with_students_policy.html).

**Academic Integrity:**

Each student in this course is expected to abide by the University of Manitoba [Academic Integrity principles](#). Plagiarism or any other form of cheating in examinations, term tests or academic work is subject to serious academic penalty (e.g. suspension or expulsion from the faculty or university). Cheating in examinations or tests may take the form of copying from another student or bringing unauthorized materials into the exam room (e.g., crib notes, pagers or cell phones). Exam cheating can also include exam personation. A student found guilty of contributing to cheating in examinations or term assignments is also subject to serious academic penalty.

The midterm and final exams will be proctored using Respondus Monitor, and it is expected that you will complete the midterm and final examination without using unauthorized materials (such as notes, textbooks or other websites). These exam should also be completed individually, and should be completed by the student who is registered in the course. Please review the information found on the University of Manitoba Academic Integrity website: <http://umanitoba.ca/student-supports/academic-supports/academic-integrity> for more information on academic misconduct, and how to avoid it. Students found to be engaging in any of the above behaviours will be referred to the Food and Human Nutritional Sciences Department for investigation.

Always remember to reference the work of others that you have used. Also be advised that you are required to complete your assignments independently. 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](#). An assignment which is prepared and submitted for one course should not be used for a different course. This is called “duplicate submission” and represents a form of cheating because course requirements are expected to be fulfilled through original work for each course.

When in doubt about any practice, ask your professor or instructor. Visit the [Academic Calendar](#), [Student Advocacy](#), and [Academic Integrity](#) web pages for more information and support.

**Recording Class Lectures:**

Kristin Hildahl-Shawn and the University of Manitoba hold copyright over the course materials, presentations and lectures which form part of this course. No audio or video recording of lectures or presentations is allowed in any format, openly or surreptitiously, in whole or in part without permission of Kristin Hildahl-Shawn. Course materials (both paper and digital) are for the participant’s private study and research.

**Student Accessibility Services:**

The University of Manitoba is committed to providing an accessible academic community. [Students Accessibility Services \(SAS\)](#) offers academic accommodation supports and services such as note-taking,

interpreting, assistive technology and exam accommodations. Students who have, or think they may have, a disability (e.g. mental illness, learning, medical, hearing, injury-related, visual) are invited to contact SAS to arrange a confidential consultation.

Student Accessibility Services  
 520 University Centre  
 Phone: (204) 474-7423  
 Email: [Student\\_accessibility@umanitoba.ca](mailto:Student_accessibility@umanitoba.ca)

### Expectations: You Can Expect Me To

My goal is the return emails and answer discussion questions within 48 hours of submission. I keep an active presence on the course page and expect you to log in to the course regularly as well. I hope that the mixture of readings (course notes and textbook) and web links will give you more of a feeling of being in class.

### 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	Class Content & Teaching Strategies	Required Readings or any Pre-class Preparation	Evaluation		
			Type of Assessment	Due Date	Value of Final Grade
Week 1 Jan 24-28	Unit 1: Nutrition Definitions, Standards and Guidelines  <b>7<sup>th</sup> edition E-book readings (sections):</b> Chapter 1: 1.1, 1.2, 1.3, 1.5 (you do not need to read the section on Dietary Guidelines for Americans) up to the section on USDA Food Patterns, 1.7 Chapter 13: 13.3 (Nutritional Genomics)	Unit 1 course notes  <b>7<sup>th</sup> edition Textbook readings (pages):</b> 2-11 (up to AMDR section) 13-14 (up to Dietary Guidelines for Americans) 16-17 34-37 399-402 (Nutritional Genomics)	Assignment 1: Case study 1	Monday, January 31 by 11:55pm	3.5%
Week 2	Unit 2: Carbohydrates and Fibre	Unit 2 course notes	Assignment 1: Case study 2	Monday, Feb 7 by 11:55pm	3.5%



Jan 31 – Feb 4	<b>7<sup>th</sup> edition E-book readings (sections):</b> Chapter 3: 3.1, 3.2, 3.3, 3.4, 3.5, 3.6. Chapter 15: 15.4 (Read the section on PKU) Chapter 17: 17.4 Chapter 18: 18.1, 18.2 (read the section on Lactose intolerance), 18.5 (read the section on Diverticular disease) Chapter 20: 20.2 (Start at Nutrition Therapy: Dietary Recommendations and read up to Insulin Therapy. Read the Physical Activity and Diabetes Management section).	<b>7<sup>th</sup> edition Textbook readings (pages):</b> 68-87 90-93 464-466 (PKU) 509-512 514-518 (up to Malabsorption) 521-522 (Lactose intolerance) 535-536 (Diverticular disease) 575-580 (up to Insulin therapy) 584-585 (Physical activity and diabetes)			
Week 3  Feb 7-11	Unit 3: Lipids  <b>7<sup>th</sup> edition E-book readings (sections):</b> Chapter 4: 4.1, 4.2, 4.3, 4.4, 4.5, 4.6 Chapter 20 20.4 (Metabolic syndrome) Chapter 21: 21.2 (Read from Lifestyle Management to Reduce CVD Risk up to Drug Therapies)	Unit 3 course notes  <b>7<sup>th</sup> edition Textbook readings (pages):</b> 96-114 117-121 591-593 (Metabolic syndrome) 600-605 (Lifestyle management of CVD up to Drug Therapies)	Assignment 1: Case study 3	Monday, Feb 14 by 11:55pm	3%
Week 4	Unit 4: Protein  <b>7<sup>th</sup> edition E-book readings (sections):</b>	Unit 4 course notes	Assignment 1: Case study 4	Monday, Feb 28 by 11:55pm	3.5%

Feb 14-18	Chapter 5: 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7 Chapter 18: 18.4 (section on Celiac disease)	<b>7<sup>th</sup> edition Textbook readings (pages):</b> 126-139 526-528 (Celiac disease) 141-146 (Vegetarian diets)			
<b>Winter Term Break: February 21-25</b>					
Week 5  Feb 28 – Mar 4	Unit 5: Vitamins  <b>7<sup>th</sup> edition E-book readings (sections):</b> Chapter 8: 8.1, 8.2, 8.3, 8.4	Unit 5 course notes  <b>7<sup>th</sup> edition Textbook readings (pages):</b> 200-226 229-234 (Phytochemicals and functional foods)	Assignment 1: Case study 5	Monday, Mar 7 by 11:55pm	3.5%
<b>Online Midterm Exam:</b>					
Monday, February 28. Midterm can be started between 5:30 and 6:00pm					20%
Week 6  Mar 7- 11	Unit 6: Water and Minerals  <b>7<sup>th</sup> edition E-book readings (sections):</b> Chapter 9: 9.1, 9.2, 9.3 Chapter 21: 21.4	Unit 6 course notes  <b>7<sup>th</sup> edition Textbook readings (pages):</b> 238-262 609-613 (Hypertension, up to Drug therapies)	Assignment 1: Case study 6	Monday, Mar 14 by 11:55pm	3%
Week 7  Mar 14-18	Unit 7: Energy Metabolism  <b>7<sup>th</sup> edition E-book readings (sections):</b> Chapter 6: 6.1, 6.2, 6.3, 6.4 Chapter 7: 7.1, 7.2, 7.5, 7.6	Unit 7 course notes  <b>7<sup>th</sup> edition Textbook readings (pages):</b> 148-163 174-179 (up to Inappropriate	Assignment 1: Case study 7	Monday, Mar 21 by 11:55pm	3.5%

	<b>Voluntary Withdrawal Date: March 20</b>	Obesity Treatments) 182-190			
<b>Week 8</b>	Unit 8: Lifecycle Nutrition	Unit 8 course notes	Assignment 2	Friday, Mar 25 by 11:55pm	10%
<b>Mar 21-25</b>	<b>7<sup>th</sup> edition E-book readings (sections):</b> Chapter 10: 10.1 (You do not need to read the following sections: Healthy Support Tissues, The Events of Pregnancy, Food Assistance Programs), 10.2 Chapter 20: 20.3 Chapter 11: 11.1 (You do not need to read the following sections: Infant Formula, The Transition to Cow's Milk, Introducing First Foods), 11.2 (read up to Lead Poisoning), 11.3 Chapter 12: 12.2, 12.3	<b>7<sup>th</sup> edition Textbook readings (pages):</b> 272-273 (up to Healthy Support Tissues) 276-296 (skip Food Assistance Programs section on 281-282) 586-587 (Diabetes Management in Pregnancy) 304-309 (up to Infant Formula) 314-321 (start at Looking Ahead and read up to Lead Poisoning) 335-339 (Nutrition during Adolescence) 356-364 (Nutrition- Related Concerns during Late Adulthood up to Food Choices and Eating Habits of Older Adults)	Assignment 1: Case study 8	Monday, Mar 28 by 11:55pm	3%
<b>Week 9</b>	Unit 9: Supplemental Nutrition	Unit 9 course notes	Assignment 1: Case study 9	<b>Friday, April 1</b> by 11:55pm	3.5%
<b>Mar 28 - Apr 1</b>	<b>7<sup>th</sup> edition E-book readings (sections):</b> Chapter 9: 9.7 (Vitamin and Mineral Supplements) Chapter 15:	<b>7<sup>th</sup> edition Textbook readings (pages):</b> 267-270 (Vitamin and Mineral Supplements)			

	15.1 (skip the Medication Delivery during Tube Feeding section), 15.2 Chapter 17: 17.1 (up to Gastroesophageal Reflux Disease, ignore Table 17-3)	434-448 (Enteral Nutrition, skip the medication delivery section) 448-456 (Parenteral Nutrition) 490-494 (Dysphagia, ignore Table 17-3)			
	<b>Online Final Exam Monday April 11 Final Exam can be started between 5:30 and 6:00pm</b>				40%
					<b>100%</b>

### Grading

Indicate your grading scale. A sample is given below that you can adjust to your course expectations.

Letter Grade	Percentage out of 100	Grade Point Range	Final Grade Point
A+	90-100	4.25-4.5	4.5
A	80-89.9	3.75-4.24	4.0
B+	75-79.9	3.25-3.74	3.5
B	70-74.9	2.75-3.24	3.0
C+	65-69.9	2.25-2.74	2.5
C	60-64.9	2.0-2.24	2.0
D	50-59.9	Less than 2.0	1.0
F	Less than 50		0

### Voluntary Withdrawal

The last day to drop the class and receive 100% refund is February 4, 2022 and the last day to withdraw with no refund is March 20, 2022. Students who do not drop the course by the deadline will be assigned a final grade. Please note that withdrawal courses will be recorded on official transcript. Please refer to the [Registrar's Office](#) web page for more information. I am always willing to discuss student's progress and strategies for improvement prior the withdrawal date.

### ASSIGNMENT DESCRIPTIONS

All work in this course is to be completed independently. **Note:** Detailed instructions about the assignments, including marking rubrics are found on your course website. Assignments will be submitted through the assignment folders on UM Learn.

**Assignment 1: Case Studies (9)**

Each week you will complete a case study directly related to that week's readings. You will be provided with information about a patient and will be asked to make recommendations to improve your patient's nutritional health. You should be treating each case study like a real patient interaction. Imagine the patient presented in the case study is a patient you are seeing and you should be answering the questions based on prioritizing what is important for your patient to know based on the specific information you are provided with in each case (i.e. if the patient has heart disease, your recommendations should be related to their health condition, and the reasoning you provide for each recommendation should be related to their health condition).

**Assignment 2: Dietary Analysis**

This assignment involves a detailed analysis of an assigned patient's diet using an online nutrient analysis software program, Diet & Wellness Plus. You will compare your patient's diet to the Dietary Reference Intakes, gain insight on what foods are sources of key nutrients, and make recommendations to improve the nutritional health of your patient.

**Note:** Detailed instructions about the assignments are found under "Instructions for Assignments" on your course website.

**Examinations:**

This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable. Watch this [short video](#) to get a basic understanding of LockDown Browser and the webcam feature. A student [Quick Start Guide](#) is also available. Then download and install LockDown Browser from this link: <http://www.respondus.com/lockdown/download.php?id=896914579> .

To ensure LockDown Browser and the webcam are set up properly, do the following:

- Start LockDown Browser, log into UM Learn, and select this course.
- Locate and select the Help Center button on the LockDown Browser toolbar.
- Run the Webcam Check and, if necessary, resolve any issues.
- Run the System & Network Check. If a problem is indicated, see if a solution is provided in the Knowledge Base. Troubleshooting information can also be emailed to our institution's help desk.
- Exit the Help Center and locate the practice quiz in the Assessments tab, under Quizzes.
- Upon completing and submitting the practice quiz, exit LockDown Browser.

When taking an online exam that requires LockDown Browser and a webcam, remember the following guidelines:

- Ensure you're in a location where you won't be interrupted
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
- Clear your desk of all external materials not permitted — books, papers, other devices
- Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it
- Remain at your computer for the duration of the test
- If the computer or networking environment is different than what was used previously with the Webcam Check and System & Network Check in LockDown Browser, run the checks again prior to starting the test

- To produce a good webcam video, do the following:
  - Avoid wearing baseball caps or hats with brims
  - Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed or other surface where the device (or you) are likely to move
  - If using a built-in webcam, avoid tilting the screen after the webcam setup is complete
  - Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

**Midterm exam**

The online midterm exam is 40 minutes in length and consists of 40 multiple choice questions, focusing on the course notes and assigned readings from the textbook for units 1-4.

**Final exam**

The online final exam is 105 minutes in length and consists of 100 multiple choice questions, focusing on the course notes and assigned readings from the textbook for units 1-9.

The questions on your midterm and final exam will focus on the Learning Objectives found at the beginning of each unit. You are not expected to know sections of the textbook that are not in the assigned readings.

**Note:** The midterm and final exams will be proctored exams using Respondus Monitor, and it is expected that you will complete the midterm and final examination without using unauthorized materials (such as notes, textbooks or other websites). These exam should also be completed individually, and should be completed by the student who is registered in the course. Please review the information found on the University of Manitoba Academic Integrity website: <http://umanitoba.ca/student-supports/academic-supports/academic-integrity> for more information on academic misconduct, and how to avoid it. Students found to be engaging in any of the above behaviours will be referred to the Food and Human Nutritional Sciences Department for investigation.

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## Referencing Style

Assignments should use the APA reference style as outlined in the text:

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). Washington, DC.

There are resources available on APA reference style on the University of Manitoba Library page: [www.umanitoba.ca/libraries](http://www.umanitoba.ca/libraries).

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## Assignment Feedback

My goal is to have your assignments marked and returned to you within 7 working days of the due date. You will be able to access your marked assignment and marking rubrics by going back into the assignment folder in UM Learn.

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## Assignment Extension and Late Submission Policy

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Be sure that you plan your time accordingly throughout the term, as extensions will not be granted for reasons other than medical or compassionate circumstances. 10% will be deducted from your mark for each day late. UM Learn date stamps your submissions, so the late penalty will be applied starting immediately after the due date and time outlined in the course schedule. Assignments submitted more than 10 days after the due date will automatically receive a mark of 0.

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## UNIVERSITY SUPPORT OFFICES & POLICIES

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### Schedule (a)

#### Writing and Learning Support

The Academic Learning Centre (ALC) offers services that may be helpful to you throughout your academic program. Through the ALC, you can meet with a learning specialist to discuss concerns such as time management, learning strategies, and test-taking strategies. The ALC also offers peer supported study groups called Supplemental Instruction (SI) for certain courses that students have typically found difficult. In these study groups, students have opportunities to ask questions, compare notes, discuss content, solve practice problems, and develop new study strategies in a group-learning format.

You can also meet one-to-one with a writing tutor who can give you feedback at any stage of the writing process, whether you are just beginning to work on a written assignment or already have a draft. If you are interested in meeting with a writing tutor, reserve your appointment two to three days in advance of the time you would like to meet. Also, plan to meet with a writing tutor a few days before your paper is due so that you have time to work with the tutor's feedback.

These Academic Learning Centre services are free for U of M students. For more information, please visit the Academic Learning Centre website at: <http://umanitoba.ca/student/academiclearning/>

You can also contact the Academic Learning Centre by calling 204-480-1481 or by visiting 205 Tier Building.

#### University of Manitoba Libraries (UML)

As the primary contact for all research needs, your liaison librarian can play a vital role when completing academic papers and assignments. Liaisons can answer questions about managing citations, or locating appropriate resources, and will address any other concerns you may have, regarding the research process. Liaisons can be contacted by email or phone, and are also available to meet with you in-person. A complete list of liaison librarians can be found by subject: <http://bit.ly/WcEbA1> or name: <http://bit.ly/1tJ0bB4>. In addition, general library assistance is provided in person at 19 University Libraries, located on both the Fort Garry and Bannatyne campuses, as well as in many Winnipeg hospitals. For a listing of all libraries, please consult the following: <http://bit.ly/1sXe6RA>. When working remotely, students can also receive help online, via the Ask-a-Librarian chat found on the Libraries' homepage: [www.umanitoba.ca/libraries](http://www.umanitoba.ca/libraries).

**Section (b)**

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

**Student Counselling Centre**

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

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

474 University Centre or S207 Medical Services  
(204) 474-8592

**Student Support Case Management**

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

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

520 University Centre  
(204) 474-7423

**University Health Service**

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

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

104 University Centre, Fort Garry Campus  
(204) 474-8411 (Business hours or after hours/urgent calls)

**Health and Wellness**

Contact our Health and Wellness Educator if you are interested in [peer support from Healthy U](#) or information on a broad range of health topics, including physical and mental health concerns, alcohol and substance use harms, and sexual assault.

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

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

**Live Well @ UofM**

For comprehensive information about the full range of health and wellness resources available on campus, visit the Live Well @ UofM site:

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

**Section (c)**

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)

### Your rights and responsibilities

As a student of the University of Manitoba you have rights and responsibilities. It is important for you to know what you can expect from the University as a student and to understand what the University expects from you. Become familiar with the policies and procedures of the University and the regulations that are specific to your faculty, college or school.

The [Academic Calendar](http://umanitoba.ca/student/records/academiccalendar.html) <http://umanitoba.ca/student/records/academiccalendar.html> is one important source of information. View the sections *University Policies and Procedures* and *General Academic Regulations*.

While all of the information contained in these two sections is important, the following information is highlighted.

- If you have questions about your grades, talk to your instructor. There is a process for term work and final **grade appeals**. Note that you have the right to access your final examination scripts. See the Registrar's Office website for more information including appeal deadline dates and the appeal form <http://umanitoba.ca/registrar/>
- You are expected to view the General Academic Regulation section within the Academic Calendar and specifically read the **Academic Integrity** regulation. Consult the course syllabus or ask your instructor for additional information about demonstrating academic integrity in your academic work. Visit the Academic Integrity Site for tools and support <http://umanitoba.ca/academicintegrity/> View the **Student Academic Misconduct** procedure for more information.
- The University is committed to a respectful work and learning environment. You have the right to be treated with respect and you are expected to conduct yourself in an appropriate respectful manner. Policies governing behavior include the:

#### **Respectful Work and Learning Environment**

[http://umanitoba.ca/admin/governance/governing\\_documents/community/230.html](http://umanitoba.ca/admin/governance/governing_documents/community/230.html)

#### **Student Discipline**

[http://umanitoba.ca/admin/governance/governing\\_documents/students/student\\_discipline.html](http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html) and,

#### **Violent or Threatening Behaviour**

[http://umanitoba.ca/admin/governance/governing\\_documents/community/669.html](http://umanitoba.ca/admin/governance/governing_documents/community/669.html)

- If you experience **Sexual Assault** or know a member of the University community who has, it is important to know there is a policy that provides information about the supports

available to those who disclose and outlines a process for reporting. The **Sexual Assault** policy may be found at:

[http://umanitoba.ca/admin/governance/governing\\_documents/community/230.html](http://umanitoba.ca/admin/governance/governing_documents/community/230.html)

More information and resources can be found by reviewing the Sexual Assault site

<http://umanitoba.ca/student/sexual-assault/>

- For information about rights and responsibilities regarding **Intellectual Property** view the policy [http://umanitoba.ca/admin/governance/media/Intellectual\\_Property\\_Policy\\_-\\_2013\\_10\\_01.pdf](http://umanitoba.ca/admin/governance/media/Intellectual_Property_Policy_-_2013_10_01.pdf)

For information on regulations that are specific to your academic program, read the section in the Academic Calendar and on the respective faculty/college/school web site

<http://umanitoba.ca/faculties/>

Contact an **Academic Advisor** within our faculty/college or school for questions about your academic program and regulations <http://umanitoba.ca/academic-advisors/>

### **Student Advocacy**

Contact Student Advocacy if you want to know more about your rights and responsibilities as a student, have questions about policies and procedures, and/or want support in dealing with academic or discipline concerns.

<http://umanitoba.ca/student/advocacy/>

520 University Centre

204 474 7423

[student\\_advocacy@umanitoba.ca](mailto:student_advocacy@umanitoba.ca)