



**University  
of Manitoba** | Faculty of Agricultural  
and Food Sciences

# Syllabus

PLNT 0760

Crop Production Specialization and Innovation

Winter 2022 (Virtual)

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## COURSE DETAILS

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<b>Course Title &amp; Number:</b>	PLNT 0760 – Crop Production Specialization and Innovation
<b>Number of Credit Hours:</b>	4
<b>Class Times &amp; Days of Week:</b>	<p><u>Lectures:</u> The lecture content for the week will be posted weekly every Tuesday. These will be pre-recorded (asynchronous).</p> <p><u>Labs:</u> Lab content for the week will be posted weekly every Wednesday. The lab instructions will be pre-recorded (asynchronous).</p> <p><u>Discussion/Working Period:</u> Every Friday morning from <b>8:30 – 9:20 AM</b> will be a synchronous discussion and/or working period where we'll review the relevant lecture and lab content as a class and work on assignments as needed</p>
<b>Pre-Requisites:</b>	PLNT 0410 – Crop Production Principles and Practices

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## Instructor Contact Information

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<b>Instructor(s) Name &amp; Preferred Form of Address:</b>	Easton Sellers
<b>Teaching Assistant:</b>	Pete Giesbrecht
<b>Office Hours/Availability:</b>	Available for email communication from 9 AM to 5 PM throughout the week. Please send me an email if you'd like to set up an individual meeting via Webex.
<b>Webex Meeting Room:</b>	<a href="https://umlearn2.webex.com/meet/easton.sellers">https://umlearn2.webex.com/meet/easton.sellers</a>
<b>Email:</b>	<a href="mailto:Easton.Sellers@umanitoba.ca">Easton.Sellers@umanitoba.ca</a> <a href="mailto:pete.giesbrecht@umanitoba.ca">pete.giesbrecht@umanitoba.ca</a>

- All email communication must conform to the [Communicating with Students](#) university policy.
- All emails must come from your university email. Emails received from personal accounts will not get a response.
- Email response time will vary; I will attempt to get back to you by the next business day.

## Course Description

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### U of M Course Calendar Description

Tools and research to support sound agronomic decision-making for production of cereals, oilseeds, pulses and upcoming innovative special crops in Manitoba. An emphasis on assessing potential of incorporating innovative and specialized crops to achieve economical and ecological benefits. The course will address planning, production and harvesting of special crops as well as product quality, opportunities for processing and marketing.

### General Course Description

#### *Why this course is useful?*

This course teaches students to think critically about where they get information and how they present that information in their academic work. This course gives the students the tools and necessary skills to find and evaluate new and upcoming special crops.

Crops and their practices change over time. A profitable crop of today might not be a profitable crop in 5 years. Our goal isn't to teach you the content of how to grow today's crops – our goal is to teach you the skills to research and grow the crops of tomorrow. In order to meet this goal, it requires us to teach you self-directed and life-long learning skills so that you can continue to find information and evaluate new and upcoming special crops long after you have completed the agriculture diploma program.

#### *Who should take this course?*

This course is a mandatory requirement for all students enrolled in the Agriculture Diploma program. This course is designed to develop student's critical thinking and problem-solving skills that are the foundation for success in the Agriculture Diploma program. This course is particularly useful for students who will be taking the Farm Management Project courses, as the skills learned in this course will directly apply to their 'Farm Management Project'.

#### *How this course fits into the curriculum*

Similar to other courses offered in the Agriculture Diploma program, skills and concepts from this course will be utilized moving forward in your Farm Management Project to complete a comprehensive farm business plan. This course is part of the program core.

## Course Goals

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1. To introduce students to the resources and methods necessary for conducting reliable and applicable research on alternative crops
2. To give students an analytical framework for determining the production and economic potential benefits and challenges when integrating alternative crops on a farm business
3. To support students in compiling research reports on alternative crops relevant to their own interests and farm applications

## Course Learning Objectives

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- Students will develop their self-directed learning skills
- Students will develop their oral and written communication skills
- Students will learn how to work effectively in team environments

- Students will improve their ability to critically assess and identify credible sources of information and develop methods for evaluating the credibility of various sources of information
- Students will demonstrate an understanding of resources, citation, and academic dishonesty and how university policies apply to their academic work
- Students will develop connections to industry and government contacts, and gain knowledge of where to access information on specialized and innovative crops
- Students will gain an awareness & knowledge of alternative crops
- Students will be able to demonstrate their ability to find agronomic and cultural practices for growing specialized crops.
- Students will be able to demonstrate their ability to find crop storage, quality, and value-added processing information for specialized crops
- Students will gain perspective in diversifying their farms beyond traditional crops
- Students will learn the importance of financial budgeting and how it applies to sound decision-making
- Students will learn how to develop, modify, and adapt economic tools for evaluating the financial viability of specialized crops
- Students will gain an awareness of international & domestic special crop markets, and where to find information about these markets
- Students will research and create a report evaluating the potential for integrating a specialized/innovative cropping enterprise for a farm, which will generate the necessary skills for students to create specialized business plans in their Farm Management Project
- Students will develop a passion and appreciation for research and the wide array of information available on special crops

## Textbook, Readings, and Course Materials

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### Required Materials:

- *Microsoft Office* – All assignments must be completed using Microsoft Office (Word, Excel, PowerPoint, etc.) Use of other programs such as numbers, OpenOffice, etc. will not be graded). Microsoft Office is free when students sign up for their UM NetID.  
<http://www.umanitoba.ca/computing/ist/email/2397.html>

### Recommended Materials:

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

**Required textbook** – None

**Supplementary readings** – Posted on UM Learn throughout the term

## 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. The student can use all technology in classroom setting only for educational purposes approved by instructor and/or the University of Manitoba Disability Services.

A functional computer with a reliable internet connection, microphone, and webcam are required to complete this course. We will be using our technology to research, discuss ideas, and complete assignments both individually and as groups.

UM Learn will be used to post course content such as PowerPoints, assignments, quizzes, reviews, grades, etc. All lecture and lab content will be found under the "PLNT 0760 – A01" page on UM Learn. Students should check UM Learn daily to stay informed.

Cisco Webex will be used to for both the synchronous and asynchronous aspects of this course. Make sure your application is up to date and familiarize yourself with the mute, video on/off, share screen, and raise hand features.

- <https://umanitoba.ca/computing/ist/connect/webex-getting-started.html>

Students must obtain Microsoft Office. We will be making use of Microsoft Word, Excel, and Powerpoint. **Use of other programs such as Wordpad, Numbers, OpenOffice, GoogleDocs, etc. will not be graded.**

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

Please help to maintain a classroom environment that is conducive to learning and be respectful to your classmates, guest lecturers, and instructor. Please make use of the chat function to ask questions, support your classmates, and develop a healthy community. Inappropriate use of the voice or text chat functions can be distracting and take away from synchronous discussions and presentations.

## Expectations: I Expect You To

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- 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
- Regularly watch and complete any pre-recorded lecture content (weekly) and formulate questions in the weekly tutorial sessions
- 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.
- Regularly check their University of Manitoba e-mail account daily to access course information.
- To reply and create new emails with UM email addresses only ([http://umanitoba.ca/admin/governance/governing\\_documents/community/electronic\\_communication\\_with\\_students\\_policy.html](http://umanitoba.ca/admin/governance/governing_documents/community/electronic_communication_with_students_policy.html).)
- To conduct yourself in a professional manner in synchronous tutorials, instructor/student meetings, etc.

- To follow these policies around Academic Integrity (see below)
- To make yourself aware of Student Accessibility Services and what they do (see below)

**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. **Inappropriate**

**Collaboration:****When is collaboration inappropriate?**

When students work together or share information without specific instructions by the professor, this constitutes inappropriate collaboration. This applies to in-class or take-home tests, papers, labs, or homework assignments; basically, any assignment 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.

Lab Assignments: Work submitted for lab assignments must be your 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. The answer must not be similar enough to tell who you were working together with, e.g. calculations and word responses in labs.

Weekly Quizzes: UM Learn Quizzes are to be completed and submitted individually.

UM Learn Tests & Exams: Will be completed individually with only the materials permitted by the instructor; e.g., no graphing calculators, cellphones, etc.

**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

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- Be sufficiently available for communication for any questions you have via email and Cisco Webex Meetings
- To reply to emails in a timely and clear manner
- To provide clear, detailed explanations and instructions in lectures and labs and provide opportunities to apply and practise course concepts
- To provide useful and necessary feedback that can be applied to future assignments
- To stress the importance of the concepts taught throughout the course and to make connections to the Farm Management Plan
- To match your time and effort put into succeeding in this course

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## CLASS SCHEDULE AND COURSE EVALUATION

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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](#).

### Important Term Dates:

Jan 6	First day of Agriculture Diploma Classes Winter Semester
Jan 20 – 26	Experiential Learning Week (No Weekly Synchronous Classes)
Jan 28	Last day to drop/add courses
Feb 22 – 25	Winter Term Break
March 17	Voluntary Withdrawal (VW) Deadline
April 6	Last Day of Classes
April 7 - 19	Examination Period for Diploma



Week	Content	Evaluation				
		Assignment	Due Date	% Final Grade	Weekly Quiz (1% Final Grade Each)	Due Date
Jan 3 <sup>rd</sup>	Syllabus/Course Overview; Self-Directed Learning	-	-	-	Introduction Quiz; Self Directed Learning Quiz	Friday Jan. 14 <sup>th</sup>
Jan 10 <sup>th</sup>	Utilizing, Evaluating, & Managing Resources	Utilizing Resources Lab Exercise	Friday Jan. 21 <sup>st</sup>	1.5%	Resources Quiz	Friday Jan. 21 <sup>st</sup>
Jan 17 <sup>th</sup>	Referencing, Citation, & Plagiarism	Reference & Citation Lab Exercise	Friday Jan. 28 <sup>th</sup>	1.5%	-	-
Jan 24 <sup>th</sup>	Writing Techniques; Introducing the Written and Final Reports	Writing Skills Lab Exercise (Outline)	Friday Feb. 4 <sup>th</sup>	1.5%	Writing Techniques Quiz; SDL Self Assessment Quiz	Friday Feb. 4 <sup>th</sup>
Jan 31 <sup>st</sup>	Effective Oral Presentations; Introducing the Group Oral Presentation	Written Report Draft; Peer Evaluation Lab Exercise	Friday Feb. 11 <sup>th</sup> ; Friday Feb. 11 <sup>th</sup>	2% 1.5%	-	-
Feb 7 <sup>th</sup>	Written Report/Group Presentation Work Week	Written Report; Group Presentation Contract	Monday Feb. 14 <sup>th</sup> ; Friday Feb. 18 <sup>th</sup>	13% 2%	-	-
Feb 14 <sup>th</sup>	Special Crop Budgeting & Assignment Intro	Special Crop Budgeting Lab Exercise	Friday Mar. 11 <sup>th</sup>	10%	SDL Progression Quiz	Friday Feb. 25 <sup>th</sup>
Feb 21 <sup>st</sup>	<b>WINTER TERM BREAK</b>	<b>WINTER TERM BREAK</b>	-	-	<b>WINTER TERM BREAK</b>	-
Feb 28 <sup>th</sup>	Special Crop Marketing	Budgeting Lab Work Period	-	-	Marketing Quiz	Friday Mar. 11 <sup>th</sup>
Mar 7 <sup>th</sup>	Intercropping & Cover Crops	Cover Crop Lab Exercise	Friday Mar. 18 <sup>th</sup>	1.5%	Cover Crop Quiz	Friday Mar. 18 <sup>th</sup>
Mar 14 <sup>th</sup>	Greenhouse Management	Flexible Work Session	-		Greenhouse Management Quiz	Friday Mar. 25 <sup>th</sup>

Mar 21 <sup>st</sup>	Oral Presentations/Final Report Work Week	Oral Presentation	Friday April 1 <sup>st</sup>	13%	SDL Reflectance Quiz	Friday Mar. 26 <sup>th</sup>
Mar 28 <sup>th</sup>	Oral Presentations/Final Report Work Week	-	-	-	-	-
April 4 <sup>th</sup>	Course Evaluation	Final Report	Wednesday April 6 <sup>th</sup>	40%		

Note: Lecture content will be pre-recorded and posted on Tuesdays, while lab instructions will be pre-recorded and posted on Wednesdays of each week. Friday morning timeslots from **8:30 – 9:20 AM** will be a synchronous discussion and/or working period where we'll review the relevant lecture and lab content as a class and work on assignments as needed. Guest lectures and additional work periods during the Wednesday morning timeslots are TBD throughout the semester and will be communicated to students in advance. Course expectations during the experiential learning week and the Winter term break will be communicated in advance.

## Lab Expectations

Microsoft Office will be used to complete all labs. Lab due dates are firm. The assignment submission folder on UM Learn for each lab will close at 11:59 PM on the due date, any assignments that are not in the folder before then or are in an unreadable/unopenable format will be given a grade of zero. If extraordinary circumstances arise such as family, illness, etc., an exception will be considered with proper documentation. After you submit your lab, always double check: 1) your assignment made it into the folder successfully by checking your UM email for a submission confirmation. 2) your assignment is in the correct file type and is openable by viewing and opening the submission yourself after submission.

## Grading

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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

**\* It is important that you monitor your marks closely on UM Learn – Grades. Contact instructor if needed regarding grade entries.**

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Grade Item Weights		
1	UM Learn Quizzes (10)	10%
2	Lab Exercises (5)	7.5%
3	Written Report Draft	2%
4	Written Report	13%
5	Group Presentation Contract	2%
6	Group Presentation	13%
7	Budgeting Assignment	10%
8	Guest Speaker Discussion Participation	2.5%
9	Final Written Report Project Proposal	Pass/Fail
10	Final Written Report Project	40%

## Voluntary Withdrawal

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Last day to drop the class and receive 100% refund → January 28<sup>th</sup>

VW (Voluntary Withdrawal) Deadline → March 17<sup>th</sup>

\*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.

\* 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.

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## ASSIGNMENT DESCRIPTIONS

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In-depth assignment descriptions will be distributed when the assignment is given out in class.

### UM Learn Quizzes

**GOAL:** The goal of utilizing UM Learn Quizzes is for students to reflect on the information they have learned in class, as well as an opportunity for them to self-evaluate their progression in their major assignments.

**PROCEDURE:** Topics with UM Learn Quizzes associated with them are indicated in the Course Schedule along with their due dates. Four Self Directed Learning Quizzes will be available throughout the semester alongside the course material quizzes. Quizzes can be found under “Assignments>Quizzes” in the PLNT 0760 UM Learn page.

**SUBMISSION GUIDELINES:** UM Learn Quizzes are completely online and are submitted and graded automatically upon completion.

### Lab Exercises

**GOAL:** The Lab Exercises are utilized to allow students to practice and apply the skills they learn in class prior to completing their major assignments to ensure everyone has the ability to properly complete the major assignments.

**PROCEDURE:** Lab Exercise instructions will be pre-recorded and posted for discussion throughout the week. Details will be provided for expectations and whether the exercise is to be completed independently or in groups.

**SUBMISSION GUIDELINES:** Lab Exercises will be submitted electronically via UM Learn submission folders under “PLNT 0760 – A01>Assignments”

### Written Report

**GOAL:** To provide the opportunity for students to demonstrate their knowledge they have gained through their independent research. To allow the students to practice their referencing & citation skills. To allow the students to practice their written communication & writing skills.

**PROCEDURE:** Students will choose a specific crop that they do not have prior experience with. The list of crops will be provided by the instructor. Working independently, Students are expected to organize and structure their paper in the form of a report. Students will need to discover sources to research information on these special crops. Students must evaluate their sources using a ‘source evaluation template’. Students must cite their sources and provide a ‘References’ page at the end of their report. Students will be required to submit a ‘draft’ copy of their written report prior to the assignment’s deadline. The length of the report and further expectations will be provided in class.

**SUBMISSION GUIDELINES:** The written report will be submitted electronically via the respective UM Learn submission folder under “PLNT 0760 – A01>Assignments” by the assignment deadline. A ‘draft’ copy must be submitted prior to the assignment deadline. Late submissions will be subject to the ‘Assignment Extension & Late Submission Policy’ below.

### Oral Presentation

**GOAL:** To provide the opportunity for students to work collaboratively with their peers on researching, discovering resources, and practicing their critical thinking and oral communication skills. To allow students to discover the agronomic challenges and benefits of growing a special crop.

**PROCEDURE:** Students will be split into groups. Groups will choose a special crop (from a list provided by the instructor) to research and present to the rest of the class via a pre-recorded PowerPoint/Video presentation. Groups will need to discover sources to research information on these crops and evaluate these resources using a 'source evaluation template'. Students must submit an electronic copy of the information they are presenting to the class via UM Learn prior to the presentation date. Students must cite sources and provide a 'References' page at the end of their written portion of the assignment.

**SUBMISSION GUIDELINES:** Students must upload their ".mp4" file, written portion, and PowerPoint onto UM Learn via the respective UM Learn submission folder under "PLNT 0760 – A01>Assignments" by the assignment deadline. Late submissions will be subject to the 'Assignment Extension & Late Submission Policy' below.

### **Budgeting Assignment**

**GOAL:** To allow the students to apply their financial budgeting knowledge. To gain experience in designing financial budgeting tools for evaluating the financial viability of special crops. To strengthen their understanding of budget design & structure. To assess the financial viability of a special crop.

**PROCEDURE:** Students will be given basic financial information on a special crop that will act as the foundation for building the budget. Students will have to design and create a budget for the given special crop that will properly evaluate the financial viability of the crop. Students will have to apply gained knowledge from the budgeting lectures and exercises in order to complete this assignment.

**SUBMISSION GUIDELINES:** The Budgeting Assignment will be submitted electronically via the respective UM Learn submission folder under "PLNT 0760 – A01>Assignments" by the assignment deadline. Late submissions will be subject to the 'Assignment Extension & Late Submission Policy' below.

### **Final Research Report**

**GOAL:** The Final Research Report will make the students accumulate all their skills they've learned throughout the course into one final research paper. The Final Research Report encompasses a majority of the course goals for this course. The goal of this assignment is to have the students thoroughly research the agronomic, cultural, environmental, economic, and financial aspects of growing a special crop while also assessing the suitability of integrating the special crop on their farm.

**PROCEDURE:** Early in the term, students will choose a special crop to research for their Final Research Project. As the term progresses, the skills students learn from other assignments and lectures will be applied to this project. Students will create a pool of resources to draw information from, evaluate those sources, and construct an outline of topics they will be discussing. Students will make a 'Proposed Outline' on what crop they want to research and will have to meet with their Farm Management Advisor to address any concerns or areas that should be explored. The Farm Management Advisor will expect students to make a 'sales pitch' and provide a sound argument as to why their selected crop would be suitable to research with the intention to potentially integrate it into their "Farm Management Project" further in the program. Students will then create a 'draft' copy of their assignment to receive peer and instructor evaluations on their progress. Students will have to structure their Final Research Project in the form of a report, create a financial budget of the crop being researched, and evaluate opportunities for value-added processing and marketing.

**SUBMISSION GUIDELINES:** Students must create a 'Proposed Outline' to submit via UM Learn and to share with their Farm Management Advisor during their meeting. Students must complete a 'source evaluation template' to be submitted via UM Learn. Students must create and hand in a draft copy on UM Learn. Students must hand in their final copy to UM Learn. Each item will be submitted via their respective UM Learn submission folder under "PLNT 0760 – A01>Assignments" by the assignment deadline. Deadline information is provided in this syllabus and on assignment instructions (subject to change).

## Referencing Style

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The referencing style to be used in assignments and projects will be explicitly stated in the instruction page for those assignments and projects.

The library is a good resource if you have doubts about how to cite materials. Please refer to: <http://libguides.lib.umanitoba.ca/citingandwriting> for more information. Librarians are also available to any questions you may have regarding referencing and citations.

## Assignment Feedback

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Lab Exercises and Course Assignments will be graded and returned within three weeks. Quality feedback will be provided as much as possible in order to understand any mistakes made and correct them for future assignments.

UM Learn Quizzes are graded automatically and will indicate which questions were answered incorrectly.

## Assignment Extension and Late Submission Policy

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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 of 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've received a 'submission confirmation' email from UM LEARN to ensure it made it into the assignment submission folder.

### **CHANGES DUE TO COVID19:**

Students who are unable to meet a course requirement due to medical circumstances are currently not required to submit medical notes. However, students are required to contact their instructor or academic advisor by email to inform of the missed work and to make arrangements for extensions, deferrals, or make-up assignments. Please follow these guidelines if you are unable to meet an academic requirement for your courses.

- Contact your instructor for term work such as a class, quizzes, midterm/test, assignment, labs
- Contact an advisor in your faculty/college/school of registration for a missed final exam (scheduled in the final examination period)
- Inform your instructor/advisor as soon as possible do not delay. Note for final exams, students must contact within 48 hours of the date of the final exam; and
- Email your instructor/advisor from a U of M email address, and include your full name, student number, course number, and academic work that was missed.

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

As this is a remote learning course, all instructional activities and deadlines will be Winnipeg time (Central Time). Please make sure your calendars are adjusted to reflect any time changes. Please inform

your instructor as soon as possible if you are taking the course while residing outside of Winnipeg, specifically:

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

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

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## UNIVERSITY SUPPORT OFFICES & POLICIES

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### Schedule “A” – Academic Supports and Resources:

#### 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).

## Schedule "B" - Mental Health Supports and Resources

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

### Student Counselling Centre

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

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

474 University Centre or S207 Medical Services

(204) 474-8592

### Student Support Case Management

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

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

520 University Centre

(204) 474-7423

### University Health Service

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

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

104 University Centre, Fort Garry Campus

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

### Health and Wellness

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

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

[Katie.Kutryk@umanitoba.ca](mailto:Katie.Kutryk@umanitoba.ca)

469 University Centre

(204) 295-9032

### Live Well @ UofM

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

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



### Schedule “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.

### Schedule “D” - University and Unit policies, procedures, and supplemental information

#### Your rights and responsibilities

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

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

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

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