

# Syllabus

DAGR 0540: Exploring New Opportunities in  
Adding On-Farm Value  
Fall 2022

**Faculty of Agricultural and Food Sciences**



## TABLE OF CONTENTS

COURSE DETAILS.....	3
INSTRUCTOR CONTACT INFORMATION.....	3
COURSE DESCRIPTION .....	4
COURSE GOALS .....	5
COURSE LEARNING OBJECTIVES.....	5
COURSE MATERIALS AND TECHNOLOGY .....	6
EXPECTATIONS AND POLICIES.....	8
COURSE SCHEDULE .....	10
LAB SCHEDULE: .....	11
VOLUNTARY WITHDRAWAL.....	11
COURSE ASSESSMENT.....	12
ASSIGNMENTS AND GRADING .....	13
ASSIGNMENT FEEDBACK.....	14
ASSIGNMENT EXTENSION AND LATE SUBMISSION POLICY .....	14
ACADEMIC INTEGRITY, EVIDENCE AND REFERENCING .....	14
UM POLICIES.....	15
UM LEARNER SUPPORTS.....	17

---

### COURSE DETAILS

---

<b>Course Title &amp; Number:</b>	DAGR 0540 - Exploring New Opportunities in Adding On-Farm Value
<b>Number of Credit Hours:</b>	4
<b>Pre-Requisites:</b>	DAGR 0480 & ABIZ 0460
<b>Co-Requisites:</b>	DAGR 0490 & ABIZ 0470

---

### Instructor Contact Information

---

<b>Instructor(s) Name &amp; Preferred Form of Address:</b>	Phillip ( <b>Phil</b> ) Veldhuis
<b>Office Hours or Availability:</b>	On Campus: Monday & Wednesdays. Office meetings can be “walk-in” or booked on MS-Teams. Remote: Tuesday and Thursday: please arrange meetings using MS-Teams.
<b>Office Phone No:</b>	Home Phone 204 735 2272 (Please use during daylight hours only).
<b>Email:</b>	<a href="mailto:Phillip.Veldhuis@umanitoba.ca">Phillip.Veldhuis@umanitoba.ca</a> When possible, emails should be business-like in tone and format.
<b>Contact:</b>	1 <sup>st</sup> point of contact is Email: <a href="mailto:Phillip.Veldhuis@umanitoba.ca">Phillip.Veldhuis@umanitoba.ca</a> Expect reply within 1 hr Monday - Thursday. Reply times on Fridays, evenings and weekends may vary.

## COURSE DESCRIPTION

---

### U of M Course Calendar Description:

DAGR 0540 Exploring New Opportunities in Adding On-Farm Value

A practical study of the opportunities for farm operators to increase value return for farm products with innovative approaches to production, processing and marketing. Students will learn from case studies the challenges and realities of value chain integration. Students will develop their ability to critically evaluate business plans for farm product enterprises.

Pre-requisites: DAGR 0480 and ABIZ 0460 Co-requisites: DAGR 0490 and ABIZ 0470.

Students whose programs do not include the specified prerequisites are only admitted to the course by permission of the director of the School of agriculture, in consultation with the instructor. Course participants with personal agriculture experience may be participating in the course at the recommendation of the instructor.

Course descriptions for prerequisites:

ABIZ 0460: Study of accounting principles and financial information for the preparation and presentation of financial statements to facilitate the management of farms and agricultural businesses.

DAGR 0480: Students will be introduced to the various roles that are carried out by farm managers.

Co-requisites:

ABIZ 0470: Study of analysis of financial statements and financial information by decision makers managing the finances of farms and agricultural businesses

DAGR 0490: Introduction to objectives-driven planning dealing with production and financial management. Students will generate and analyze enterprise budgets and financial statements.

### General Course Description

In this course, students will combine an independent project of the student's choosing with group and lecture study of topics relevant to farm diversification and added value farm production.

### **Course Goals**

---

1. Students will gain a practical understanding of the opportunities available for farm operators to increase value return for farm products with innovative approaches to production and marketing.
2. Students will learn the challenges and realities of value chain integration from historical and case studies.
3. Students will improve their ability to critically evaluate business plans for farm product enterprises.
4. Students will develop a presentation of their business plan for an innovative enterprise to support diversification on the farm or case farm they are using for the farm management project.

### **Course Learning Objectives**

---

Students will..

1. do independent research.
2. understand new opportunities in the value added sector of agriculture
3. improve their work through collaborative discussion.
4. understand how trends and niche markets create economic opportunities.
5. develop business plans, including capital and cash-flow requirements.
6. set realistic agronomic and business goals.
7. understand value chains, vertical integration and economic margins in agriculture.
8. appreciate the challenges and realities of value chain integration from historical and case studies.
9. critically evaluate business plans for farm product enterprises.
10. compare new economic models for farms, including Community supported agriculture (CSA) labour coops, and institutional supply chains.
11. identify regulation and production limitations relevant to their farm project.
12. prepare and present a complex business plan.

## **COURSE MATERIALS AND TECHNOLOGY**

---

Students are expected to have the minimum technology equipment to access [UMLearn](#). These requirements can be checked here: [System Check - University of Manitoba \(desire2learn.com\)](#).

**Textbook:** This course will have no required textbook.

**Readings:** assigned as follows:

**Class 1: Getting started:** syllabus review and project guidelines.

Required: Course Syllabus (this document).

Required: “10 steps to a solid business plan”: Farm Credit Canada (2017); <https://www.fcc-fac.ca/en/ag-knowledge/knowledge/10-steps-to-a-solid-business-plan.html>

Optional: David Kahan, ENTREPRENEURSHIP in farming. FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS, Rome 2012. (<http://www.fao.org/uploads/media/5-EntrepreneurshipInternLores.pdf>)

**Class 2: Opportunities overview.**

Required: “Niche Markets”. Dean McCorkle and David Anderson, Texas A&M extension system. Available at: <https://agecoext.tamu.edu/wp-content/uploads/2013/10/rm1-2.pdf>

Recommended: “AN OVERVIEW OF THE CANADIAN AGRICULTURE AND AGRI-FOOD SYSTEM”: Agriculture Canada: [https://caes.usask.ca/members/\\_pdf/Final\\_English\\_Report\\_2017\\_Overview.PDF](https://caes.usask.ca/members/_pdf/Final_English_Report_2017_Overview.PDF)

Recommended: [Adding Value Takes Many Forms \(gov.on.ca\)](#). 2020. Government of Ontario.

Optional: Hamlin, R., Knight, J., and Cuthbert, R. “Niche marketing and farm diversification processes: Insights from New Zealand and Canada.” *Renewable Agriculture and Food Systems*, 31.1 (2016): 86-98. <https://doi.org/10.1017/S1742170514000489>

**Class 3: Business plans.**

Required: “Analyzing a Farm Business” : Manitoba Agriculture Food and Rural Development. [https://www.gov.mb.ca/agriculture/business-and-economics/financial-management/pubs/software\\_farmplan\\_analyzingafarmbusiness.pdf](https://www.gov.mb.ca/agriculture/business-and-economics/financial-management/pubs/software_farmplan_analyzingafarmbusiness.pdf)

Recommended: “Production Economics - Cost Of Production Budgets.” 2017. Government of Manitoba <http://www.gov.mb.ca/agriculture/business-and-economics/financial-management/cost-of-production.html#other>

Optional: “[How to write a business plan | BDC.ca](#)” 2020. Business Development Bank of Canada.

**Class 4: Value Chains**

Required: “introduction to value chains”: FAO of UN: [www.fao.org/docrep/018/i3325e/i3325e11.pdf](http://www.fao.org/docrep/018/i3325e/i3325e11.pdf)

Recommended: “The agricultural and food value chain: Entering a new era of cooperation”: KPMG international; 2013. <https://assets.kpmg.com/content/dam/kpmg/pdf/2013/06/agricultural-and-food-value-chain-v2.pdf>

Optional: “A GUIDE TO UNDERSTANDING THE VALUE CHAIN” Brent Gloy, Department of Applied Economics and Management, Cornell University, Ithaca, NY 14853 [Microsoft Word - valuechain.doc \(wisc.edu\)](http://www.cornell.edu/department/applied_economics_and_management/micro_word_valuechain.doc)

**Class 5: Economic models.**

Required: “Growing opportunity through innovation”: Stats Canada: (2016). <https://www150.statcan.gc.ca/n1/pub/95-640-x/2016001/article/14816-eng.htm>

Recommended: “Direct Marketing in Canada”: Ann Dale: Community Research Connections Discussion Paper Series, Number 1 (2004) ([https://www.ccresearch.org/files-ccresearch/File/Discussion\\_Paper-1\\_Organic\\_Farming\\_April-26.pdf](https://www.ccresearch.org/files-ccresearch/File/Discussion_Paper-1_Organic_Farming_April-26.pdf))

Recommended: “Community Supported Agriculture (CSA) in the Midwest United States: A regional characterization”: Erin M. Tegmeier & Michael Duffy (2005) Leopold Center Pubs and Papers: [https://lib.dr.iastate.edu/cgi/viewcontent.cgi?article=1151&context=leopold\\_pubs\\_papers](https://lib.dr.iastate.edu/cgi/viewcontent.cgi?article=1151&context=leopold_pubs_papers)

Optional: Nicole L. Vaugeois, Shannon Bence, Anna Romanova, Farm Diversification through Agritourism: Guidebook A publication of the British Columbia Ministry of Agriculture, 2017. [https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/farm-management/farm-business-management/business-planning-guides/agritourism\\_guide\\_2017.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/farm-management/farm-business-management/business-planning-guides/agritourism_guide_2017.pdf)

**Class 6: Value analysis: finding opportunity.**

Required: “Growing opportunity through innovation in agriculture”, Stats Canada (2017): <https://www.gov.mb.ca/agriculture/markets-and-statistics/economic-analysis/pubs/growing-opportunity-through-innovation-in-agriculture.pdf>

Recommended: “Farm-direct Marketing #1: An Overview and Introduction”: Larry Lev, Pacific Northwest Extension Publication [https://catalog.extension.oregonstate.edu/sites/catalog/files/project/pdf/pnw201\\_4.pdf](https://catalog.extension.oregonstate.edu/sites/catalog/files/project/pdf/pnw201_4.pdf)

Recommended: “Issues related to value-added processing of Agricultural products in Manitoba”: McEwan & Rounds, Rural Development Institute, Brandon University, (1994): [https://www.brandonu.ca/rdi/files/2015/08/Issues\\_Relating\\_to\\_Value\\_Added\\_Processing\\_Of\\_Agricultural\\_Products\\_in\\_Manitoba.pdf](https://www.brandonu.ca/rdi/files/2015/08/Issues_Relating_to_Value_Added_Processing_Of_Agricultural_Products_in_Manitoba.pdf)

Recommended: "Put the right price on your products": Julia Shanks, Growing for Market, Oct 1, 2016.  
<https://www.growingformarket.com/articles/put-the-right-price-on-your-products?fbclid=IwAR3gThhdgWTCCEJW0pW7xiTWZZ4TnjuJu8wPBt-FEeZcd3pKQRV1X6tUu1w>

**Class 7: Food processing opportunities and limitations.**

Required: "Direct Marketing Your Food Product", Manitoba Agriculture. (2016)  
<https://www.gov.mb.ca/agriculture/food-and-ag-processing/pubs/direct-marketing-your-food-product.pdf>

Recommended: "Provincial Food Processing & Distribution": Manitoba agriculture (2018).  
<https://www.gov.mb.ca/agriculture/food-safety/regulating-food/provincial-food-processing-and-distribution.html>

Optional: "Farm Direct Marketing: Know the Regulations - Fruits, Vegetables and Products", Alberta Agriculture and Forestry (2015).  
[https://www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/agdex15388](https://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/agdex15388)

**Class 8: Give them what they want: Consumer focused opportunities.**

Required: "Leveraging technology and market opportunities in a diverse horticulture industry", Stats Canada, (2017): <https://www150.statcan.gc.ca/n1/pub/95-640-x/2016001/article/14814-eng.htm>

Recommended: "Organic: from niche to mainstream": Stats Canada (2009).  
<https://www150.statcan.gc.ca/n1/pub/96-325-x/2007000/article/10529-eng.htm>

**Class 9, 10 & 11: Course summary; Student presentations: No assigned reading.**

## EXPECTATIONS AND POLICIES

---

This course will depend on the participation of all students. I will expect you to contribute to class discussions and research projects. I will expect you to be courteous and respectful to guests and mentors as well as fellow students and myself. Please see the University of Manitoba's [Respectful Work and Learning Environment Policy](#). Course expectations will be consistent with the policies of [Section 2.5 ROASS](#).

**Class Cancellations:**

In the event of winter storms or instructions from the School of Agriculture, this course will pivot to remote learning. Instructions will be emailed to students prior to the start of affected classes, and announcements will be posted in the UMLearn class website.

**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](#). 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. When you work in a team, ensure that your project complies with the academic integrity regulations.

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.

It is expected that all submitted work should be completed independently. Information from mentors or group collaboration should be appropriately cited in work submitted for academic credit.

**Recording Class Lectures:**

Because this class will occasionally present confidential or proprietary information, 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 the course administrator. All course materials (both paper and digital) are only 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)

**STUDENT EXPECTATIONS:**

Success in this course will depend on significant student engagement outside of class. You can expect me to make significant "office hours" available for individual consultation. You can expect me to facilitate introductions to possible mentors and experts related to your chosen project. You can expect your term work to be graded and returned approximately two weeks after submission.

## **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](#).**

**Proposed class schedule: Wed:** 1:00 pm - 2:15 pm Sep 12, 2022 - Dec 09, 2022

No lecture during experiential learning week (Oct 12).

No lecture during reading week (Nov 9th).

Week 1: Independent study basics:

- Syllabus review, course expectations.
- Tips for success. Research methods.
- Resources for project topics.
- Choosing independent project topic.
- Budgeting for a start-up business.

Week 2: Independent project guidelines:

- Students will propose, refine and develop a diversification/value re-capture opportunity for their farm or agribusiness.

Week 3. Business plan basics:

- Forecasting profit loss estimates for new businesses.
- Capital investments.
- Cashflow requirements.

Week 4. Analysis of value chains in Canadian Agriculture, including:

- Traditional value chains (barter and labour exchanges)
- Conventional value chains (free market exchange and specialization)
- Traditional value chain recapture (service and producer co-ops, pools)

Week 5. Recent innovations and models for value chain re-capture:

- Direct Marketing models
- Farmgate and farmers market sales
- Community Support Agriculture (CSA) / foodshares
- Group marketing
- Institutional supply
- Labour co-ops

Week 6. Farm product opportunities:

- Conditions for niche markets and value chain recapture.
- Production limits and opportunities (new products and production methods).
- Regulatory limitations and opportunities (limits and requirements).

Week 7. Processed food product opportunities:

- Basic food safety requirements.
- Regulatory requirements and classification systems.
- On-farm food processing (limits and opportunities).

Week 8. Consumer focused opportunities:

- Niche and high value product limitations and opportunities (organic, identity-branded, u-pick, emotive value).

---

### Lab Schedule:

---

Proposed Lab schedule: Mondays 1:00 pm - 3:45 pm.

Scheduled Labs will include 5 “workshop sessions” where students share and collaborate their draft projects in a discussion roundtable. Students are expected to attend and bring their working copies of coursework. Labs may occasionally feature guest speakers who will share their own experiences in “added value” businesses.

Effective participation in the labs will be worth 10% of final course grade. Lab participation will be evaluated as below:

For each lab (total of 5) 1 credit each for

- 1: Being present during entire lab.
- 2: Your working documents available for discussion
- 3: your discussion participation
- 4: your discussion leadership.

Total available 20 credits (5 x 4).

“Discussion participation” means at you ask at least one question of another course participant, and give at least one helpful suggestion to another course participant, as well as sharing the progress of your own work.

“Discussion leadership” means in addition to the participation described above, making constructive contributions to discussion and supporting the participation of fellow students.

Participation in the experiential learning opportunities will be substituted for the remaining time in the laboratory requirements.

---

### Voluntary Withdrawal

---

Students should make themselves aware of the last day to drop classes for full refund and the last day to drop class without academic penalty. All Students who do not officially drop the class will be assigned a final grade on your official transcript even if no coursework is submitted. Please refer to the [Registrar's Office](#) web page for more information.

I am always willing to discuss your progress and strategies for improvement in the course.

## **COURSE ASSESSMENT**

---

### **Assignment #1: Project Choice and Description**

**GOAL:** To choose and describe a farm project that will facilitate successfully completing the course.

**PROCEDURE:** A detailed handout is available for this assignment.

**SUBMISSION GUIDELINES:** Electronic copy submitted in the UMLearn Assignment dropbox before the start of class.

**EVALUATION CRITERIA:** Detailed rubric included in assignment handout. Feedback will include suggestions to refine the proposal and resources that will be helpful to continue the project.

### **Assignment #2: Preliminary Business Plan Objectives**

**GOAL:** Determine realistic and measurable business goals for the project business.

**PROCEDURE:** A detailed handout is available for this assignment. For this assignment the student makes preliminary economic estimates about the value of the project.

**SUBMISSION GUIDELINES:** Electronic copy submitted in the UMLearn Assignment dropbox before the start of class.

**EVALUATION CRITERIA:** Detailed rubric included in assignment handout. Feedback will include suggestions to improve the business plan and indicate resources that will be helpful to continue the project.

### **Assignment #3: Marketing Plan**

**GOAL:** Describe how the proposed business will market the product or service.

**PROCEDURE:** A detailed handout is available for this assignment. Identify the target consumers, the information channels to reach those consumers and the “point of difference” between your product and service.

**SUBMISSION GUIDELINES:** Electronic copy submitted in the UMLearn Assignment dropbox before the start of class.

**EVALUATION CRITERIA:** Detailed rubric included in assignment handout. Feedback will include suggestions to improve the business plan and indicate resources that will be helpful to continue the project.

### Assignment #4: Final Business Plan

**GOAL:** A business plan ready for implementation or further feasibility study.

**PROCEDURE:** A detailed handout is available for this assignment. Work and feedback from previous assignments is combined into a complete business plan proposal. Business plan should satisfy the expectations of an agriculture industry business plan description such as the FCC business plan tip sheet: “10 steps to a solid business plan”.

**SUBMISSION GUIDELINES:** Electronic copy submitted in the UMLearn Assignment dropbox before the start of class.

**EVALUATION CRITERIA:** Detailed rubric included in assignment handout. Feedback will include suggestions to improve the business plan, and tips to include during the verbal presentation.

### Assignment #5: Business plan presentation

**GOAL:** Presentation of business plan that models an investor / financing meeting.

**PROCEDURE:** A detailed handout will be available for this assignment.

**SUBMISSION GUIDELINES:** During class time, students will make a remote verbal presentation of their business plan.

**EVALUATION CRITERIA:** A detailed rubric will be available with handout. Feedback and evaluation of other students and invited guests will be a factor in evaluation.

### Experiential Learning Report:

**GOAL:** Capture course relevant learning and experience from Experiential Learning Week.

**PROCEDURE:** A detailed handout will be available for this assignment.

**SUBMISSION GUIDELINES:** Electronic copy submitted in the UMLearn Assignment dropbox before the start of class.

**EVALUATION CRITERIA:** A detailed rubric will be available with handout. Feedback will include suggestions about how to include report information in remaining course work.

## Assignments and Grading

Grade in the course will be a weighted average of the grades for the required assignments and Lab participation.

Assignment	Description	Weight	Due Date
1	Project Choice & Description	10%	Sept 27
2	Business Plan Objectives	15%	Oct 7
Ex Learn	Experiential Learning Report	10%	Oct 27

3	Marketing Plan	15%	Feb 24
4	Final business Plan	20%	Nov 17
5	Project Presentation	20%	Dec 1 - 9
LAB	Lab Participation	10%	Throughout course.

Letter Grades will be assigned using the following benchmarks.

Letter Grade	Percentage out of 100	Grade Point Range	Final Grade Point
A+	90-100	4.25-4.5	4.5
A	80-90	3.75-4.24	4.0
B+	75-80	3.25-3.74	3.5
B	70-75	2.75-3.24	3.0
C+	60-70	2.25-2.74	2.5
C	50-60	2.0-2.24	2.0
D	45-50	Less than 2.0	1.0
F	Less than 45		0

### **Assignment Feedback**

---

Assignments will receive comments and grades using standardized rubrics. Students can expect to receive feedback to their work two weeks after submission. Students who have received low grades and challenging feedback on their first two assignments should reconsider continuing the course.

### **Assignment Extension and Late Submission Policy**

---

Late assignments may not be accepted without prior approval from the course instructor or student services.

### **Academic Integrity, Evidence and Referencing**

---

Student work for this course should be supported by evidence wherever possible. Evidence is made stronger with the provision of source information. Students should expect the strength of their evidence to affect their grade.

Each student in this course is expected to complete their coursework and programs of study with integrity by making a commitment to the six fundamental values of honesty, trust, fairness, respect, responsibility, and courage. <http://umanitoba.ca/student-supports/academic-supports/academic-integrity>

Academic integrity looks like referencing the work of others that you have used and completing your assignments independently unless otherwise specified.

## UM Policies

---

As a student at 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 University of Manitoba (UM) website's [Governing Documents](https://umanitoba.ca/governance/governing-documents) (<https://umanitoba.ca/governance/governing-documents>) is one important source of information, in particular the Academic and Students sections. The Student Advocacy office can also help you understand policies and procedures; find their information in the UM Learner Supports section below.

### Academic Calendar

The [Academic Calendar](https://umanitoba.ca/registrar/academic-calendar) (<https://umanitoba.ca/registrar/academic-calendar>) is the University's official publication containing course descriptions, program and graduation requirements, as well as UM and faculty/school-specific rules, regulations and policies. In particular, familiarize yourself with the sections *University Policies and Procedures* and *General Academic Regulations*.

### Academic Integrity

In addition to reviewing your instructor's academic integrity policy listed in their syllabus, you are expected to view the *General Academic Regulation* section within the [Academic Calendar](https://umanitoba.ca/registrar/academic-calendar) (<https://umanitoba.ca/registrar/academic-calendar>) and specifically read the regulation pertaining to Academic Integrity. Ask your instructor for additional information about demonstrating academic integrity in your academic work, and consult the following UM resources for more information and support:

- [Academic Integrity](https://umanitoba.ca/student-supports/academic-supports/academic-integrity) (<https://umanitoba.ca/student-supports/academic-supports/academic-integrity>)
  - [Student Resources](https://umanitoba.ca/student-supports/academic-supports/academic-integrity#resources-to-conduct-academic-work-with-integrity) (<https://umanitoba.ca/student-supports/academic-supports/academic-integrity#resources-to-conduct-academic-work-with-integrity>)
  - [Academic Misconduct and How to Avoid It](https://umanitoba.ca/student-supports/academic-supports/academic-integrity#academic-misconduct-and-how-to-avoid-it) (<https://umanitoba.ca/student-supports/academic-supports/academic-integrity#academic-misconduct-and-how-to-avoid-it>)
- [Student Advocacy Office](https://umanitoba.ca/student-supports/academic-supports/student-advocacy) (<https://umanitoba.ca/student-supports/academic-supports/student-advocacy>)

### 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](https://umanitoba.ca/copyright/) (<https://umanitoba.ca/copyright/>) provides copyright resources and support for all members of the University of Manitoba community.

## Grade Appeals

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](https://umanitoba.ca/registrar/grades/appeal-grade) (https://umanitoba.ca/registrar/grades/appeal-grade) for more information including appeal deadline dates and the appeal form.

## Intellectual Property

For information about rights and responsibilities regarding intellectual property view the [Intellectual Property Policy](https://umanitoba.ca/governance/governing-documents/governing-documents-university-community#intellectual-property) (https://umanitoba.ca/governance/governing-documents/governing-documents-university-community#intellectual-property)

## Program-Specific Regulations

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](https://umanitoba.ca/academics) website (https://umanitoba.ca/academics).

## Respectful Work and Learning Environment

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 and respectful manner. Policies governing UM community behaviour include:

- [Respectful Work and Learning Environment](https://umanitoba.ca/about-um/respectful-work-and-learning-environment-policy) (https://umanitoba.ca/about-um/respectful-work-and-learning-environment-policy)
- [Student Discipline](https://umanitoba.ca/governance/governing-documents-students#student-discipline) (https://umanitoba.ca/governance/governing-documents-students#student-discipline)
- [Violent or Threatening Behaviour](https://umanitoba.ca/governance/governing-documents-students#violent-or-threatening-behaviour) (https://umanitoba.ca/governance/governing-documents-students#violent-or-threatening-behaviour)

The UM website, [Engaging in Respectful Conduct](https://umanitoba.ca/student-supports/respectful-conduct) (https://umanitoba.ca/student-supports/respectful-conduct), includes more details about expectations for behaviours related to university activities.

## Sexual Violence Policies

The UM has several policies and procedures that deal with the rights and responsibilities of the University community with regards to all forms of sexual violence. For a comprehensive list of policies and associated resources, visit the [Sexual Violence Resource Centre's information page](https://umanitoba.ca/student-supports/sexual-violence-support-and-education/sexual-violence-get-informed) (https://umanitoba.ca/student-supports/sexual-violence-support-and-education/sexual-violence-get-informed). Please note that there are many supports available in addition to these policy documents (see UM Learner Supports).



## Voluntary Withdrawal

Voluntary withdrawal (VW) is a way for students to leave a class without academic penalty once the Registration Revision Period has ended. If you opt to voluntarily withdraw from a course, you will not be eligible for a refund and, if applicable, will still be required to pay any outstanding tuition fees for the course. On your transcript, the course you have withdrawn from will be listed; however, “VW” will appear in lieu of a grade. If you do not drop a course before the VW deadline, you will receive a final grade in the course on your transcript.

Please note that there are separate deadlines for dropping a course early in a term during the Registration Revision Period. Dropping a course means you are removing that course from your schedule, will not be charged tuition fees for that course, and the course will not appear on your transcript.

The Registrar’s Office website, [Withdraw from a Course](https://umanitoba.ca/registrar/withdraw-course) (<https://umanitoba.ca/registrar/withdraw-course>), includes more information on the different ways in which you can withdraw from a course and important dates and deadlines to do so.

---

## UM Learner Supports

---

Below you will find a select list of important supports for learners at the UM, both academic supports and otherwise. For a complete listing of all learner supports at the University of Manitoba, visit the [Student Supports website](https://umanitoba.ca/student-supports) (<https://umanitoba.ca/student-supports>).

### Academic Advising

Contact an [Academic Advisor](https://umanitoba.ca/student-supports/academic-supports/academic-advising) (<https://umanitoba.ca/student-supports/academic-supports/academic-advising>) for support with degree planning and questions about your academic program and regulations.

### Academic Learning Centre (ALC)

The [Academic Learning Centre](https://umanitoba.ca/student-supports/academic-supports/academic-learning) (<https://umanitoba.ca/student-supports/academic-supports/academic-learning>) offers one-to-one tutoring, groups study sessions and workshops, as well as video and tip-sheet resources to help you throughout your academic program. All Academic Learning Centre programming, supports, and services are free for UM students.

Make an appointment for [free one-to-one tutoring](https://umanitoba.ca/student-supports/academic-supports/academic-learning/tutoring-group-study#individual-tutoring) (<https://umanitoba.ca/student-supports/academic-supports/academic-learning/tutoring-group-study#individual-tutoring>). **Content tutors** (over 90 UM courses) can help you understand concepts and learn problem-solving strategies. **Study skills tutors** can help you improve your skills such as time management and goal setting, reading and note-taking, as well as learning and test-taking strategies. **Writing tutors** can give you feedback on your academic writing, whether you are just getting started on a written assignment or already have a draft. **English as an Additional Language** specialist, Antoanela Denchuk, is available for one-to-one tutoring to help you improve your English-language academic writing skills. Use the drop-down menu, read the tutor biographies, and

make an appointment for tutoring on the [Academic Learning Centre schedule](https://manitoba.mywconline.com/) (<https://manitoba.mywconline.com/>).

Attend [Supplemental Instruction \(SI\)](https://umanitoba.ca/student-supports/academic-supports/academic-learning/tutoring-group-study) (<https://umanitoba.ca/student-supports/academic-supports/academic-learning/tutoring-group-study>) sessions in historically difficult courses (including Chemistry, Engineering, and Computer Science). These free weekly review sessions are facilitated by a peer mentor who has previously taken the course and provide an opportunity to discuss course content, ask questions, compare notes, solve practice problems, and develop study strategies. See online for a list of SI courses and meeting times.

Register for an [Academic Success Workshop](https://umanitoba.ca/student-supports/academic-supports/academic-learning/academic-success-workshops) (<https://umanitoba.ca/student-supports/academic-supports/academic-learning/academic-success-workshops>), where you can learn strategies to improve your writing and studying. More information on topics, dates, and registration, are found online.

Register for [Faculty of Graduate Studies Grad Steps Workshops](https://umanitoba.ca/graduate-studies/student-experience/graduate-student-workshops) (<https://umanitoba.ca/graduate-studies/student-experience/graduate-student-workshops>). These workshops are specifically designed for students working towards **Master's degrees or PhDs**. More information on topics, dates, and registration can be found online.

Access the Academic Learning Centre's collection of [videos and tip sheets](https://umanitoba.ca/student-supports/academic-supports/academic-learning#tip-sheets-for-writing-and-study-skills) (<https://umanitoba.ca/student-supports/academic-supports/academic-learning#tip-sheets-for-writing-and-study-skills>) to help you with many of the academic tasks you'll encounter in university.

**Contact the Academic Learning Centre** by calling 204-480-1481 or emailing [academic\\_learning@umanitoba.ca](mailto:academic_learning@umanitoba.ca). Bannatyne students can contact the Bannatyne Student Services office at 204-272-3190.

## Basic Needs

It can be difficult to learn and succeed in courses when you are struggling to meet your or your family's basic needs. Several UM and community resources are listed below if you would benefit from support with regards to housing, food, finances, and/or childcare:

- *Housing*
  - [UM Housing](https://umanitoba.ca/housing) (<https://umanitoba.ca/housing>)
  - [Winnipeg Rental Network](https://www.winnipegrentnet.ca/) (<https://www.winnipegrentnet.ca/>)
  - [Manitoba Residential Tenancies Branch](https://www.gov.mb.ca/cca/rtb/) (<https://www.gov.mb.ca/cca/rtb/>)
  - [HOPE End Homelessness Winnipeg Services & Supports](https://umanitoba.ca/housing) (<https://umanitoba.ca/housing>)
- *Food*
  - [U of M Food Bank](https://umanitoba.ca/financial-aid-and-awards/u-m-food-bank) (<https://umanitoba.ca/financial-aid-and-awards/u-m-food-bank>)
  - [Food Matters Manitoba](https://foodmattersmanitoba.ca/find-emergency-food-in-winnipeg/) (<https://foodmattersmanitoba.ca/find-emergency-food-in-winnipeg/>)

- *Finances*
  - [UM Financial Aid and Awards](https://umanitoba.ca/financial-aid-and-awards) (https://umanitoba.ca/financial-aid-and-awards)
  - [Manitoba Student Aid](https://www.edu.gov.mb.ca/msa/) (https://www.edu.gov.mb.ca/msa/)
- *Child Care*
  - [UM Child Care](https://umanitoba.ca/about-um/child-care) (https://umanitoba.ca/about-um/child-care)
  - [Manitoba Child Care Subsidy](https://bit.ly/3yG3ijy) (https://bit.ly/3yG3ijy)
  - [Manitoba Child Care Association](https://mccahouse.org/looking-for-child-care/) (https://mccahouse.org/looking-for-child-care/)

## English Language Centre

The [English Language Centre \(ELC\)](https://umanitoba.ca/english-language-centre) (https://umanitoba.ca/english-language-centre) provides courses, tests, accommodations and individual support to students whose first language is not English in order to support academic success and participation in the University of Manitoba community.

## Health and Wellness

Physical, mental, emotional, and spiritual health and wellness play a critical role in student success. See all of UM's resource on their [Health and Wellness](https://umanitoba.ca/student-supports/student-health-and-wellness) (https://umanitoba.ca/student-supports/student-health-and-wellness) website, and make note of several specific UM and community supports listed below.

### Winnipeg Urgent Physical and Mental Health Care

If you are an adult experiencing a mental health or psychosocial crisis, contact the [Klinik Community Health](https://klinik.mb.ca/crisis-support/) (https://klinik.mb.ca/crisis-support/) 24/7 crisis line at 204-786-8686, visit the [Crisis Response Centre](https://sharedhealthmb.ca/services/mental-health/crisis-response-centre/) (https://sharedhealthmb.ca/services/mental-health/crisis-response-centre/) located at 817 Bannatyne Avenue, or contact the Mobile Crisis Service at 204-940-1781.

To speak with a nurse for guidance on what health-care path to take for the issue you are facing or for general information about health resources available in Manitoba, contact [Health Links](https://misericordia.mb.ca/programs/phcc/health-links-info-sante/) (https://misericordia.mb.ca/programs/phcc/health-links-info-sante/) at 1-888-315-9257 (toll free).

If you need urgent medical care, visit the Winnipeg Regional Health Authority's [Emergency Department & Urgent Care Wait Times](https://wrha.mb.ca/wait-times/) webpage (https://wrha.mb.ca/wait-times/) for a list of locations and current wait times.

### Student Counselling Centre (SCC)

The [Student Counselling Centre](https://umanitoba.ca/student-supports/student-health-and-wellness/student-counselling-centre-scc) (https://umanitoba.ca/student-supports/student-health-and-wellness/student-counselling-centre-scc) provides free counselling and mental health support to UM, English Language Centre, and International College of Manitoba (ICM) students. We are

open year-round, Monday through Friday from 8:30 am to 4:30 pm. Our commitment is to offer a support service to every student who contacts us.

Visit the SCC's [For Urgent Help](https://umanitoba.ca/student-supports/student-health-and-wellness/student-counselling-centre-scc#for-urgent-help) (https://umanitoba.ca/student-supports/student-health-and-wellness/student-counselling-centre-scc#for-urgent-help) webpage or the urgent care resources listed above if you require immediate support.

Visit the SCC's [Our Services](https://umanitoba.ca/student-supports/student-health-and-wellness/student-counselling-centre-scc#for-urgent-help) (https://umanitoba.ca/student-supports/student-health-and-wellness/student-counselling-centre-scc#for-urgent-help) webpage for more information on accessing a variety of services including individual counselling, counselling workshops and groups, support resources, and learning disability assessment services.

The SCC is located is located at 474 UMSU University Centre (Fort Garry Campus).

### Health and Wellness Office

Students often juggle multiple demands, and we recognize that it can be difficult to find balance. For any changes you want to make to your health and wellness, the Health and Wellness Office at the University of Manitoba would like to support you in your journey. We are here to help you take control of your own health and make your own decisions. We are a judgment-free space and we avoid labels whenever possible. For more information, please visit the [Health and Wellness Office](https://umanitoba.ca/student-supports/health-wellness) (https://umanitoba.ca/student-supports/health-wellness) website.

### Spiritual Care and Multifaith Centre

Spiritual care services are available to all, whether you identify as spiritual, atheist, religious or agnostic. [Spiritual Services](https://umanitoba.ca/student-supports/spiritual-services) (https://umanitoba.ca/student-supports/spiritual-services) also offer specific denominational support for certain religious groups and by Indigenous Elders-in-Residence.

### Student Support Case Management (SSCM)

Contact the [Student Support Case Management team](https://umanitoba.ca/student-supports/academic-supports/student-advocacy/case-management) (https://umanitoba.ca/student-supports/academic-supports/student-advocacy/case-management) 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.

### University Health Service (UHS)

The [University Health Service](https://umanitoba.ca/student-supports/health-wellness/university-health-service) (https://umanitoba.ca/student-supports/health-wellness/university-health-service) offers a full range of medical services to students, including psychiatric consultation, via two health clinics:

- Fort Garry Campus: (204) 474-8411, ACW-Lot temporary trailer (behind the Isbister building)
- Bannatyne Campus: (204) 474-8411, P309 – Pathology Building

### Student Services at Bannatyne Campus

Student Services at Bannatyne Campus (SSBC) offers a full range of mental health supports to students and residents in the Rady Faculty of Health Sciences, along with other academic and personal supports. Visit the [SSBC website](https://umanitoba.ca/student-supports/student-services-bannatyne-campus) (https://umanitoba.ca/student-supports/student-services-bannatyne-campus) for a list of services available.

### Indigenous Students

Staff, faculty and Elders are well-equipped to ensure your university experience is as beneficial, accessible, and successful as possible. Visit the Indigenous [Student Experience](https://umanitoba.ca/indigenous/student-experience) (https://umanitoba.ca/indigenous/student-experience) website for more information on the supports and services available.

### International Students

The transition to a new country and a new academic system can be both exciting and overwhelming. The International Centre (IC) is here to help you settle into life at University of Manitoba. Visit the [International Students](https://umanitoba.ca/current-students/international) website (https://umanitoba.ca/current-students/international) for more information.

### Sexual Violence Support and Education

Sexual violence affects people of all ages, sexual orientations, genders, gender identities, abilities and relationship statuses. At the U of M, we are committed to ensuring a respectful work and learning environment for all. We want to build a safe and inclusive campus community where survivors of sexual violence know they can receive the supports they need to succeed, both academically and personally.

The [Sexual Violence Resource Centre](https://umanitoba.ca/sexual-violence) (https://umanitoba.ca/sexual-violence), located at 537 UMSU University Centre (Fort Garry campus) provides support, resources, information and referral services for any student, faculty or staff member who has been affected by sexual violence.

### Student Accessibility Services (SAS)

The University of Manitoba is committed to providing an accessible academic community. [Student Accessibility Services](https://umanitoba.ca/student-supports/accessibility) (<https://umanitoba.ca/student-supports/accessibility>) 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 health, learning, medical, hearing, injury-related, visual) are invited to contact SAS to arrange a confidential consultation. SAS is located at 520 University Centre (Fort Garry Campus).

### Student Advocacy

[Student Advocacy](https://umanitoba.ca/student-supports/academic-supports/student-advocacy) (<https://umanitoba.ca/student-supports/academic-supports/student-advocacy>) is a safe place for students. We help you navigate university processes and advocate for your rights as a student at UM. If anything in your personal or academic life is affecting your studies, contact our confidential intake assistant by phone (204-474-7423) or email ([stadv@umanitoba.ca](mailto:stadv@umanitoba.ca)).

### 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](http://bit.ly/WcEbA1) (<http://bit.ly/WcEbA1>) can be found by subject.

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 [UM Libraries and Departments](https://libguides.lib.umanitoba.ca/c.php?g=298526) (<https://libguides.lib.umanitoba.ca/c.php?g=298526>) webpage. When working remotely, students can also receive help online, via the Ask-a-Librarian chat found on the [University of Manitoba Libraries' homepage](https://umanitoba.ca/libraries/) (<https://umanitoba.ca/libraries/>)