



**University
of Manitoba**

Faculty of Agricultural and Food Sciences

Department of Food and Human Nutritional Sciences

FOOD 3500 - Processing of Animal Food Products

Fall Term 2022

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Course Details

| | |
|---|--|
| Course Title & Number: | FOOD 3500 Processing of Animal Food Products; CRN 22951 |
| Number of Credit Hours: | 3 |
| Class Times & Days of Week: | Lectures: Monday, Wednesday, and Friday, from 12:30 pm to 1:20 pm. Laboratory: Section B1 Monday 4-6 pm. |
| Location for classes/labs/tutorials: | Lectures: Ellis building, Room 342 Laboratory: In-person, Department of Food Science, 250 Ellis Building Room 245, Pilot Plant Room 216 |
| Teaching Assistants: | TBA |
| Pre-Requisites: | CHEM 2770 or MBI0 2770 or CHEM 2360 or MBI0 2360 or any other equivalent course. Consent of instructor. |

Instructor Contact Information

| | |
|--------------------------------------|--|
| Instructor(s) Name: | Argenis Rodas-González |
| Preferred Form of Address: | Anything polite |
| Office Location: | Animal Science/Entomology Building RM 229 |
| Office Hours or Availability: | Make an appointment, send an email or call me |
| Office Phone No. | (204)474-9523 |
| Email: | Argenis.RodasGonzalez@umanitoba.ca |
| Contact: | If you want to contact me an email with the subject heading Food 3500 and your name is best, but you can see me after a class session. I expect to respond telephone and email queries within 24-48 hours (circumstances permitting) during the week. I will not normally be checking my email or UM-Learn on weekends and holidays. |

Traditional Territory/Land Acknowledgment

The University of Manitoba campuses are located on original lands of Anishinaabeg, Cree, Oji-Cree, Dakota and Dene peoples, and on the homeland of the Métis Nation. We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

Equity And Inclusion Commitment

The course is designed for students who wish to learn about processing of animal origin products and pursue an industry or academic career. The course ensures a rewarding experience, where students can be immersed in the discipline and have personal responsibility toward achieving their educational goals; but in a supportive, inclusive and challenging environment. Also, the course offers an environment free from harassment, discrimination, and other exclusionary behaviours.

Course Description

U of M Course Calendar Description

Processing of materials of animal origin will be studied with emphasis on product quality and safety. The impact of initial characteristics and further processing will be discussed as factors that can affect nutritive value, convenience, functionality, appearance, palatability, and food safety of the final product. Additionally, the course will provide practical experience in identifying the quality parameters, detecting defects, and applying technologies to obtain different foods of animal origin, through labs and field trips.

General Course Description

Products of animal origin are a dynamic and exciting field which is very important in many economies around the world. Processing of animal products has to provide safety, nutritional, affordable and pleasant food for human consumption. The production of food under food quality and safety parameters and regulations is beyond the simple memorization of knowledge. It requires critical thinking, integration of knowledge and innovative approaches to problem solving. This course will combine classroom lectures, labs, group discussion, and multiple writing assignments.

Builds on fundamental aspects of egg, muscle and milk biochemistry and function to explain how pre- and post-harvest technologies affect the quality and safety. Issues of current concern, their resolution as well as recent advances will be discussed. Also, the course explores ways in

Indigenous knowledge in harvesting and processing animal food products which to engage in reconciliation, the inclusion of Indigenous perspectives, voices and content.

This course (lectures and labs) is delivered in-person during the scheduled class times.

Course Objectives and Learning Outcomes

Objectives

1. To review the evolution over time and current trends of the different food commodities (egg, meat, and milk).
2. To identify the major constituents of egg, meat, milk, their characteristics and functions.
3. To explain how pre- and post-harvest factors affect the constituent properties and consequently the quality and processing attributes of egg, meat, and milk.
4. To recognize and explain the principles and current practices of processing techniques in egg, meat, and milk.
5. To recognize and explain the manufacturing process in the animal origin industry.
6. To engage in Indigenous knowledge in harvesting and processing animal food products

Outcomes

7. Analyze how the food industry of egg, meat, and milk have changed over time.
8. Recognize and differentiate the chemistry and physical characteristics of constituents of egg, meat, and milk.
9. Describe, differentiate and analysis how pre- and post-harvest factors affect the quality and processing attributes of egg, meat, and milk.
10. Describe, differentiate and compare the principles and current practices of processing techniques to produce food products.
11. Acknowledge the contribution the animal origin industry in the food security of Canada.
12. Acknowledge Indigenous perspective of processing animal food products and food security.

Course Materials

Recommended Materials

Readings

The following are recommended:

William J Stadelman; Owen J Cotterill. Egg science and technology. New York: Food Products Press c1995

Y. Nys M Bain; F Van Immerseel. 2011. Improving the Safety and Quality of Eggs and Egg Products. Vol 1. Egg Chemistry, Production and Consumption. Woodhead Publishing Limited. UofM library online access.

Elton D. Aberle, John C. Forrest, David E. Gerrard, Edward W. Mills. 2012. Principles of Meat Science. Kendall Hunt Publishing Company.

Rodrigo Tarté. 2009. Ingredients in Meat Products: Properties, Functionality and Applications. Springer. UofM library online access.

A.M. Pearson, T.A. Gillett. 2012. Processed Meats. Chapman & Hall.

Singh, Harjinder Boland, Mike Thompson, Abby. 2014. Milk Proteins - From Expression to Food (2nd Edition). Elsevier. UofM library online access.

Pieter Walstra, Jan T. M. Wouters, and Tom J. Geurts. 2005. Dairy Science and Technology. Second Edition. CRC Press. UofM library online access.

Journals: Meat Science, Journal of Food Science, Journal of Dairy Science, Journal of Animal Science, Canadian Journal of Animal Science.

Supplies

Specific supplies are not required. Students need to bring their own lab coat, wear long pants and close shoes during labs.

Technology

Your computer or device, and Internet connection must meet the UM minimum requirements found here <https://centre.cc.umanitoba.ca/wp-content/uploads/2020/04/Student-Connectivity-Recommendations.pdf>, <https://centre.cc.umanitoba.ca/wp-content/uploads/2020/04/Student-Connectivity-Recommendations.pdf> .

UM Learn: Class notes and lab material will be posted on UMLearn. You should be aware that the notes posted are not complete and will require you to attend class to fill in key details. The instructor will spend a few minutes on the first day of classes demonstrating where these can be found in UMLearn.

iClickers: Students can use an iClicker, or the iClicker Reef app for answering questions during lecture and lab throughout the duration of the course.

For more information on how to set up and use iClicker Cloud in your course, visit:

<https://universityofmanitoba.desire2learn.com/d2l/le/content/6606/viewContent/1432626/View>

If you have questions or need help, contact IST Service Desk (servicedesk@umanitoba.ca or 204-474-8600).

Cell phones and laptop computers: 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 the classroom setting only for educational purposes approved by the instructor and/or the University of Manitoba Disability Services. Students should not participate in personal direct electronic messaging / posting activities (e-mail, texting, video or

voice chat, wikis, blogs, social networking (e.g. Facebook) online and offline “gaming” during scheduled class time. If a student is on call (emergency), the student should switch his/her cell phone on vibrate mode and leave the classroom before using it. (adapted from ©S Kondrashov. Used with permission)

Material for this course is uploaded to UM Learn. Please see this link for support:
http://intranet.umanitoba.ca/academic_support/catl/resources/359.html

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](https://umanitoba.ca/governance/governing-documents-academic#responsibilities-of-academic-staff-with-regard-to-students) (<https://umanitoba.ca/governance/governing-documents-academic#responsibilities-of-academic-staff-with-regard-to-students>).

Covid contingency

The Department of Animal Science in consultation with the Faculty of Agricultural and Food Sciences has devised a plan so that there is minimal impact on the delivery and content of the course, should the instructor fall sick and is unable to continue lectures in-person. Please be assured that the alternative plan outlining any deviation from the normal mode of instruction will be communicated to you as quickly as possible if/when the need arises.

| Lecture schedule | | | |
|------------------|--|-----------------------------------|--|
| Month | Day | Module | Topics, Readings, Assignments, Exams |
| September | 7 | | Introduction and Overview |
| | 9 | Dairy industry | The Dairy Industry Overview |
| | 12 | | Physical-chemical characteristics and properties of milk |
| | 14 | | General aspects of milk microbiology |
| | 16 | | Principles of milk processing I |
| | 19 | | Principles of milk processing II |
| | 21 | | Egg industry |
| | 23 | Shell Egg Formation and Structure | |
| | 26 | Shell Egg Quality | |
| | 28 | First Midterm exam | |
| 30 | National Truth and Reconciliation Day | | |
| October | 3 | Shell Egg quality II | |
| | 5 | Shell Egg Processing I | |
| | 7 | Shell Egg Processing II | |
| | 10 | Thanksgiving Day | |
| | 12 | Egg handling, storage and safety | |
| | 14 | | The Meat industry overview |

| | | | |
|----------------------|---------------|---------------|---|
| | 17 | | Slaughtering Operations |
| | 19 | | Slaughtering Operations /Slaughtering By-products |
| | 21 | | Second Midterm exam |
| | 24 | | Slaughtering By-products |
| | 26 | | Carcass evaluation |
| | 28 | | Carcass grading systems |
| | 31 | | Carcass fabrication |
| November | 2 | Meat industry | Muscle chemistry pre- and post-mortem |
| | 4 | | Properties of fresh meat |
| | 7 - 11 | | Fall term break/ Remembrance Day |
| | 14 | | Palatability of fresh meat I |
| | 16 | | Palatability of fresh meat II |
| | 18 | | Principles of meat processing I |
| | 21 | | Principles of meat processing II |
| | 23 | | Principles of meat processing III |
| | 25 | | Meat cookery and cooked meat products I |
| | 28 | | Meat cookery and cooked meat products II |
| | | 30 | Indigenous knowledge |
| December | 2-7 | | Harvesting and processing animal food products |
| | 9 | | Third Midterm exam |
| | 12 | | Last day of class for fall term. |
| Dec. 13 to 23 | | | Fall Term examination period |

Course Evaluation/Assessments

Summary

| Assignments | Grade |
|---------------------------------------|------------|
| Midterm exams (three at 10% each) | 30% |
| Laboratory reports (four at 10% each) | 40% |
| Class participation | 10% |
| Final examination | 30% |

Assessment Descriptions

Midterm exams: 30%

Short answer, short essay, multiple choices, fill the blank, true/false and/or matching.

Laboratory report: 40%.

Laboratory reports and lab exams will be completed by each student so as to apply all principles learned in the classroom and laboratory exercises. The report has to be submitted in UM-Learn system a week later of the activity. Field trips could be schedule.

The reports consist of the discussion of the results obtained during the lab, which has to be supported with references

The cite and list reference format of the report should follow Chicago style. Assignments will be evaluated based on your ability to discuss the topic coherently and support the ideas presented. Points will be deducted for poor grammar and spelling.

Late submissions will be marked, but do not expect a prompt return of the work. Late submission will incur a deduction of 5% for each weekday that the assignment is submitted after the deadline, unless an assignment extension has been permitted by me in advance of the deadline.

Class Participation: 10%

Each class member is expected to contribute to some of the class discussions: asking and responding to questions, making comments or observations.

It will be used iClicker student response system in class this term. iClicker helps me to understand what you know and gives everyone a chance to participate in class.

The new iClicker Cloud software allows students to use their mobile devices to answer polling questions with no additional cost to them.

Grades from polling sessions can be stored on iClicker Cloud for retrieval at a later time or linked to your UM Learn course gradebook.

For more information on how to set up and use iClicker Cloud in your course, visit:

<https://universityofmanitoba.desire2learn.com/d2l/le/content/6606/viewContent/1432626/View>

If you have questions or need help, contact IST Service Desk (servicedesk@umanitoba.ca or 204-474-8600).

Final examination: 30%

The final exam will be comprehensive and will cover all lecture and lab materials and handouts.

Assignment Feedback

All assignments handed in on time will be graded and returned within 2 weeks of the due date; late assignments will be graded as my time permits.

Labs/Tutorials

Expectations

The lab attendance is mandatory, two missing labs without proper justification (e.g., students observing religious holidays, with disabilities, facing food and housing insecurity, those who are parents, etc.), the student will fail the course. Missed labs should be reported to the lab instructor as soon as possible after they have been missed (within 48 hours or if not before).

If you do not attend the laboratory and therefore, do not contribute to the assignment, you will lose the full mark of the assignment. If you have a valid excuse, you can be given an alternate assignment. The lab instructor will set this alternate assignment..

| Lab schedule | | | |
|---------------------|------------|----------------------|--|
| Month | Day | Module | Topics |
| September | 19 | Dairy industry | Milk Processing I (Cheese) |
| | 26 | | Milk Processing II (Ice cream) |
| October | 3 | Egg Industry | Interior Egg Quality |
| | 10 | | Thanksgiving Day |
| | 17 | | Egg Processing: Hard cook eggs |
| | 24 | | Egg Processing: Emulsified products |
| | 31 | | Egg Processing: Foam products |
| November | 7-11 | Meat Industry | Fall term break/ Remembrance Day |
| | 14 | | Carcass evaluation and fabrication |
| | 21 | | Fresh Meat Quality |
| | 28 | | Meat processing I (Fresh processed meat products, Cured and smoked products) |
| December | 5 | Indigenous knowledge | Harvesting and processing animal food products |

Grading

Standardized grades used are those followed by the Food Science Department:

| Letter Grade | Percentage out of 100 | Final Grade Point | |
|--------------|-----------------------|-------------------|--------------|
| A+ | 90 - 100% | 4.5 | Exceptional |
| A | 80 - 89% | 4.0 | Excellent |
| B+ | 75 - 79% | 3.5 | Very Good |
| B | 67 - 74% | 3.0 | Good |
| C+ | 61 - 66% | 2.5 | Satisfactory |
| C | 56 - 60% | 2.0 | Adequate |
| D | 50 - 55% | 1.0 | Marginal |
| F | Under 50% | 0 | Failure |

Expectations

Expectations: I Expect You To
Attend,

Participate,

Demonstrate a willingness to learn,

Be courteous,

Show academic integrity and honesty.

Work effectively as a team to design and execute class activities.

Not to leave the class before it ends unless there is an emergency to which you must attend.

Leaving a class before the end is disrespectful to your instructor and disruptive towards your fellow students.

Not use your cell phone- Please be respectful in class and turn your cell phone off or onto vibration mode for the duration of the class.

Use your laptop computers to aid your learning- Laptops are a perfect way to take notes in class and share information with peers; be respectful to the instructor and other students while using laptops by staying on task in class. Answer questions that I will ask of the class. I do not expect you always (or ever!) to get the correct answer, but I do expect you to try and to participate.

See [Respectful Work and Learning Environment Policy](#).

Expectations: You Can Expect Me To

To treat you fairly and with respect.

To be available for consultation regularly.

To treat all of your questions and comments with respect and to take your concerns seriously.

To remain in the classroom for 5 minutes after class to answer any immediate questions.

To provide clarification or explanation at the time in class for any doubt.

To offer advice about class materials, assignments or exams.

To grade and return the assignments and exams within 2 weeks of the due date; late assignments will be graded as my time permits.

To ask questions and gives everyone a chance to participate in class.

Course Policies

Policies listed in this section are typically ones specific to you and your course, rather than the broader institutional policies listed in the next section. However, there may be overlap in some instances, particularly in your specific approach to some of the general UM policies that are required to be included under ROASS (e.g., academic integrity). Ensure that your course policies align with applicable department-specific and/or faculty-specific policies.

Academic Integrity

Each student in this course is expected to compete 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.

Plagiarism or any other form of cheating in examinations, term tests or academic work is subject to serious academic penalty. Cheating in examinations or tests may take the form of copying from another student or bringing unauthorized materials into the exam room. Exam cheating can also include exam impersonation. A student found guilty of contributing to cheating in examinations or term assignments is also subject to serious academic penalty. Students should acquaint themselves with the University's policy on plagiarism; cheating, exam impersonation and duplicate submission (http://umanitoba.ca/student/resource/student_advocacy/media/Advoc-Cheat-Booklet-rev04-web.pdf).

Course requirements for academic integrity for individual and group work in this course:

- I. *Unless otherwise stated, complete your assignments, quizzes, tests, and exams by yourself with no help from your class peers, family members, or from tutors that are not approved by the instructor. If you are in need of assistance, please contact the instructor immediately for support and/or to arrange for approved supports.*
- II. *Do not share course materials (e.g., notes, exam questions, assignment instructions, article) that have been created by the instructor or were authored by another person. Unpermitted sharing of such materials with your peers or with note-sharing companies, such as One Class, Course Hero, or Chegg (or other similar websites), is a violation of Copyright Law.*
- III. *Group members must ensure that a group project adheres to the principles of academic integrity. This means that all students are required to check that all sourced material has been cited and referenced.*
- IV. *Students should review specific instructions concerning study groups and individual assignments.*
- V. *Do not submit lab reports or other types of assignments already graded in another course.*

Plagiarism, duplicate submission, cheating on quizzes, tests, and exams, inappropriate collaboration, academic fraud, and personation are violations of the Student Discipline Bylaw and will lead to the serious disciplinary action. Visit the Academic Calendar, Student Advocacy, and Academic Integrity web pages for more information and support.

Accessibility

The University of Manitoba is committed to providing an accessible academic community. [Students Accessibility Services \(SAS\)](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 illness, learning, medical, hearing, injury-related, visual) are invited to contact SAS to arrange a confidential consultation.

520 University Centre

(204) 474-7423

Student_accessibility@umanitoba.ca

Attendance

The lab attendance is mandatory, two missing labs without proper justification (e.g., students observing religious holidays, with disabilities, facing food and housing insecurity, those who are parents, etc.), the student will fail the course. Missed labs should be reported to the lab instructor as soon as possible after they have been missed (within 48 hours or if not before). If you do not attend the laboratory and therefore, do not contribute to the assignment, you will lose the full mark of the assignment. If you have a valid excuse, you can be given an alternate assignment. The lab instructor will set this alternate assignment.

Keep in mind the University of Manitoba's [Self-Declaration for Brief and Temporary Student Absences Policy and Procedure](#).

Assignment Extension and Late Submission Policy

- Students are not required to provide medical notes in support of absences from class activities/requirements and from evaluations including final examinations. However, students need to report to the instructor within 48 hours after missing a class/quiz/test/assignment.
- Assignment extensions make up exams or absence on required days will be given only with the professor's permission, and it will grant in cases of genuine need (sickness, death or funeral of a close relative). You will need to talk to me in person as soon as possible if you require an extension.
- Late submissions will be marked, but do not expect a prompt return of the work. Late submission will incur a deduction of 5% for each weekday that the assignment is submitted after the deadline, unless an assignment extension has been permitted by me in advance of the deadline.
- Arrangements should be made with the professor in the case of missed exams.

Keep in mind the University of Manitoba's [Self-Declaration for Brief and Temporary Student Absences Policy and Procedure](#).

Class Communication

If you want to contact me an email with the subject heading Food 3500 and your name is best, but you can see me after a class session. I expect to respond telephone and email queries within 24-48 hours (circumstances permitting) during the week. I will not normally be checking my email or UM-Learn on weekends and holidays.

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.

Recording Class Lectures

No audio or video recording of lectures or presentations is allowed in any format, openly or surreptitiously, in whole or in part without permission from the instructor. Course materials (both paper and digital) are for the participant's private study and research.

Referencing Style

The cite and list reference format of the report should follow Chicago style. Assignments will be evaluated based on your ability to discuss the topic coherently and support the ideas presented. Points will be deducted for poor grammar and spelling.

Technology Use

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 the classroom setting only for educational purposes approved by the instructor and/or the University of Manitoba Disability Services. Students should not participate in personal direct electronic messaging / posting activities (e-mail, texting, video or voice chat, wikis, blogs, social networking (e.g. Facebook) online and offline “gaming” during scheduled class time. If a student is on call (emergency), the student should switch his/her cell phone on vibrate mode and leave the classroom before using it. (adapted from ©[S Kondrashov](#). Used with permission)

Review UM policies such as the [Respectful Work and Learning Environment policy \(RWLE\)](#) (<https://bit.ly/3OxGtnd>) are applicable in all University-related activities, even ones happening in online environments such as social media platforms. Remind students that it is the general University of Manitoba policy that all technology resources are to be used in a responsible, efficient, ethical, and legal manner.

Using Copyrighted Material

. 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 (e.g., Course Hero, Chegg, etc.), unless an exception to the Copyright Act applies or written permission has been confirmed. For more information, see the [University's Copyright Office website](#) (<http://umanitoba.ca/copyright/>) or contact um_copyright@umanitoba.ca.

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. 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>) 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).

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/>)