

# Syllabus

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

**Faculty of Agricultural and Food Sciences**



# UM Syllabus

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  - Email:** Kristin.hildahl-shawn@umanitoba.ca. I will try my best to return your email within 48 hours. When sending me an email, please include your course number. I am teaching three courses this term, and this helps me to answer your email in a more timely manner. .... 3
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  - Office/Student/Learner Hours:** If you need to contact me during the course, the best way to reach me is through email (Kristin.Hildahl-Shawn@umanitoba.ca). Please ask general questions in the course discussion forum rather than sending an email. That way all students can see the answer to the question. Throughout the course, I will relay important messages to you through the “Course Announcements” on the home page. Please be sure to check this regularly. .... 4
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# Course Details [ROASS]

Course Title: Nutrition for Health Professionals

Course Number: HNSC 2170 A01

Term: Fall 2022

Credit Hours: 2

Pre-requisites: none

Class Times & days: online study on UM Learn. No set class day / time.

Class location: UM Learn

# Instructor Contact Information [ROASS]

**Name:** Kristin Hildahl-Shawn, RD., M.Ed

**Email:** [Kristin.hildahl-shawn@umanitoba.ca](mailto:Kristin.hildahl-shawn@umanitoba.ca). I will try my best to return your email within 48 hours. When sending me an email, please include your course number. I am teaching three courses this term, and this helps me to answer your email in a more timely manner.

*Note:* All email communication must conform to the [Communicating with Students](#) university policy.

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**Office Phone:** (204) 474-6985 (please leave a message that includes your name, course number, and call back number)

**Office/Student/Learner Hours:** If you need to contact me during the course, the best way to reach me is through email ([Kristin.Hildahl-Shawn@umanitoba.ca](mailto:Kristin.Hildahl-Shawn@umanitoba.ca)). Please ask general questions in the course discussion forum rather than sending an email. That way all students can see the answer to the question. Throughout the course, I will relay important messages to you through the “Course Announcements” on the home page. Please be sure to check this regularly.

## **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**

As the instructor for this course, I am committed to equity, diversity, inclusion, and anti-oppression. I am committed to taking action against forms of oppression in and out of the classroom, and willingly support students by removing barriers to their learning and connecting them with needed supports.

## **Course Description [ROASS]**

U of M Course Calendar Description

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

General Course Description

This course provides you with a foundation of knowledge regarding nutrition and health. The concepts that you will learn in the course can be applied to future patient situations that you may

encounter as health professionals. Learners who successfully complete this course will acquire 2 credit hours towards their program.

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

## Course Learning Outcomes [ROASS]

Upon completion of the course you should be able to:

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

You will find the learning objectives for each unit on UM Learn. The questions on the midterm and final exam will be directly focused on these learning objectives.

## Course Materials [ROASS]

### Required Materials

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

### Required Textbook

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

OR

DeBruyne, K., & Pinna, K. (2020). *Nutrition for health and health care*. (7th ed.). Boston, MA: Cengage. (ISBN: 9780357325377) **Hard-copy version** (you will also need to purchase digital

access to Diet & Wellness Plus through the link below if your hard copy does not come with an Access Code for MindTap).

### Required Resource

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

### University of Manitoba Libraries

The following materials are available from the University of Manitoba Libraries:

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

### Technology

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

### UM Learn

This course is taught entirely online. All course materials are available on UM Learn. You can access UM Learn from the University of Manitoba homepage: [www.umanitoba.ca](http://www.umanitoba.ca). For login assistance, visit the [UM Learn Resources Page](#) or contact **IST Service Desk** at [servicedesk@umanitoba.ca](mailto:servicedesk@umanitoba.ca) or (204) 474-8600. Please run a system check at (<https://universityofmanitoba.desire2learn.com/d2l/systemCheck>) to verify that your system is configured properly.

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

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

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

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

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

## Course Schedule [ROASS]

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>).

Date	Class Content & Teaching Strategies	Required Readings or any Pre-class Preparation	Evaluation		
			Type of Assessment	Due Date	Value of Final Grade
Week 1 Sept 7-13	Unit 1: Nutrition Definitions, Standards and Guidelines  <b>7<sup>th</sup> edition E-book readings (sections):</b> Chapter 1: 1.1, 1.2, 1.3, 1.5 (you do not need to read the section on Dietary Guidelines for Americans up to the section on USDA Food Patterns, 1.7 Chapter 13: 13.3 (Nutritional Genomics)	Unit 1 course notes  <b>7<sup>th</sup> edition Textbook readings (pages):</b> 2-11 13-14 (up to Dietary Guidelines for Americans) 16-17(Fitness Guidelines section) 34-37 399-402 (Nutritional Genomics)	Assignment 1: Case study 1	Friday, Sept 16 by 11:55pm	3.5%
Week 2 Sept 14-20	Unit 2: Carbohydrates and Fibre  <b>7<sup>th</sup> edition E-book readings (sections):</b> Chapter 3: 3.1, 3.2, 3.3, 3.4, 3.5, 3.6. Chapter 15: 15.4 (Read the section on PKU) Chapter 17: 17.4 Chapter 18: 18.1, 18.2 (read the section on Lactose intolerance), 18.5 (read the section on Diverticular disease)	Unit 2 course notes  <b>7<sup>th</sup> edition Textbook readings (pages):</b> 68-87 90-93 464-466 (PKU) 509-512 (Nutrition and Oral Health) 514-518 (up to Malabsorption) 521-522 (Lactose Intolerance) 535-536 (Diverticular Disease)	Assignment 1: Case study 2	Friday, Sept 23 by 11:55pm	3.5%

	Chapter 20: 20.2 (Start at Nutrition Therapy: Dietary Recommendations and read up to Insulin Therapy. Read the Physical Activity and Diabetes Management section).	575-580 (up to Insulin Therapy) 584-585 (Physical Activity and Diabetes)			
Week 3 Sept 21-27	Unit 3: Lipids  <b>7<sup>th</sup> edition E-book readings (sections):</b> Chapter 4: 4.1, 4.2, 4.3, 4.4, 4.5, 4.6 Chapter 20 20.4 (Metabolic syndrome) Chapter 21: 21.2 (Read from Lifestyle Management to Reduce CVD Risk up to Drug Therapies)	Unit 3 course notes  <b>7<sup>th</sup> edition Textbook readings (pages):</b> 96-114 117-122 591-594 (Metabolic Syndrome) 600-605 (Lifestyle Management to Reduce CHD up to Drug Therapies for CHD Prevention)	Assignment 1: Case study 3	Friday, Sept 30 by 11:55pm	3%
Week 4 Sept 28 – Oct 4	Unit 4: Protein  <b>7<sup>th</sup> edition E-book readings (sections):</b> Chapter 5: 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7 Chapter 18: 18.4 (section on Celiac disease)	Unit 4 course notes  <b>7<sup>th</sup> edition Textbook readings (pages):</b> 126-139 526-528 (Celiac Disease) 141-146 (Plant Based Diets)	Assignment 1: Case study 4	Friday, Oct 7 by 11:55pm	3.5%
Week 5 Oct 5-11	Unit 5: Vitamins  <b>7<sup>th</sup> edition E-book readings (sections):</b> Chapter 8: 8.1, 8.2, 8.3, 8.4	Unit 5 course notes  <b>7<sup>th</sup> edition Textbook readings (pages):</b> 200-226	Assignment 1: Case study 5	Friday, Oct 14 by 11:55pm	3.5%

		229-234 (Phytochemicals and Functional Foods)			
	<b>Online Midterm Exam:</b>				
	<b>Monday, October 17. Midterm can be started between 5:30 and 6:00pm</b>				20%
<b>Week 6</b>	Unit 6: Water and Minerals	Unit 6 course notes	Assignment 1: Case study 6	Friday, Oct 21 by 11:55pm	3%
<b>Oct 12-18</b>	<b>7<sup>th</sup> edition E-book readings (sections):</b> Chapter 9: 9.1, 9.2, 9.3 Chapter 21: 21.4	<b>7<sup>th</sup> edition Textbook readings (pages):</b> 238-262 609-613 (Hypertension, up to Drug Therapies)			
<b>Week 7</b>	Unit 7: Energy Metabolism	Unit 7 course notes	Assignment 1: Case study 7	Friday, Oct 28 by 11:55pm	3.5%
<b>Oct 19-25</b>	<b>7<sup>th</sup> edition E-book readings (sections):</b> Chapter 6: 6.1, 6.2, 6.3, 6.4 Chapter 7: 7.1, 7.2, 7.5, 7.6  <b>Voluntary Withdrawal Date: November 2<sup>nd</sup></b>	<b>7<sup>th</sup> edition Textbook readings (pages):</b> 148-163 174-179 (up to Inappropriate Obesity Treatments) 182-190 (start at Reasonable Strategies for Weight Loss)			
<b>Week 8</b>	Unit 8: Lifecycle Nutrition	Unit 8 course notes	Assignment 2	Monday, Oct 31 by 11:55pm	10%
<b>Oct 26 – Nov 1</b>	<b>7<sup>th</sup> edition E-book readings (sections):</b> Chapter 10: 10.1 (You do not need to read the following sections: Healthy Support Tissues, The Events of Pregnancy,	<b>7<sup>th</sup> edition Textbook readings (pages):</b> 27-273 (up to Healthy Support Tissues) 276-296 (skip Food Assistance	Assignment 1: Case study 8	Friday Nov 4 by 11:55pm	3%

	<p>Food Assistance Programs), 10.2 Chapter 20: 20.3 Chapter 11: 11.1 (You do not need to read the following sections: Infant Formula, The Transition to Cow's Milk, Introducing First Foods), 11.2 (read up to Lead Poisoning), 11.3 Chapter 12: 12.2, 12.3</p> <p><b>Voluntary Withdrawal Date: November 2<sup>nd</sup></b></p>	<p>Programs section on 281-282) 586-587 (Diabetes Management in Pregnancy) 304-309 (up to Infant Formula) 314-321 (start at Looking Ahead and read up to Lead Poisoning) 335-339 (Nutrition during Adolescence) 356-364 (Nutrition-Related Concerns during Late Adulthood up to Food Choices and Eating Habits of Older Adults)</p>			
<b>Fall Term Break: November 7-11</b>					
<p>Week 9</p> <p>Nov 2-4 / Nov 14-15</p>	<p>Unit 9: Supplemental Nutrition</p> <p><b>7<sup>th</sup> edition E-book readings (sections):</b> Chapter 9: 9.7 (Vitamin and Mineral Supplements) Chapter 15: 15.1 (skip the Medication Delivery during Tube Feeding section), 15.2 Chapter 17: 17.1 (up to Gastroesophageal Reflux Disease, ignore Table 17-3)</p>	<p>Unit 9 course notes</p> <p><b>7<sup>th</sup> edition Textbook readings (pages):</b> 267-270 (Vitamin and Mineral Supplements) 434-448 (Enteral Nutrition, skip the Medication Delivery section) 442-456 (Parenteral Nutrition) 490-494 (Dysphagia, ignore Table 17-3)</p>	<p>Assignment 1: Case study 9</p>	<p>Friday, Nov 18 by 11:55pm</p>	<p>3.5%</p>
<b>Online Final Exam Monday November 21</b>					<p>40%</p>

	<b>Final Exam can be started between 5:30 and 6:00pm</b>				
					<b>100%</b>

September 20 is the last date to withdraw from Fall term and Fall/Winter term spanning courses with refund. The last day to withdraw with no refund is Nov 2, 2022. Students who do not drop the course by the deadline will be assigned a final grade. Please note that withdrawal courses will be recorded on official transcript. Please refer to the [Registrar's Office](#) web page for more information. I am always willing to discuss student's progress and strategies for improvement prior the withdrawal date.

## Course Evaluation/Assessments [ROASS]

### Assessment Descriptions [ROASS]

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

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

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

#### **Assignment 2: Dietary Analysis**

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

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

## Examinations:

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

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

- Start LockDown Browser, log into UM Learn, and select this course.
- Locate and select the Help Center button on the LockDown Browser toolbar.
- Run the Webcam Check and, if necessary, resolve any issues.
- Run the System & Network Check. If a problem is indicated, see if a solution is provided in the Knowledge Base. Troubleshooting information can also be emailed to our institution's help desk.
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  - Avoid wearing baseball caps or hats with brims
  - Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed or other surface where the device (or you) are likely to move
  - If using a built-in webcam, avoid tilting the screen after the webcam setup is complete
  - Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window
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### Midterm exam

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

### Final exam

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

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

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

### Assignment Feedback [ROASS]

My goal is to have your assignments marked and returned to you within 14 working days of the due date. You will be able to access your marked assignment and marking rubrics by going back into the assignment folder.

## Grading [ROASS]

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

Please note that marks in all sections of HNSC 2170 are not rounded.

## Expectations

### **Knowledge building through theory acquisition:**

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

### **Knowledge building through application in context:**

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

My goal is to return emails and answer discussion questions within 48 hours of submission. I keep an active presence on the course page and expect you to log in to the course regularly as well. I hope that the mixture of readings (course notes and textbook), audio files and video clips will give you more of a feeling of being in class. Be sure to read the [Respectful Work and Learning Environment Policy \(https://bit.ly/3aMI7nE\)](https://bit.ly/3aMI7nE) so that you are aware of what it contains.

## Course Policies [ROASS]

### Academic Integrity [ROASS]

The University of Manitoba's policy for academic integrity is located within the Student Discipline Bylaw and Student Academic Misconduct Procedure.

Each student in this course is expected to abide by the University of Manitoba [Academic Integrity principles](#). 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.

Plagiarism or any other form of cheating in examinations, term tests or academic work is subject to serious academic penalty (e.g. suspension or expulsion from the faculty or university). Cheating in examinations or tests may take the form of copying from another student or bringing unauthorized materials into the exam room (e.g., crib notes, pagers or cell



phones). Exam cheating can also include exam personation. A student found guilty of contributing to cheating in examinations or term assignments is also subject to serious academic penalty.

Always remember to reference the work of others that you have used. Also be advised that you are required to complete your assignments independently. You must do your own work during exams. Inappropriate collaborative behavior and violation of other Academic Integrity principles, will lead to the serious [disciplinary action](#). An assignment which is prepared and submitted for one course should not be used for a different course. This is called “duplicate submission” and represents a form of cheating because course requirements are expected to be fulfilled through original work for each course.

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

#### Accessibility [ROASS]

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)

#### Attendance [ROASS]

Just as you would be expected to attend class regularly, you are also expected to log in to our UM Learn course regularly. See the University of Manitoba’s [Self-Declaration for Brief and Temporary Student Absences Policy and Procedure](#).

#### Assignment Extension and Late Submission Policy [ROASS]

Be sure that you plan your time accordingly throughout the term, as extensions will not be granted for reasons other than medical or compassionate circumstance. 10% will be deducted from your mark for each day late. UM Learn date stamps your submissions, so the late penalty will be applied starting immediately after the due date and time outlined in the course schedule. Again, extensions will only be granted for medical or compassionate circumstances. You must contact me within 48 hours of the missed assessment (assignment or midterm) to qualify for an extension/deferral. Assignments submitted more than 10 days after the due date

will automatically receive a mark of 0. Marks from missed assessments will NOT be transferred to the final exam.

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

#### Class Communication [ROASS]

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).

#### Recording Class Lectures [ROASS]

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

#### Referencing Style

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

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

There are resources available on APA reference style on the University of Manitoba Library page: [www.umanitoba.ca/libraries](http://www.umanitoba.ca/libraries), as well as a file on UM Learn to assist with APA Referencing.

#### Technology Use [ROASS]

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. 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 [ROASS]

Please respect copyright. We will use copyrighted content in this course. I have ensured that the content I use is appropriately acknowledged and is copied in accordance with copyright laws and university guidelines. Copyrighted works, including those created by me, are made available for private study and research and must not be distributed in any format without permission. Do not upload copyrighted works to a learning management system (such as UM

Learn) or any website (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](mailto:um_copyright@umanitoba.ca).

## UM Policies [ROASS]

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>) 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>) 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>) 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>)
  - [Student Resources](#) (<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>)

- [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/>)