Syllabus

FOOD4510/HNSC 4280: Food Product Development

Winter 2023
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## COURSE DETAILS

**Course Title & Number:** Food Product Development. FOOD 4510/HNSC 4280

**Number of Credit Hours:** 3

**Class Times & Days of Week:** TR 11:30-12:45pm

**Location for classes/labs/tutorials:** This course will be delivered in-person. Human Ecology Building Lecture room: 207. Kitchen space available for students at Ellis Building & Barbara Bums lab, Human Ecology Building.

**Pre-Requisites:** MKT 2210, STAT 2000 or equivalent, plus either FOOD 3010 or HNSC 3330. The marketing course is required as knowledge of market requirements and marketing products is critical to the success of new products. The statistics course provides the background for designing experiments and evaluating data for variables associated with new products. Knowledge of food ingredients and how they react in food systems is also important in product development and therefore, FOOD 3010 or HNSC 3330 are required.

## Instructor Contact Information

**Instructor(s) Name & Preferred Form of Address:** Claudia Narvaez, PhD

**Office Location:** Ellis 238

**Office Hours or Availability:** Make an appointment UML

**Office Phone No.** 204-4746658

**Email:** Claudia.narvaezbravo@ad.umanitoba.ca

**Contact:** By email

**Teaching Assistant** Kavitha Koti

**Office Location:** Ellis

**Office Hours or Availability:** By appointment.

**Email:** kotik@myumanitoba.ca

**Contact:** By email
Course Description

U of M Course Calendar Description
This course will allow the student to gain an understanding of the product development procedure as it relates to the food industry. Emphasis will be on application of basic knowledge of foods and food processing in designing a new product.

General Course Description
The course should provide some insight into the development of food products within a food processing company while giving students a chance to see one way to apply what they have learned in their program. In addition to the technical aspects of prototype development, students will learn the relevant aspects of supply chain management, marketing and business plan development. This is a required course for all students in the Food Science Program (both science and business options) as well as students in the Food Option or Food Industry Option in Human Nutritional Sciences. It can be taken as an elective.

Human Nutritional Science students in other options who have a desire to learn about developing new products. Students from other programs with the necessary background are also welcome to take this course

Course Goals
1. Know the principles of new product design
2. Apply previous knowledge of food chemistry, food microbiology, food processing and nutrition in the development of a new product.
3. Apply knowledge of sensory Science to Food Product Development
4. Apply knowledge of statistics in relation to development of a new product
5. Communicate effectively both in writing and orally
6. Utilize a variety of resources (including library) to effectively determine issues to be addressed in developing a new product.
7. Function in a group of people with diverse backgrounds.
8. Incorporate the input of different disciplines in product design. e.g. finance and economics
9. Learn how to function as a team
10. Develop collaborative leadership

Course Learning Objectives
1. Explain what is meant by new products and identify reasons for product development.
2. Explain the role of market research and marketing efforts in the product development process.
3. Convert market research into technical product requirements.
4. Create an appropriate marketing plan for your product.
5. Evaluate the technical requirements associated for a new product.
6. Explain raw ingredient to its role in your new product.
7. Analyze product for potential pathogens.
8. Create a plan to deal with quality and safety issues.
9. Apply the appropriate processing technology to create a new product.
10. Produce a prototype, including properly labeled package, for a new food product.
11. Distinguish which sensory test to use for a given application.
12. Conduct a sensory analysis appropriate for a food product.
13. Explain the use of experimental design as applied to new product development.
15. Prepare a timeline for completion of group project.
16. Write a report that integrates all aspects of food product development for a specific product.
17. Demonstrate the use of appropriate requirements and technologies applied to food product development.
18. Manage obligations in doing group work.
19. Deal with conflict when working with a multidisciplinary team.
20. Present orally the technical aspects of a project within the class

**Foundational Knowledge Content Areas for Dietetics Education:**

This dietetic education program is an accredited program recognized by the Partnership for Dietetic Education and Practice (PDEP) and prepares students for eligibility for registration with a provincial dietetics regulatory body.

*Highest level achieved: 1 = demonstrate broad knowledge; 2 = demonstrate comprehension; 3 = analyze, interpret and apply knowledge*

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Foundational Knowledge</th>
<th>Cognitive Complexity Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Communication channels and techniques, and their appropriate usage</td>
<td>3</td>
</tr>
<tr>
<td>Food</td>
<td>Physical properties and chemical composition of food</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Food preservation, storage and packaging</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>The role of ingredients and their interaction in food preparation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Application of dietary requirements, guidelines, and guidance tools to food planning</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Food modification to address therapeutic, textural or other needs</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Sensory evaluation of food</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Food labeling</td>
<td>2</td>
</tr>
<tr>
<td>Food Service Systems</td>
<td>Recipe development, standardization and evaluation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Quantity food production and distribution</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Cost control</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Human resource, financial, technical and equipment needs</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Hazard Analysis and Critical Control Points (HACCP)</td>
<td>3</td>
</tr>
<tr>
<td>Human Nutrition</td>
<td>Nutrition recommendations and guidelines</td>
<td>2</td>
</tr>
<tr>
<td>across the Lifespan</td>
<td>Effect of deficiencies and toxicities of nutrients</td>
<td>2</td>
</tr>
</tbody>
</table>
Textbook, Readings, and Course Materials

There are no required text books for this course.

Notes will be posted on UMLearn by the instructor

Supplementary readings – A number of helpful references are available on-line (links posted in Desire2Learn) or the University of Manitoba Libraries. They include:


http://www.umanitoba.eblib.com/EBLWeb/patron/?target=patron&extendedid=P_859300_0


Using Copyrighted Material

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

Course Technology

I will be using the iclicker student response system in class this Winter 2021 term. Please make sure you install iclicker reff in your smart/iphone phone. iClicker helps me to understand what you know and gives everyone a chance to participate in class. I will check for attendance using iclicker. You will also get bonus marks for your class participation using iClicker.

For the course management, I will be using UM Learn.

In addition, the use of other technology (i.e., tablets, cellphones, laptops, etc.) are allow in the classroom. It is the general University of Manitoba policy that all technology resources are to be used in a responsible, efficient, ethical and legal manner.

Expectations: I Expect You To

The student is expected to participate actively in the course. Active participation means: actively listening and responding to questions in class (including iclicker reff) (I do not expect perfection!); staying on top of lecture material and assignments and seeking help on course material that is not clear. PowerPoint presentations summarize only a portion of the knowledge content that needs to be covered in class. For the rest of the contents, you are expected to read the required textbook.

I expect students to connect on time and to be prepared to learn. If you connect late, I expect you to enter Webex (or other technology) quietly, please mute yourself and try not to disrupt the class. I expect that you will appreciate the diversity of our campus and respect the rights of each member of the class. Attendance and participation are essential elements to the student’s success in this course. Attendance is not mandatory. However, you will not get credit for an in-class assignment if you are absent on the day it is given.
I will be in class for 5 minutes prior to the class, if you need to ask a quick question or talk to me about any issue related to the class. I will treat you with respect and will appreciate the same courtesy in return. For more information regarding a respectful work and learning environment please visit the following link: Respectful Work and Learning Environment Policy.

At the end of this section, the policies and services students are expected to follow/utilize need to be included (Section 2.5 ROASS).

I expect you to follow these policies around Class Communication, Academic Integrity, and Recording Class Lectures.

**Class Communication:**
You are required to obtain and use your University of Manitoba email account for all communication between yourself and the university. All communication must comply with the Electronic Communication with Student Policy: [http://umanitoba.ca/admin/governance/governing_documents/community/electronic_communication_with_students_policy.html](http://umanitoba.ca/admin/governance/governing_documents/community/electronic_communication_with_students_policy.html).

**Academic Integrity:**
Each student in this course is expected to abide by the University of Manitoba Academic Integrity principles. Always remember to reference the work of others that you have used. Also be advised that you are required to complete your assignments independently unless otherwise specified. If you are encouraged to work in a team, ensure that your project complies with the academic integrity regulations. You must do your own work during exams. Inappropriate collaborative behavior and violation of other Academic Integrity principles, will lead to the serious disciplinary action. Visit the [Academic Calendar](#), [Student Advocacy](#), and [Academic Integrity](#) web pages for more information and support.

Refer to specific course requirements for academic integrity for individual and group work such as:

I. Group projects are subject to the rules of academic dishonesty;
II. Group members must ensure that a group project adheres to the principles of academic integrity;
III. Students should also be made aware of any specific instructions concerning study groups and individual assignments;
IV. The limits of collaboration on assignments should be defined as explicitly as possible; and
V. All work should be completed independently unless otherwise specified.

**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 {Claudia Narvaez-Bravo} Course materials (both paper and digital) are for the participant’s private study and research.

**Student Accessibility Services:**
The University of Manitoba is committed to providing an accessible academic community. [Students Accessibility Services (SAS)](https://umanitoba.ca/studentaccessibility) 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

**Expectations: You Can Expect Me To**

You can expect me to be on time and prepared for class.
You can expect me to be available for consultation regularly.
Email is my preferred method of communication and you can expect to receive a response to any email within 24 hours on weekdays.
If you have a question that cannot wait, you may send an email. I will be happy to answer it, however make sure you are asking a relevant question (i.e. you could not find the answer or get an understanding of the material after reviewing the class notes or textbook). I will be glad to offer brief advice about class material or an assignment.
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.
You can expect me to treat all of your questions and comments with respect and to take your concerns seriously. If you are having a problem, don’t hesitate to talk to me about it. Don’t wait until the last moment to realize that you need some marks to pass the course! I won’t be able to help you at this point.

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### CLASS SCHEDULE AND COURSE EVALUATION

<table>
<thead>
<tr>
<th>Date</th>
<th>Class Content &amp; Teaching Strategies</th>
<th>Required Readings or any Pre-class Preparation</th>
<th>Evaluation</th>
<th>Type of Assessment</th>
<th>Due Date</th>
<th>Value of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lectures, teamwork</td>
<td>Assignment 1-group report draft</td>
<td></td>
<td></td>
<td>February 2</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td>Lectures, teamwork iClicker</td>
<td>Mid-Term</td>
<td></td>
<td></td>
<td>March 2</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td>Teamwork</td>
<td>Final Report &amp; presentation</td>
<td></td>
<td></td>
<td>April 11</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td>Lectures, teamwork, iClicker</td>
<td>Food Fight at the Forks</td>
<td></td>
<td></td>
<td></td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final exam</td>
<td></td>
<td></td>
<td>TBD</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

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### Grading

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

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage out of 100</th>
<th>Grade Point Range</th>
<th>Final Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>95-100</td>
<td>4.25-4.5</td>
<td>4.5</td>
</tr>
<tr>
<td>A</td>
<td>86-94</td>
<td>3.75-4.24</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>80-85</td>
<td>3.25-3.74</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>72-79</td>
<td>2.75-3.24</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>65-71</td>
<td>2.25-2.74</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>60-64</td>
<td>2.0-2.24</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>50-59</td>
<td>Less than 2.0</td>
<td>1.0</td>
</tr>
</tbody>
</table>
## Course Content

<table>
<thead>
<tr>
<th>Lecture topic</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction and general information /networking and group designation</td>
<td>Jan 10</td>
</tr>
<tr>
<td>2. Team work</td>
<td>Jan 12</td>
</tr>
<tr>
<td>3. Food product development introduction and considerations</td>
<td>Jan 17</td>
</tr>
<tr>
<td>3.1. Food product development</td>
<td>Jan 19</td>
</tr>
<tr>
<td>3.2. Classes of new food products</td>
<td></td>
</tr>
<tr>
<td>3.3. Project planning</td>
<td></td>
</tr>
<tr>
<td>4. Market Research in the Development of New Food Products</td>
<td>Jan 24</td>
</tr>
<tr>
<td>5. Test Market: Factors influencing final evaluation of product</td>
<td>Jan 26</td>
</tr>
<tr>
<td>5. Test Market</td>
<td>Jan 31</td>
</tr>
<tr>
<td>7. Financial Analysis in Product Development. Dr. Charles Grant</td>
<td>Feb 2</td>
</tr>
<tr>
<td>Time for groups to work</td>
<td>Feb 7</td>
</tr>
<tr>
<td>8. Experimental design in product development</td>
<td>Feb 9</td>
</tr>
<tr>
<td>9. Sensory testing</td>
<td>Feb 14</td>
</tr>
<tr>
<td>10. Sensory testing</td>
<td>Feb 16</td>
</tr>
<tr>
<td>12. Other considerations in product development</td>
<td>Feb 28</td>
</tr>
<tr>
<td><strong>Winter term break</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Midterm Exam</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Food Fight at the Forks</strong></td>
<td>Saturday March 18</td>
</tr>
<tr>
<td><strong>Group Presentations</strong></td>
<td>March 30</td>
</tr>
<tr>
<td><strong>Groups Presentations</strong></td>
<td>April 4</td>
</tr>
<tr>
<td><strong>Group Presentations</strong></td>
<td>April 6</td>
</tr>
<tr>
<td><strong>Group presentations</strong></td>
<td>April 11</td>
</tr>
<tr>
<td><strong>Final Examination</strong></td>
<td>TBD</td>
</tr>
</tbody>
</table>

**Note:** Calendar can be subjected to changes

## Voluntary Withdrawal

The last date to drop Fall term and Fall/Winter term spanning courses with refunds: Fall/Winter Term spanning course before Jan. 20, you will receive a VW for the course, but you will not be charged the Winter Term portion of the fees.

Voluntary Withdrawal (VW) deadline Winter term classes: March 22, 2023

Please refer to the Registrar’s Office web page for more information.
ASSIGNMENT DESCRIPTIONS

Go to UML and review the folder: Group assignment (under table of contents), you will find a detailed assignment description and rubrics.

Referencing Style

All written assignments in this course shall include in-text citation. Citation style: APA style: http://mypages.iit.edu/~aroback/research_paper/style/style4.html. Examples can be found in the PDF document.

Assignment Feedback

Feedback on student’s performance will be provided as formative (i.e., comments) and summative (i.e., grade). The feedback will be delivered electronically.

Assignment Extension and Late Submission Policy

Late Assignments:

Assignment Due Dates: Unless otherwise stated, due dates will be two weeks after the assignment has been distributed. Marks will be reduced by 10% of the value of the assignment for each business day the assignment is late. The late deduction will apply to all group members. There will be class time to work on assignments. This information posted on UMLearn concerning the proper use of references in all assignments and the final project. Peer evaluation during final exam may affect mark received for group work.

Note: Be aware of the folders assigned for each assignment in UML; if you use a different folder by mistake that will be your responsibility to load the assignment in the right folder and it will be marked as late. Notice that I won’t accept assignments through email.

Group Work Policies: You are expected to complete group work in a professional fashion. You will be given an opportunity to provide a peer evaluation of group members for each group activity (First assignment) and when submitting the final report at the end of the term. Team member’s marks may be adjusted based on this feedback. Completion of the peer evaluation request should be done in a fair and reasonable fashion and it should be shared with team members. Have in mind that it is unlikely that all group members warrant a perfect peer rating, and that this feedback is aiming to help team players to improve their team player skills.

Important note: in the case of having group activities, they are scheduled from the beginning of the semester, therefore, students missing the activities will have deducted marks (10% out of the total), unless they have major reasons justifying team member absence, such as health issues or compassionate reasons. This also applies to group work, in such cases, where a team player is not responding after multiple attempts by the group, the group can decide to move on without the non-responding group member participation, the missing part of the assignment will be redistributed among the remaining team players and the situation shall be reported to the professor. The student must also provide written evidence such as a Doctor’s note if he/she is continuously missing group work. Remember that some students are rightfully concerned about performance since performance can impact their future professional careers. No communicating in a timely fashion can cause distress and it is disrespectful, and the grades of all team players can negatively be impacted by a member that is not responding or communicating.
We will use the time in the classroom for group discussions. Therefore, students must be there to add their contributions at that time and to excessive and acquire team work skills, and also to discuss strategies for further discussions.

**Make up exams or absence:**

Attendance is essential to student success in this course. Attendance will be taken each class period using iclicker. Make-up exams, assignments or absence on required days will be given only with the professor’s permission.

Arrangements should be made with the professor for excused absences or in the case of missed exams or in-classroom activities.

Note: If the student misses the midterm, due to health or family tragedy reasons (compassionate reasons), in order to ensure fairness to all students, the instructor will request documentation (written) sustaining such reasons. The date to write the missed exam will be at convenience of the instructor’s time, therefore the student should write the exam the date and time designated by the instructor.

In the case of final exams, be advised that only the Dean’s Office, not individual instructors or Departments, are in a position to grant deferred examinations.

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**UNIVERSITY SUPPORT OFFICES & POLICIES**

Instructors shall provide to every student the information on university support offices and policies in Schedule “A” within the first week of classes, either through a paper copy and/or via the university’s student information system (i.e., Aurora, UM Learn, or such other university information system as may be approved by the university from time to time).

**Schedule “A”**

**Section (a) sample** re: A list of academic supports available to Students, such as the Academic Learning Centre, Libraries, and other supports as may be appropriate:

**Writing and Learning Support**

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

You can also meet one-to-one with a writing tutor who can give you feedback at any stage of the writing process, whether you are just beginning to work on a written assignment or already have a draft. If you are interested in meeting with a writing tutor, reserve your appointment two to three days in advance of the time you would like to meet. Also, plan to meet with a writing tutor a few days before your paper is due so that you have time to work with the tutor’s feedback.
These Academic Learning Centre services are free for U of M students. For more information, please visit the Academic Learning Centre website at: http://umanitoba.ca/student/academiclearning/

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

**University of Manitoba Libraries (UML)**

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

**Section (b) sample:** re: A statement regarding mental health that includes referral information:

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

**Student Counselling Centre**
Contact SCC if you are concerned about any aspect of your mental health, including anxiety, stress, or depression, or for help with relationships or other life concerns. SCC offers crisis services as well as individual, couple, and group counselling. **Student Counselling Centre:** http://umanitoba.ca/student/counselling/index.html 474 University Centre or S207 Medical Services (204) 474-8592

**Student Support Case Management**
Contact the Student Support Case Management team if you are concerned about yourself or another student and don’t know where to turn. SSCM helps connect students with on and off campus resources, provides safety planning, and offers other supports, including consultation, educational workshops, and referral to the STATIS threat assessment team. **Student Support Intake Assistant** http://umanitoba.ca/student/case-manager/index.html 520 University Centre (204) 474-7423

**University Health Service**
Contact UHS for any medical concerns, including mental health problems. UHS offers a full range of medical services to students, including psychiatric consultation. **University Health Service** http://umanitoba.ca/student/health/ 104 University Centre, Fort Garry Campus (204) 474-8411 (Business hours or after hours/urgent calls)
Health and Wellness
Contact our Health and Wellness Educator if you are interested in peer support from Healthy U or information on a broad range of health topics, including physical and mental health concerns, alcohol and substance use harms, and sexual assault.

Health and Wellness Educator https://umanitoba.ca/student/health-wellness/welcome-about.html
britt.harvey@umanitoba.ca

Live Well @ UofM
For comprehensive information about the full range of health and wellness resources available on campus, visit the Live Well @ UofM site:
http://umanitoba.ca/student/livewell/index.html

Section (c) sample: re: A notice with respect to copyright:

All students are required to respect copyright as per Canada’s Copyright Act. Staff and students play a key role in the University’s copyright compliance as we balance user rights for educational purposes with the rights of content creators from around the world. The Copyright Office provides copyright resources and support for all members of the University of Manitoba community. Visit http://umanitoba.ca/copyright for more information.

Section (d) sample: re: A statement directing the student to University and Unit policies, procedures, and supplemental information available on-line:

Your rights and responsibilities

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

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

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

- If you have questions about your grades, talk to your instructor. There is a process for term work and final grade appeals. Note that you have the right to access your final examination scripts. See the Registrar’s Office website for more information including appeal deadline dates and the appeal form http://umanitoba.ca/registrar/

- You are expected to view the General Academic Regulation section within the Academic Calendar and specifically read the Academic Integrity regulation. Consult the course syllabus or ask your instructor for additional information about demonstrating academic
integrity in your academic work. Visit the Academic Integrity Site for tools and support http://umanitoba.ca/academicintegrity/ View the Student Academic Misconduct procedure for more information.

- The University is committed to a respectful work and learning environment. You have the right to be treated with respect and you are expected conduct yourself in an appropriate respectful manner. Policies governing behavior include the:

  **Respectful Work and Learning Environment**
  http://umanitoba.ca/admin/governance/governing_documents/community/230.html

  **Student Discipline**
  http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html and,

  **Violent or Threatening Behaviour**
  http://umanitoba.ca/admin/governance/governing_documents/community/669.html

- If you experience **Sexual Assault** or know a member of the University community who has, it is important to know there is a policy that provides information about the supports available to those who disclose and outlines a process for reporting. The **Sexual Assault** policy may be found at:
  http://umanitoba.ca/admin/governance/governing_documents/community/230.html
  More information and resources can be found by reviewing the Sexual Assault site http://umanitoba.ca/student/sexual-assault/

- For information about rights and responsibilities regarding **Intellectual Property** view the policy http://umanitoba.ca/admin/governance/media/Intellectual_Property_Policy_2013_10_01.pdf

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

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

**Student Advocacy**

Contact Student Advocacy if you want to know more about your rights and responsibilities as a student, have questions about policies and procedures, and/or want support in dealing with academic or discipline concerns. http://umanitoba.ca/student/advocacy/
520 University Centre
204 474 7423
student_advocacy@umanitoba.ca