

Syllabus

ABIZ 0460 – Financial Management 1
(Fall 2023)

The University of Manitoba campuses are located on original lands of the Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation

TABLE OF CONTENTS

COURSE DETAILS	3
INSTRUCTOR CONTACT INFORMATION.....	3
COURSE DESCRIPTION	4
COURSE GOALS	4
COURSE LEARNING OBJECTIVES.....	4
COURSE MATERIALS AND TECHNOLOGY.....	5
EXPECTATIONS AND POLICIES	5
COURSE SCHEDULE	7
LAB EXPECTATIONS	9
VOLUNTARY WITHDRAWAL	9
COURSE ASSESSMENT	9
GRADING	10
REFERENCING STYLE.....	10
ASSIGNMENT FEEDBACK	10
ASSIGNMENT EXTENSION AND LATE SUBMISSION POLICY	11
ACADEMIC INTEGRITY	11
LEARNER SUPPORT	12
UM POLICIES.....	12
UM LEARNER SUPPORTS	14
USING COPYRIGHTED MATERIAL	19

COURSE DETAILS

Course Title & Number: Financial Management I – ABIZ 0460

Number of Credit Hours 4

Pre-Requisites: None

Instructor Contact Information

Instructor(s) Name & Preferred Form of Address: Primary Instructor: Bailey Delf
Class – Bailey Delf (Taylor Carlson)
Lab – Riley Buchanan, Noah de Rocquigny

Office Hours or Availability: Available for flexible email communication throughout the week. Please send us an email if you'd like to stop by our office or to arrange a virtual Teams meeting on the days listed below:

Bailey – Tuesday & Thursday 9:30 AM – Noon (Room 236 Ag Bldg)

Taylor – Tuesday & Thursday 1:00 – 3:30 PM (Room 236 Ag Bldg)

Riley - Tuesday & Friday 9:30 AM – Noon (Room 236 Ag Bldg)

Noah - Tuesday & Friday 9:30 AM – Noon (Room 236 Ag Bldg)

Email: Bailey.Delf@umanitoba.ca
Taylor.Carlson@umanitoba.ca
Riley.Buchanan@umanitoba.ca
Noah.Derocquigny@umanitoba.ca

Most reliable form of contact – expect a reply within one weekday.

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

COURSE DESCRIPTION

U of M Course Calendar Description

The study of accounting principles and financial information for the preparation and presentation of financial statements to facilitate the management of farms and agricultural businesses.

This course weaves together with the Applied Farm Management (1st Year) and Farm Management Project 1 and 2 (2nd Year) courses. It creates a framework for the financial portion of the project. Students are expected to carry over and apply the concepts covered in this course to their Farm Management Project moving forward.

General Course Description

Why this course is useful?

This course is useful because it allows students to develop a comprehensive understanding of the fundamentals of financial management. This knowledge will be put into practice in the Farm Management Project and in future endeavours as a farm manager; or working alongside farm managers in the agriculture industry.

Who should take this course?

This course is a mandatory requirement for all Agriculture Diploma students. It is particularly useful for farm managers and anyone working in the agriculture service industry (ag lending, sales, agronomy, feed industry, etc.) It also serves purpose for general management of financial issues that are not necessarily applicable solely to agriculture.

How this course fits into the curriculum

Like other courses offered in the Agriculture Diploma program, concepts from Financial Management 1 will be utilized moving forward in your Farm Management Project to complete a comprehensive farm business plan. This course covers the financial aspect of farm management that will be the foundation required to successfully move forward into the 1st year course: Applied Farm Management, and 2nd year courses: Farm Management Project 1 and 2.

Course Goals

1. To introduce students to concepts relating to financial management essential to managing an agribusiness
2. To give students a framework of financial management skills to apply to your farm business plan in the diploma program and beyond
3. Upon completing this course, students should be able to look at a set of financial statements and be able to analyze the financial health of the business

Course Learning Objectives

1. Students will familiarize themselves with financial statements and become comfortable creating and analyzing them
2. Students will be able to complete depreciation-type calculations
3. Students will be able to perform loan calculations
4. Students will become familiar with the basics of accounting transactions

5. Students will differentiate between accrual and cash accounting systems and perform accrual adjustments
6. Students will develop preliminary skills required to reconcile financial statements
7. Students will be able to analyze a set of financial statements using financial ratios
8. Students will become familiar with how basic capital cost allowance, GST, and income tax works in the context of a farm business
9. Students will apply their financial management skills to their farm business plan
10. Students will develop an awareness of financial management concepts relevant to everyday life
11. Students will develop their critical thinking skills regarding farm financials

COURSE MATERIALS AND TECHNOLOGY

Required Materials:

- Laptop – All lab assignments, quizzes, midterm and final exams will be done electronically through UM Learn
- *Microsoft Office (Excel)* – All lab assignments must be completed using Microsoft Excel (use of other programs such as numbers, OpenOffice, etc. will not be graded). Microsoft Office is free when students sign up for their UM NetID.
<http://www.umanitoba.ca/computing/ist/email/2397.html>
- *iClicker App* – *No physical iclicker required. Please download iClicker app from the app store and be prepared to use it at the start of each class

Recommended Materials:

- Computer with Video and Microphone capability – This will allow students the option to have virtual meetings with their instructor and participate in virtual classes if needed due to snowstorms, etc.
- Reliable Internet Connection – Allows for better experience participating in virtual meetings and for downloading/buffering pre-recorded video files. Please inform instructor of any technical/connectivity issues at the beginning of the semester

Required textbook – None

Supplementary readings (not required) – Farm Management 8th Edition. Kay, Edwards, Duffy

EXPECTATIONS AND POLICIES

I EXPECT YOU TO:

- Read, understand, and follow along with this course syllabus throughout the semester. This includes being aware of key dates, evaluations, weights etc. This syllabus will be followed very closely by the instructor
- Seek help/clarification on any concepts that you don't understand
- Regularly attend lectures and formulate questions during class discussions
- Regularly access UM Learn site for course information, due dates, news items, grades, etc.
- Regularly check their University of Manitoba e-mail account daily to access course information.
- To reply and create new emails with UM email addresses only
(http://umanitoba.ca/admin/governance/governing_documents/community/electronic_communication_with_students_policy.html.)

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

Attendance at Scheduled classes

Attendance at the interactive classes is crucial for students to understand the assignments that build upon each other throughout the term. Students who have **four or more unexcused absences** for the scheduled classes will receive a **grade of F** in the course. Attendance will be monitored using i-clicker data.

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.

Student Accessibility Services:

The University of Manitoba is committed to providing an accessible academic community. [Students Accessibility Services \(SAS\)](#) offers academic accommodation supports and services such as note-taking, interpreting, assistive technology and exam accommodations. Students who have, or think they may have, a disability (e.g. mental illness, learning, medical, hearing, injury-related, visual) are invited to contact SAS to arrange a confidential consultation.

Student Accessibility Services
520 University Centre
Phone: (204) 474-7423
Email: Student_accessibility@umanitoba.ca

Recording Synchronous Sessions/Online 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 your instructor. Course materials (both paper and digital) are for the participant's private study and research.

EXPECTATIONS: YOU CAN EXPECT ME TO:

- Be sufficiently available for communication for any questions you have via email, in-person, and on Teams
- To reply to emails in a timely and clear manner
- To provide clear, detailed explanations and instructions in lectures and labs and provide opportunities to apply and practise course concepts
- To stress the importance of the concepts taught in Financial Management I and to make connections to the Farm Management Plan
- To match your time and effort put into succeeding in this course
- To provide a safe and welcoming learning space for all members of the class

Safe and Respectful Learning Environment

- Conduct yourself in a professional and respectful manner in classes and labs, instructor/student meetings, etc., and be good ambassadors of the Ag Diploma program with industry, virtual/in-person tours, or guest lectures

- Any blatant or targeted disrespect towards anyone inside or outside of this class will not be tolerated

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](#).

All scheduled in-person classes will take place in room 130 of the Agriculture building.

This class may pivot to online synchronous delivery (Microsoft Teams, Cisco Webex, or similar) under extraordinary circumstances such as snowstorms that bring poor commuting conditions, or in the event the instructor(s) become sick. It is important that students check their email frequently in order to assess communications regarding last minute switches to virtual delivery throughout the semester.

Important Term Dates:

Sept 11	First day of Agriculture Diploma Classes
Sept 21	Last day to drop/add courses
Oct 2	National Day for Truth and Reconciliation (No Classes)
Oct 9	Thanksgiving Day (No Classes)
Oct 10-13	Experiential Learning Week (No Classes)
Oct 16	Synchronous Review for Midterm Exam 1 Time TBD*
Oct 17	Midterm 1
Nov 9	Midterm 2
Nov 13	Remembrance Day – observed (No Classes)
Nov 13 - 17	Fall Term Break (No Classes)
Nov 21	Voluntary Withdrawal (VW) Deadline
Dec 8	Last Day of Classes
Dec 11-21	Examination Period for Diploma**

*The *optional* review session for the Midterm Exam 1 will be scheduled **outside** of the ABIZ 0460 course timeslots represented on *Aurora* (Monday, October 16th). An appropriate time to host this session will be determined and communicated to students as soon as possible.

**The Final Exam for this course will be scheduled during this period. The Exam Schedule for all Diploma Courses will be communicated to students later in the semester.

Week	Date	Day	Platform	Type	Topic	Weekly Quiz	
1	Sept 12	T	-	-			
	Sept 14	R	In Person	Lecture	Course Introduction & Syllabus	Quiz 0	
	Sept 15	F	-	-	No Lab		
2	Sept 19	T	In Person	Lecture	Depreciation		
	Sept 21	R	In Person	Lecture	Capital Purchases & Sales	Quiz 1	
	Sept 22	F	In Person	Lab	<u>Lab 1</u> – Depreciation		
3	Sept 26	T	In Person	Lecture	Loans		
	Sept 28	R	In Person	Lecture	Loans	Quiz 2	
	Sept 29	F	In Person	Lab	<u>Lab 2</u> - Loans		
4	Oct 3	T	In Person	Lecture	Balance Sheets		
	Oct 5	R	In Person	Lecture	Balance Sheets	Quiz 3	
	Oct 6	F	In Person	Lab	<u>Lab 3</u> - Balance Sheets		
-	Oct 10- Oct 13	NO LECTURES OR LABS - EXPERIENTIAL LEARNING WEEK					
5	Oct 16*	M	Virtual	Review	Midterm 1 Prep/Review		
	Oct 17	T	In Person	Exam	Midterm 1		
	Oct 19	R	In Person	Lecture	Cashflow Statements	Quiz 4	
	Oct 20	F	In Person	Lab	<u>Lab 4</u> - Cashflow Statements		
6	Oct 24	T	In Person	Lecture	Income Statement; Accrual Adjustments		
	Oct 26	R	In Person	Lecture	Income Statement; Accrual Adjustments	Quiz 5	
	Oct 27	F	In Person	Lab	<u>Lab 5</u> - Income Statement; Accrual Adjustments		
7	Oct 31	T	In Person	Lecture	Income Statement; Accrual Adjustments		
	Nov 2	R	In Person	Lecture	Income Statement; Accrual Adjustments	Quiz 6	
	Nov 3	F	In Person	Lab	<u>Lab 6</u> - Income Statement; Accrual Adjustments		
8	Nov 7	T	In Person	Review	Midterm 2 Prep/Review		
	Nov 9	R	In Person	Exam	Midterm 2		
	Nov 10	F	-	-	No Lab		
-	Nov 13- Nov 17	NO LECTURES OR LABS - FALL TERM BREAK					
9	Nov 21	T	In Person	Lecture	Financial Ratios & Analysis		
	Nov 23	R	In Person	Lecture	Financial Ratios & Analysis	Quiz 7	
	Nov 24	F	In Person	Lab	<u>Lab 7</u> - Financial Ratios & Analysis		
10	Nov 28	T	In person	Lecture	Income Tax, Capital Cost Allowance, GST		
	Nov 30	R	In Person	Lecture	Income Tax, Capital Cost Allowance, GST	Quiz 8	
	Dec 1	F	In Person	Lab	<u>Lab 8</u> - Income Tax, CCA, GST		
11	Dec 5	T	In Person	Review	Exam 3 Prep/Review		
	Dec 7	R	In Person	Review	Exam 3 Prep/Review		
	Dec 8	F	-	-	No Lab		

Lab Expectations

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

Voluntary Withdrawal

Last day to drop the class and receive 100% refund → Sept 21th

VW (Voluntary Withdrawal) Deadline → Nov 21st

* Drop a class before the VW deadline in order to prevent your final grade from being assigned and put on academic transcript. If a student VWs before the VW deadline a VW will be shown on their academic transcript.

*Prior to the VW deadline, students should have received grading feedback for 5 labs, 1 exam, 1 assignment, and 6 quizzes.

* If you are unsure or have concerns about your grade, please contact your instructor who will discuss current standing and help identify strategies for improvement prior to the VW deadline. Please refer to the [Registrar's Office](#) web page for more information.

COURSE ASSESSMENT

1. **Thinking Critically About Financial Management:** This short, written assignment will be a part of the introductory quiz available at the start of the semester and will be due Thursday, September 28th by midnight (11:59 PM).
2. **Lab Assignments (8):** Lab assignments along with specific instructions will be provided in class during the weekly Friday timeslot. The assignments will be completed using Microsoft Excel and are to be submitted via UM Learn. Feedback will also be given via UM Learn. Lab Assignments are due the following Monday by midnight (11:59 PM).
3. **UM Learn Quizzes (8):** Weekly Quizzes will be posted and available to complete every Thursday which will cover the content for that week and are due the following Monday by midnight (11:59 PM).
5. **iClicker:** iClicker questions will be integrated into the weekly Tuesday and Thursday lectures to encourage practice of course concepts and participation in class. Credit will be given partly for participation and partly for answering questions correctly.
4. **Midterm Exams (2):** There will be two Midterm Exams - they will be administered electronically via UM Learn Quizzes, same as weekly quizzes but will be clearly labelled as midterm exams, in room 130 AG during our usual class timeslots. The format of these will be discussed in class.

6. **Final Exam:** The Final Exam for this course will be scheduled during the University's final exam period (Dec 11th – 21st) and will be a cumulative of all course concepts. The format for the Final Exam will be the same as the Midterm exams and details will be discussed in class.

Grading

Grade Item Weights		
1	Thinking Critically About Financial Management	5%
2	Lab Assignments (8)	25%
3	UM Learn Quizzes (8)	5%
4	iClicker Participation	10%
5	Midterm Exams (2)	30%
6	Final Exam	25%

Grade Assessment		
Letter Grade	Percentage out of 100	Final Grade Point
A+	95-100	4.5
A	88-94	4.0
B+	82-87	3.5
B	74-81	3.0
C+	66-73	2.5
C	60-65	2.0
D	50-59	1.0
F	Less than 50	0

Referencing Style

When applicable, sources should be included on assignments and clearly indicate where the information was used (no formal referencing style for written answers in this course).

Assignment Feedback

Thinking Critically About Financial Management: Feedback (including comments and grade) will be provided via UM Learn and returned to students within 2 weeks of the deadline.

Lab Assignments: Feedback will be provided directly in the 'evaluation' area of each student's UM Learn assignment submission. It will be a summary chart indicating which questions students answered correctly and which were answered incorrectly. Labs will be marked within 2 weeks of the deadline, subject to grader/marker availability, and before the nearest midterm.

UM Learn Weekly Quizzes: Feedback for weekly quizzes will be instantaneous. The summary will indicate which questions students answered incorrectly but will not highlight the correct answer.

UM Learn Exams: Feedback will be given on UM Learn within two weeks.

Assignment Extension and Late Submission Policy

Assignments that are late will be given a grade of **zero**. Assignments submitted that are not formatted correctly and can not be opened/accessed by Instructor will be given a grade of **zero**.

Exceptions of this would include family, health, or other extraordinary circumstances with supporting documentation (e.g., doctors note or similar).

Non-medical Extensions may be granted if students communicate **in advance** with their instructor and provide supporting documentation to warrant an extension. When no extension is granted, late assignments will be assigned a grade of **zero**.

When submitting anything to UM Learn, always make sure you are selecting the correct file and double check to make sure you've received a 'submission confirmation' email from UM LEARN to ensure it made it into the assignment submission folder.

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.

When is collaboration inappropriate?

When students work together or share information without specific instructions by the professor, this constitutes inappropriate collaboration. This applies to in-class or take-home tests, papers, labs, or homework assignments; basically, any assignment that will be submitted for a grade. Students should not collaborate unless the professor has given specific instructions about group work and when this is permissible.

Lab Assignments: Work submitted for lab assignments must be your own, i.e., not the work of anyone else. Consultation with other students is permissible, however, each student must submit their own assignment containing their own work. The answer must not be similar enough to tell who you were working together with, e.g., calculations and word responses in labs.

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

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

LEARNER SUPPORT

Schedule "A"

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/>) 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.

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) (<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/>)

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.