



**UM** | Faculty of Agricultural  
and Food Sciences

Department of Soil Science  
362 Ellis Building  
Winnipeg, Manitoba  
Canada R3T 2N2

# Syllabus

SOIL 0630 Soil Fertility

Term: Fall 2023

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## COURSE DETAILS

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<b>Course Title &amp; Number:</b>	Soil Fertility (SOIL 0630) Fall 2023
<b>Number of Credit Hours:</b>	4 credit hours
<b>Class Days of Week, Times, and Location:</b>	Tuesday/Thursday: 1:00 – 2:15 pm 138 Agriculture Building
<b>Lab Days of Week, Times, and Location:</b>	Friday: 2:30 – 3:45 pm (sometimes longer) 245 Ellis Building
<b>Pre-Requisites:</b>	SOIL 0420 Soil Resources and Productivity (minimum grade of C)

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## Instructor Contact Information

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<b>Instructor(s) Name &amp; Preferred Form of Address:</b>	Dr. Joanne Thiessen Martens (she/her) I will respond to any civil and respectful form of address, including Joanne, Dr. Thiessen Martens, etc.
<b>Office Location:</b>	378 Ellis Building
<b>Office Hours or Availability:</b>	A weekly time for you to drop in at my office will be set during the first lecture and modified as needed. I will also be available in the classroom after Tuesday lecture sessions and before and after the Friday lab sessions. Other times by appointment (send email to set up a time).
<b>Office Phone No.</b>	204-806-2777 (cell)
<b>Email:</b>	<a href="mailto:J.ThiessenMartens@umanitoba.ca">J.ThiessenMartens@umanitoba.ca</a> Please include 'SOIL 0630' in the subject line.
<b>Contact:</b>	Email is the best way to contact me. I will do my best to respond to emails within 24 hours when received on weekdays (Mon-Fri) or 48 hours when received on the weekend or holidays. For urgent matters, please call or text, providing your name and including 'SOIL 0630' in the message.
<b>Teaching Assistants:</b>	José Almodovar Ehsan Chatraei Azizabadi

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## Traditional Territory and Land Acknowledgement

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*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.*

I personally acknowledge that my place of work (University of Manitoba campuses and research sites) and my personal residence are located in the heartland of the Red River Métis nation and the traditional territories of other Indigenous peoples of the region. I am continuing to learn about the traumas experienced by Indigenous peoples and also the richness of Indigenous cultures, especially their relationships with the land.

As students of agriculture, we are students of the land. One of the goals of this course is to learn about appropriate soil fertility management that helps to meet human needs while respecting and caring for the natural environment. Seeing ourselves as part of the land, rather than only land managers, can help foster a relationship built on reciprocity rather than extractive resource use. I believe such an approach will help guide modern agriculture to greater sustainability.

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## Equity and Inclusion Commitment

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I am committed to upholding and advancing equity, diversity, and inclusion in my teaching. I respect your identities (e.g., race, gender identity, sexual orientation, ability, etc.) and commit to working against any form of oppression or discrimination based on these or other categories. I recognize that I am still learning and developing in this area, and so I invite your feedback on my actions related to equity and inclusion in this course. You can submit feedback to me on equity and inclusion issues through an anonymous survey found in the UM Learn site for this course (click on Assessments and then Surveys to find the “Equity and Inclusion Feedback” survey).

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## Course Description

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### U of M Course Calendar Description

Soil nutrients and their behaviour; evaluation of soil fertility including soil testing for precision agriculture; crop response to fertilizers; the manufacture, properties, reactions, and application of fertilizer.

### General Course Description

Through lectures and a comprehensive lab project, students will gain a thorough understanding of soil fertility management concepts and practices relevant to crop production in Manitoba and similar environments. SOIL 0630 is a required course in the Crop Management option in the Diploma in Agriculture program and will be beneficial to students in the other Diploma options.

Appropriate soil fertility management is central to the productivity, economic viability, and environmental sustainability of crop production systems. This course provides conceptual and applied learning experiences related to soil fertility and nutrient management. The course content is designed to prepare students for the nutrient management portion of the International and Prairie Certified Crop Advisor exams.

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## Course Learning Outcomes

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On completion of this course, you should be able to:

1. Describe key soil properties and processes that affect nutrient cycling and plant nutrition.
2. Describe nutrient forms and behaviour; nutrient uptake, utilization, and deficiency symptoms; fertilizer sources, properties, and reactions; and fertilization practices of soil macro- and micronutrients.
3. Understand the implications of soil fertility management practices on agricultural sustainability and environmental protection.
4. Apply your individual and collective knowledge to solving real-world nutrient management and soil fertility problems.
5. Communicate your recommendations for nutrient management and soil fertility to others in written and oral form.

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## Textbook, Readings, and Course Materials

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No textbook is required. The course materials available on the UM Learn website constitute the study material for the class. Additional resource materials will be provided as needed, including links to online resources.

The course notes posted on UM Learn are “skeleton” notes that provide only an outline of basic information covered in lectures. Students are expected to participate in all lectures, when this material will be discussed, expanded upon, and students can ask questions. Students are strongly encouraged to supplement and personalize their course notes for active and effective learning and studying.

To access course materials in UM Learn:

1. Log in to UM Learn at the following site, using your UMnetID and password (same as your UM email). <https://umanitoba.ca/umlearn>
2. Click the waffle icon along the top of the page and select SOIL-0630-K01.

### Supplementary Resources for Additional Learning:

*Digging into Canadian Soils: An Introduction to Soil Science*. Free online textbook:

<https://openpress.usask.ca/soilscience/>. Canadian Society of Soil Science.

Havlin, J.L., S.L. Tisdale, W.L. Nelson, and J.D. Beaton. 2014. *Soil Fertility and Fertilizers: An Introduction to Nutrient Management*. 8<sup>th</sup> ed. Pearson. Available in the UM library.

Manitoba Agriculture, Food and Rural Initiatives, 2007. *Soil Fertility Guide*. Online:

[https://www.gov.mb.ca/agriculture/crops/soil-fertility/soil-fertility-guide/pubs/soil\\_fertility\\_guide.pdf](https://www.gov.mb.ca/agriculture/crops/soil-fertility/soil-fertility-guide/pubs/soil_fertility_guide.pdf)

Manitoba Agriculture, Food and Rural Initiatives, 2008. *Soil Management Guide*. Online:

<https://www.gov.mb.ca/agriculture/environment/soil-management/soil-management-guide/pubs/soil-management-guide.pdf>

Weil, R.R., and N.C. Brady. 2017. *The Nature and Properties of Soils*. 15<sup>th</sup> ed. Pearson. This and previous editions are available in the UM library. Table of contents available at

[www.researchgate.net/publication/301200878](http://www.researchgate.net/publication/301200878) *The Nature and Properties of Soils 15th edition*.

## **Course Technology**

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The course lectures and labs will be offered in person, with the option to pivot to online learning if needed. Students are free to use tablets, cellphones, laptops, etc. in the classroom provided these are used in a responsible, efficient, ethical, and legal manner. Smartphones or other devices may be needed in class for certain activities, such as interactive polls and so on. To be respectful to your classmates and instructor and maintain a classroom environment that is conducive to learning, please silence notifications during the lecture and lab periods and avoid activities not related to the course (checking social media, playing games, messaging friends, browsing the internet, and so on). Students are not permitted to record lectures without the permission of the instructor.

### **UM Learn**

Course materials and some assessments will be delivered through UM Learn (<https://umanitoba.ca/umlearn>). You are responsible for making sure you are able to access the materials and assessments in UM Learn. There is also an app available for UM Learn, called Brightspace Pulse. You are welcome to use it but it is not required.

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## **COURSE SCHEDULE**

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### **Lecture Outline**

This schedule is subject to change at the discretion of the instructor and/or based on the learning needs of the students (subject to [section 2.8 of the ROASS procedure](#)).

Numbers in parentheses to the left of each topic indicate the approximate number of lectures.

(1)     **I. Introduction and Review**

- A. Role of soil fertility for crop production
- B. Overview of nutrient use, uptake, and movement

(2)     **II. Effects of Soil Solids, Surfaces, and Solutions on Soil Fertility**

- A. Soil inorganic solids: weathering, precipitation, dissolution of nutrients
- B. Soil organic solids: solubilization, immobilization, and mineralization of nutrients
- C. Soil surfaces: adsorption and desorption of nutrients
- D. Effects of pH: acidity and alkalinity
- E. Effects of aeration: oxidation and reduction

**III. Soil Fertility and Fertilizers**

Nutrient-by-nutrient discussion of forms and behaviour of nutrients in the soil; nutrient uptake, utilization, and deficiency symptoms; fertilizer sources, properties, and reactions; and fertilization practices for:

- (5)     A.     Nitrogen
- (1)     B.     Sulphur
- (2)     C.     Phosphorus
- (1)     D.     Potassium
- (3)     E-M.   Ca, Mg, Mo, B, Cl, Cu, Zn, Mn, Fe

#### IV. Soil Fertility Management - General Issues

- (1) A. Manure management
- (2) B. Fertility evaluation, fertilizer recommendations
- (1) C. Soil fertility and agricultural sustainability
- (1) D. Soil fertility and environmental issues

#### Lab Outline

The lab component of this course includes weekly assignments and a term project. You will be assigned to work in groups for the weekly assignments and term project. You are expected to discuss your lab assignments and soil fertility recommendations with the members of your group, but each of you is expected to submit your own individual, unique written reports. In other words, copying of lab assignments from other group members is not permitted.

The lab activities are designed to prepare you for the challenges of solving “real world” nutrient management problems. Those problems will challenge you to think and will not necessarily stay within the boundaries of this particular course. Therefore, the lab problems will not follow the lecture material exactly. Instead, the problems are diverse and are designed to challenge you to discover, share, and apply knowledge from a variety of areas, including lecture and lab material from this course, plus other courses, our own and your group members’ experiences, and reference material.

The term project involves developing a nutrient management plan for a real farm selected by the instructor. You will collect information from the farmer(s) as well as soil samples from farm fields and will create a nutrient management plan based on the gathered information along with knowledge gained in the course. You will prepare an individual written report and will deliver a group oral presentation to the farmer(s) and a panel of experts.

The following schedule is subject to change at the discretion of the instructor and/or based on the learning needs of the students (subject to [section 2.8 of the ROASS procedure](#)).

Date	Lab #	Topic(s)
Sept. 15	1	- introduction of groups, term project, fields, farm & farmer - discuss background information required to prepare for farmer interview - develop interview questions for farmer
Sept. 22	2	- interview with farmer – <b>during the Sept 21 lecture period</b> . Will include some lecture material in this lab period as needed to balance out the time swap. - overview of soil testing - soil sampling and sample handling
Sept. 29	3	- conduct field sampling - complete and submit soil sample information sheets <b>NOTE:</b> this lab will be 2:30 to approximately 5:30 or 6:00 and will involve travel by bus off campus. Signed release/waiver form required.
Oct. 6	4	- N fertilizer costs and economics - nutrient requirements vs. uptake
Oct. 13	--	<b>No Lab – Experiential Learning Week</b>
Oct. 20	5	- discuss soil test extraction & analysis - soil test interpretation, e.g., for Bray vs. Olsen P - more fertilizer cost calculations

Date	Lab #	Topic(s)
Oct. 27	6	- detailed comparison of soil test analyses and recommendations for term project, using the reports from the soil testing labs and the MB Soil Fertility Guide
Nov 3	7	- fertilization rate calculations for a field, including complete fertilizer blend - enhanced efficiency fertilizers
Nov 10	8	- prepare the first draft of recommendations for farmer's nutrient management - multinutrient fertilizer cost and rate calculations (e.g., NPS fertilizers)
Nov. 17	--	<b>No lab – Fall Term Break</b>
Nov. 24	9	- second interview farmer - manure management exercise
Dec. 1	10	- Lab project presentation to farmer and industry panel <b>NOTE: this lab will be 2:30 to approximately 5:30 or 6:00</b>
Dec. 6		<b>Term project report due by Wednesday, Dec. 6<sup>th</sup> at 4:30 pm</b>
Dec. 8	--	No formal lab activity. I will be available for questions for final exam prep.

### Other Important Dates

Sept. 21	Last date to drop course without penalty (course will not appear on transcript)
Oct. 31	Mid-term exam
Nov. 21	Last date for voluntary withdrawal (course appears on transcript as a VW)
Dec. 11-21	Final Exam Period – date of this course's exam to be announced

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## COURSE ASSIGNMENTS AND EVALUATION

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### Class assignments

**Weekly responses:** Each week, you are asked to submit a very brief response to the course material (lectures and/or labs) from the past week. This can be a summary of the concepts; examples of how they are relevant to you, others, society, etc.; questions about aspects you do not understand; and so on. These assignments are meant to encourage your ongoing engagement with and reflection on the course material and to help me gauge the overall level of understanding of students in the class. No extensions or make-up assignments will be available. You are not required to complete these responses to pass the course.

These responses may take any of the following formats, but must be your own original work:

- A short written response (100-200 words)
- A short (30-60 second) video of yourself talking about the course material
- A mini photo essay, with 2-4 photos (your own) and descriptive captions
- A comic, cartoon, or meme
- A limerick, haiku, ballad, or other type of poem or song
- Other formats? Be creative, but check with me first.

Each response will be worth 1% of your final grade, for a total of 10%. There are 11 weeks of class and 10 responses will be expected. This means you can skip one week of your choice with no penalty or get a bonus mark for submitting all 11. You will earn half marks for a response assignment for submitting it by the due date, as long as it adheres to course policies on academic integrity and respectful work and learning environment. You will receive full marks for a response assignment if it meets the above

policies and the content is relevant to the course material from the past week. Grammar, spelling, and composition will NOT be evaluated for the weekly responses, as long as I am able to decipher the content.

**Examples:** A submission that was plagiarized, uses profanity, or shows disrespect of any group or individual would receive a mark of zero. A submission that adheres to the above-mentioned policies but does not relate to that week's course content (e.g., relates to the first week of class when we are in week 3), would receive a mark of 0.5. A submission that adheres to the above policies and relates to that week's course content will receive a mark of 1.0.

**Due dates and submission procedures:** Responses can be submitted between Wednesday 12:00 am and Monday 8:30 am each week. For example, Response 1 can be submitted any time between Wednesday Sept. 13 and Monday morning Sept. 17 and reflects content from the Sept. 12 and/or 14 lectures and/or Sept. 15 lab. Responses should be submitted using the appropriate UM Learn folder. When submitting to UM Learn, make sure you are selecting and uploading the correct file and double check to make sure you have received a 'submission confirmation' email from UM Learn to ensure it made it into the assignment folder. Emailed responses will not be accepted.

**Missed responses:** If you do not submit your response by the due date, you will receive a mark of zero for that response. No extensions will be granted, except where accessibility accommodations have been previously requested and granted. As noted above, you may miss one written response without penalty.

### Quizzes

There will be 3 quizzes during the term, during the first 20 minutes of class time (1:00 to 1:20 pm) on the dates specified below. Each quiz will be worth 5% of your final grade. Quizzes will be administered through UM Learn. You are required to bring a device (laptop or tablet) on which to complete the quizzes.

**Dates:** September 26  
October 24  
November 23

**Missed quizzes:** If you know beforehand that you will not be able to attend a quiz, you must contact me to make alternate arrangements. In case of illness or other emergency, please see the University of Manitoba's [Self-Declaration for Brief and Temporary Student Absences Policy and Procedure](#). Students who miss a quiz without notice will receive a grade of zero on the quiz.

### Midterm and final examinations

There will be one midterm and a final exam:

**Midterm exam:** Oct. 31, 2023  
The midterm will cover the lectures from September 12 to October 26. It will be written during the regular lecture period (75 minutes).

**Final Exam:** Scheduled by the University during the final exam period (Dec. 11-21, 2023).  
The final exam will be two hours in length. The final will draw on material from the lectures and the labs.



Grammar, spelling, and composition will be evaluated and considered as part of the grading criteria for exams.

**Missed Exams:** The exam schedule is provided well in advance so you can check for potential scheduling conflicts. If you know beforehand that you will not be able to attend the **midterm exam**, you must contact me to make alternate arrangements. If you miss the midterm exam without notice, you will receive a grade of zero on the midterm. If you know that you will not be able to attend the **final exam** or if an emergency situation causes you to miss the final exam, please refer to the University of Manitoba's [Final exam conflicts and deferral webpage](#).

In case of illness or other emergency, please see the University of Manitoba's [Self-Declaration for Brief and Temporary Student Absences Policy and Procedure](#). Medical notes are not required for illnesses.

### **Laboratory Assignments**

The laboratory assignments include nine (9) weekly assignments, a group oral presentation, and an individually prepared final report.

**Weekly lab assignments** are generally designed to be completed during the lab session and submitted on UM Learn before you leave at the end. However, they can be submitted up to the following Monday at 8:30 am without penalty. They will be graded and returned the following week. Students are expected to discuss their lab activities with other members of their group, but each member is expected to submit their own individual, unique written report (**i.e. copying of assignments is not permitted**). Late weekly assignments will be assigned a grade of zero, unless you have been granted an extension. Late lab assignments must still be submitted in satisfactory condition by December 6, 2023 to receive a passing and complete grade in the course.

**The group oral presentations** will occur on Dec. 1 during the Friday lab session. Presentations will be graded based on criteria clearly outlined ahead of time. A peer review process within groups will allow you to score the members of your group (and vice versa) to encourage productive teamwork.

**The final written term project** is due by 4:30 pm on Wednesday, Dec. 6. Late projects will be docked 20% of the maximum possible grade for each 24-hr period past the deadline, unless you have been granted an extension. Accordingly, assignments submitted 5 or more days after the deadline will receive a mark of zero. Late projects must still be submitted in satisfactory condition by December 11, 2023 to receive a passing and complete grade in the course. More information on the format and grading criteria will be provided in the lab sessions.

Grammar, spelling, and composition will be evaluated and considered as part of the grading criteria for all lab reports and assignments.

**Missed Labs and Late Lab Assignments:** If you know beforehand that you will not be able to attend a laboratory session, you must contact me to make alternate arrangements. Late lab assignments will receive a grade of zero on that exercise, unless you have been granted an extension.

**COURSE EVALUATION**

Course element	Date	% of final grade
<b>Lab component</b>		
Weekly laboratory assignments	Mondays by 8:30 am	14%
Oral presentation	Dec. 1, during lab	6%
Written term project report	Dec. 6	10%
<b>Sub-total</b>		<b>30%</b>
<b>Lecture component</b>		
Weekly responses	Mondays by 8:30 am	10%
In-class quizzes	Sept 26, Oct. 24, Nov. 23	15%
Midterm	Oct. 31, in class	15%
Final exam (includes lab material)	University final exam period	30%
<b>Sub-total</b>		<b>70%</b>
<b>Total</b>		<b>100%</b>

**GRADING**

Students must obtain a **passing grade ( $\geq 50\%$ ) in both the lab and non-lab components** to pass the course.

Letter Grade	Percentage out of 100	Final Grade Points
A+	90-100	4.5
A	80-89	4.0
B+	75-79	3.5
B	70-74	3.0
C+	65-69	2.5
C	60-64	2.0
D	50-59	1.0
F	Less than 50	0

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## **EXPECTATIONS**

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**I EXPECT YOU TO:**

- **Read and understand the information in this syllabus.**
- **Attend class and lab sessions regularly and punctually.** Class and lab attendance is required to gain a full understanding of the course material.
- **Prepare for class.** The course materials will be provided to you in digital format on the UM Learn course page prior to start of each new section in the class. You are expected to have these notes for reference during class and to supplement them with your own notes from the lectures. Reviewing materials before class will benefit your learning.
- **Create and maintain a respectful learning environment:** Sharing knowledge effectively requires mutual respect among students, teaching assistants, and the instructor. All communications and

in-person interactions, in and outside of class, are expected to be respectful and professional. Additional community guidelines will be discussed during one of the first lectures. See the [UM policy on Respectful Work and Learning Environment](#).

- **Complete all coursework with academic integrity**, as outlined below and on the UM website.
- **Communicate any difficulties, concerns, or criticisms** regarding the course with me as early as possible. This will make it more likely that we can work out a solution.

#### YOU CAN EXPECT ME TO:

- Treat all students with respect.
- Arrive at lecture and lab sessions punctually and well-prepared.
- Grade assessments fairly and provide feedback in a timely manner.
- Respond to your communications in a timely manner.
- Be available for in-person, online, or phone meetings to discuss class material and assignments as needed, providing support to meet your learning goals.

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## COURSE POLICIES

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### Communications

**You must obtain and use your University of Manitoba email account** for all communication between yourself and the university. *I will send email messages only to your University of Manitoba email account.* 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).

Email is my preferred form of communication to set up appointments or discuss issues related to the course. I will do my best to respond to all emails within 24 hours on weekdays and 48 hours on weekends/holidays. For urgent matters, you may phone or text me but I cannot guarantee an immediate response.

I will use UM Learn to send out course announcements and other information. These notices will be sent to your @myumanitoba.ca email address.

### Academic Integrity

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.

In this course, academic integrity looks like referencing the work of others that you have used and completing your assignments independently unless otherwise specified. For assignments/projects where you are encouraged to work in a group or team, ensure that your assignment/project is completed with integrity. You must do your own work during quizzes and exams.

**Please refer to these specific course requirements for academic integrity for individual and group work:**

1. Complete your assignments independently unless otherwise specified. You must do your own work during quizzes and exams without direct help from your class peers, family members, or from tutors that are not approved by the instructor. If you are in need of assistance, please contact the instructor immediately for support and/or to arrange for approved supports. For lab assignments and the term project where you work in a group, you will discuss your activities and results with your group and then complete the assignments individually. The oral presentation will be prepared collaboratively with your group.
2. Do not share course materials (e.g., notes, exam questions, assignment instructions, article) that have been created by the instructor or were authored by another. Sharing of such materials with your peers or with note-sharing companies is a violation of the Copyright law.
3. Reference the work of others that you have used in your own work. To plagiarize is to take ideas or words of another person and pass them off as one's own. It is not necessary to state the source of well-known or easily verifiable facts, but students are expected to appropriately acknowledge the sources of ideas and expressions they use in their written work, whether quoted directly or paraphrased. Plagiarism applies to any written work, in traditional or electronic format, as well as orally or verbally presented work. This applies to images, diagrams, etc., as well as to written material, and materials or information from Internet sources. To provide adequate and correct documentation is not only an indication of academic honesty but is also a courtesy which enables the reader to consult these sources with ease. Failure to provide appropriate citations constitutes plagiarism.
4. Do not submit lab reports or other types of assignments already graded in another course.

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

### Accessibility

Please see the University of Manitoba's Accessibility information under "UM Learner Supports" in Schedule A at the end of this syllabus. You are also welcome to discuss any accessibility concerns you may have with me directly if you feel comfortable doing so.

### Attendance

Regular class attendance is highly recommended to gain a full understanding of the course material. Participating in the labs is required to receive marks for those assignments.

### Assignment Extensions, Late Submissions, and Missed Exams

In case of illness or other extenuating circumstances that cause you to miss labs, quizzes, or exams, please refer to the University of Manitoba's [Self-Declaration for Brief and Temporary Student Absences Policy and Procedure](#). Note that travel, vacations, work and other scheduled personal obligations are not considered extenuating circumstances.

If unforeseen catastrophic events occur and you require an extension on an assignment, please contact me to explain the extenuating circumstances under which you are/were not able to meet the deadline.

See the Course Assignments and Evaluations section above for specific requirements for each type of course assignment or assessment.

### Recording of 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 Dr. Thiessen Martens. Course materials (both paper and digital) are for the participant's private study. If you need to record lectures for accessibility or accommodation reasons, you are encouraged to discuss options with me or contact Student Accessibility Services to arrange an accommodation.

### Copyright

Please respect copyright. Copyrighted content used in this course is appropriately acknowledged and used according to copyright laws and University guidelines. Copyrighted works, including those created by the instructor, 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 [umcopyright@umanitoba.ca](mailto:umcopyright@umanitoba.ca).

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## UM POLICIES

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The University of Manitoba has outlined policies and procedures governing the Responsibilities of Academic Staff with Regard to Students (ROASS). "Schedule A" outlines all relevant ROASS policies and can be found below, as well as in the UM Learn materials for this course (Content > Introduction and Syllabus).

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## UM LEARNER SUPPORTS

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The University of Manitoba provides many types of support to help students thrive. In "Schedule A" (below and in UM Learn), 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 [Everything You Need to Thrive](#) website.

## SCHEDULE A (Revised February 17, 2023)

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## UM Policies

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

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

### Academic Calendar

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

### Academic Integrity

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

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

### Copyright

All students are required to respect copyright as per Canada's *Copyright Act*. Staff and students play a key role in the University's copyright compliance as we balance user rights for educational purposes with the rights of content creators from around the world. The [Copyright Office](https://umanitoba.ca/copyright/) (<https://umanitoba.ca/copyright/>) provides copyright resources and support for all members of the University of Manitoba community.

## Grade Appeals

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

## Intellectual Property

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

## Program-Specific Regulations

For information on regulations that are specific to your academic program, read the section in the Academic Calendar and on the respective [faculty/college/school](https://umanitoba.ca/academics) website (https://umanitoba.ca/academics).

## Respectful Work and Learning Environment

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

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

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

## Sexual Violence Policies

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



## Voluntary Withdrawal

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

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

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

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## UM Learner Supports

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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 [Everything You Need to Thrive](https://umanitoba.ca/student-supports) (<https://umanitoba.ca/student-supports>) website.

### 2SLGBTQIA+ Community

Find your queer community on campus! UM is committed to being an inclusive and welcoming space for all 2SLGBTQ+ students, staff and faculty. Visit the [2SLGBTQ+ Community](https://umanitoba.ca/2slgbtq-community) (<https://umanitoba.ca/2slgbtq-community>) website to access services, find resources, and connect with like-minded people and allies.

### 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](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). Phone: (204) 474-7423. Email: [Student\\_accessibility@umanitoba.ca](mailto:Student_accessibility@umanitoba.ca)

## 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 key 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 have about the research process. Liaisons can be contacted by email or phone, and are also available to meet with you online or in-person. A [complete list of liaison librarians can be found by subject](http://bit.ly/WcEbA1) (<http://bit.ly/WcEbA1>).

General library assistance is also available at both the Bannatyne and Fort Garry campuses by [visiting any library location](https://www.umanitoba.ca/libraries/locations-and-facilities) (<https://www.umanitoba.ca/libraries/locations-and-facilities>). When working online, students can receive help via the Ask Us chat button found on the right-hand side of the [Libraries' homepage](http://www.umanitoba.ca/libraries) (<http://www.umanitoba.ca/libraries>).