

TRAILBLAZER ADVENTURER  
INNOVATOR DEFENDER CHALLENGER  
ADVENTURER TRAILBLAZER DEFENDER VISIONARY  
VISIONARY ADVENTURER TRAILBLAZER CHALLENGER DEFENDER VISIONARY

## GEOG 1290 D01: Introduction to Physical Geography Syllabus

Distance Education  
Summer 2023  
(Subject to Change)

### Land Acknowledgement

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.



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## COURSE DETAILS

<b>Course Title &amp; Number:</b>	Introduction to Physical Geography - GEOG 1290 D01 (CRN: 1165)
<b>Class Day &amp; Time:</b>	Distance Education
<b>Number of Credit Hours:</b>	3 Credit Hours
<b>Pre-Requisites:</b>	None

## INSTRUCTOR CONTACT INFORMATION

<b>Instructor:</b>	Dr. Janna Wilson
<b>Email:</b>	<a href="mailto:Janna.wilson@umanitoba.ca">Janna.wilson@umanitoba.ca</a> <ul style="list-style-type: none"><li>- Use course # (GEOG 1290 D01) in subject line &amp; include your full name in email</li><li>- Allow at least <b>48-hours</b> for response (weekdays only).</li></ul>
<b>Office Hours/ Appointments</b>	<ul style="list-style-type: none"><li>- No scheduled office hours</li><li>- Email or book appointment through Cisco Webex in UM Learn using the "Appointment Booking" tab at least 24-hours in advance. Appointments booked with less the 24-hour's notice will be cancelled.</li></ul>

## COURSE DESCRIPTION

### U of M Course Calendar Description

The *Undergraduate Calendar* of The University of Manitoba describes GEOG 1290 Introduction to Physical Geography as follows:

(Formerly 053.129) This course studies aspects of our physical environment: climate, landforms, soils and vegetation. Not to be held with GEOG 1291 or GEOG 1200 or GEOG 1201.

**Course Attributes:** Science requirement for BA, University 1 Course, Ukrn Cdn Herit Studies

There are no prerequisites for this 3-credit-hour course. Its 3-credit-hour companion course is GEOG 1280, Introduction to Human Geography, and most students taking first-year geography, whether through distance and online education or on-campus, take both GEOG 1280 and GEOG 1290.

### General Course Description

Physical geographers study the spatial and temporal variations of Earth's living and non-living physical systems. This course uses a systems approach to study the interactions of Earth's Spheres, including the atmosphere, lithosphere, hydrosphere, and the biosphere. The interrelationships and human interactions within and between these Spheres are examined through a geographic lens. Geographic tools will be used to study: Earth-Sun geometry, the layered atmosphere, global energy systems, atmospheric circulation and moisture, cyclonic weather systems, the Earth's interior and crust, tectonic processes and landforms, weathering and mass wasting, soils, groundwater and karst, fluvial systems, and glacial systems.

## COURSE GOALS

There are three general course goals:

1. To inspire an interest in physical geography and understand how physical geography is integrated into the world around you.
2. To use a systems approach to study the interactions of the Earth's Spheres, including the atmosphere, lithosphere, hydrosphere, and the biosphere.
3. To describe and explain the processes operating in Earth's atmosphere, oceans, and land surfaces, and relate them to the dominant natural and anthropogenic processes that change over space and time.

## COURSE LEARNING OBJECTIVES

Learning objectives and accompanying key terms, concepts, and topics are available on UM Learn in the Learning Objectives (LO) Table.

## VOLUNTARY WITHDRAWAL (VW) DEADLINE

The last day to withdraw without a refund is July 19, 2023. Students who do not drop this course by the VW deadline will be assigned a final grade. See the [Registrar's Office](#) web page for more information.

## COURSE FORMAT

This is a distance education course and as such, it requires a higher-level of independent study compared to face-to-face/remote learning courses. The course material has been divided into 16 sections labelled A-P (i.e. Section A, Section B., . . . Section P.). Although course content will be primarily delivered by a series of pre-recorded PowerPoint (PPT) lecture videos, students are expected to complete the corresponding text book readings and any additional assigned material that was not covered during the lecture videos (as indicated in the LO Table and/or in UM Learn). In order to be successful in this class, you must keep up with the course material and make comprehensive course notes using the LO Table as a guide and supplementing your notes with information from the lectures, textbook, and other assigned/required materials.

During this course, you are asked to complete a number of learning activities. These activities are designed to help you understand the various components of physical geography. These activities will be listed in the "Weekly Content Folder." Each week will have its own folder and will be labelled with the week # and date (i.e. Week 1 (May 8-12)) and will include course material such as:

- Learning Objectives (LO) Table for each section to use as a guide for taking notes. The LO Table contains key terms and concepts, corresponding textbook readings, assigned readings, and additional reference material. It is highly recommended that you take comprehensive notes on each section using the LO Table as your guide.
- Lecture Videos

- PowerPoint notes in both a .pdf format (multiple slides per page) and a rich text format (.rft) to facilitate note taking.
- Assigned course material animations/videos etc.
- “Section Review Quizzes” which are not for marks and are open-book. You may complete them as many times as you wish.
- Assignment, quiz, and test reminders.
- Consult UM Learn for more details

## COURSE ASSESSMENTS

Quizzes				
Quiz #	Value	Due Date	Material Covered	Additional details
Syllabus Quiz	0	NA	Syllabus	≥80% to access “Weekly Course Content” folder
Academic Writing Quiz	5%	Fri., May. 19	Academic Writing Material	Quizzes/tests are available between 12:01 AM - 11:59 PM CST
Midterm I	20%	Fri. June. 9	Sections A, B, C, D, E, F	
Midterm II	20%	Fri. July 14	Sections G-J (10-15% of questions may come from sections A-F)	
Assignments				
Assignment #	Value	Due Date	Additional details	
Assignment #1	5%	Wed., May 24	<ul style="list-style-type: none"> <li>• See UM Learn “Assignment” folder for details.</li> <li>• Submit assignments to the correct Assignment submission folder in UM Learn</li> <li>• Due before 11:59 AM CST (morning0</li> <li>• Late Penalty: 20% per day</li> </ul>	
Assignment #2	5%	Wed., June 14		
Assignment #3	5%	Wed., July 5		
Assignment #4	5%	Wed., June 19		
Assignment #5	5%	Wed., Aug. 2		
Total Value	20%	- Best 4/5 assignments will count towards the final 20%		
Final Exam				
	Value	Due Date	Additional Details	
<b>Final Exam</b>	35%	TBD	<ul style="list-style-type: none"> <li>• Online Final exam</li> <li>• Cumulative final exam covering <u>ALL</u> course content</li> <li>• To be scheduled by the registrar’s office during the Final Exam Period – Aug. 14-19</li> </ul>	
<ul style="list-style-type: none"> <li>• You <u>cannot</u> submit <u>additional</u> assignments to improve or “bump” your grade.</li> <li>• Each test/quiz/final exam may be written once and the result is final (quizzes may not be re-written for any reason).</li> </ul>				

## Grade Distribution

LETTER GRADE	PERCENTAGE RANGE	DESCRIPTION
A+	90-100	Exceptional
A	80-89.9	Excellent
B+	75-79.9	Very Good
B	70-74.9	Good
C+	65-69.9	Satisfactory
C	60-64.9	Adequate
D	50-59.9	Marginal
F	0-49.9	Failure

### Notes:

- All final grades are subject to departmental review.
- The grades will be rounded to one decimal point using standard rounding conventions, and the grade cut-offs will be strictly observed.
  - For example, a grade of 69.94 rounds to 69.9 and is a C+; a grade of 69.95 rounds to 70.0 and is a B
- The course is not "graded on a curve".
- You cannot submit additional assignments to improve or "bump" your grade.
- Grades will not be increased or "bumped" on request unless there is a valid reason such as a calculation error.

## COURSE SCHEDULE

The course 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](#).

Week (s)	Section Assignment Due Dates
<b>Week 1</b> (May 8-12)	Course overview & review course syllabus A. Introduction to Physical Geography B. Physical Geography & Spatial Inquiry Academic Writing <b>Syllabus Quiz:</b> ≥80% to access “Weekly Course Content”
<b>Week 2</b> (May 15-19)	C. Earth-Sun Geometry D. Earth’s Atmosphere Academic Writing <b>Academic Writing Quiz:</b> Fri., May 19, access 12:01 AM - 11:59 PM CST
<b>Week 3</b> (May. 22-26)	E. Global Energy System Assignment #1: Due Wed., May 24 before 11:59 AM CST
<b>Week 4</b> (May 29 – June 2)	F. Atmospheric Circulation
<b>Week 5</b> (June 5-9)	F. Atmospheric Circulation G. Oceanography <b>On-line Test # 1 - Fri., June 9</b> - access 12:01 AM - 11:59 PM CST (Covers sections A-F)
<b>Week 6</b> (June 12 - 16)	H. Atmospheric Moisture and Precipitation Assignment #2: Due Wed., June 14 before 11:59 AM CST
<b>Winter Term Break – June 19 - 23, 2023 - NO CLASSES</b>	
<b>Week 7</b> (June 26-30)	I. Air Masses and Cyclonic Weather Systems
<b>Week 8</b> (July 4-7)	J. Earth History and Earth Interior Assignment #3: Due Wed., July 5 before 11:59 AM CST
<b>Week 9</b> (July 10-14)	K. Tectonic Processes and Landforms <b>On-line Test #2 - Fri., July 14</b> - access 12:01 AM - 11:59 PM CST (covers Sections G-J, 10-15% of questions may come from sections A-F-
<b>Week 10</b> (July 17-21)	L. Weathering and Mass Wasting M. Soils Assignment #4: Due Wed., July 19 before 11:59 AM CST
<b>Week 11</b> (July 24 - 28)	N. Water and Karst Landscapes O. Fluvial Systems
<b>Week 12</b> (July 31 – Aug. 4)	P. Glacial Systems Assignment #5: Due Wed., Aug. 2 before 11:59 AM CST
<b>Week 13</b> (Aug. 6-11)	Review course material Course Evaluation
<b>August 14 -19, 2023 - Final Exam period</b>	

## COURSE EXPECTATIONS

### Expectations: I expect you to. . .

- Read, understand, and regularly consult the Course Syllabus and UM Learn course announcements (You are responsible for consulting the course announcements for any updates or changes)
- Turn on UM Learn notifications to receive timely course updates and utilize the U of M “Pulse” app on your smart phone
- Utilize and regularly consult your University of Manitoba email account ([Student Email Policy Information](#))
- Study course materials and complete assignments on time following the course schedule posted on UM Learn.
- Read the textbook and view any assigned lecture videos and take notes using the Learning Objectives Table (LO table) and PowerPoint slides as a guide.
- Be courteous and respectful to fellow students and instructor and adhere to university policies on Respectful Work and Learning Environment (RWLE) and Inappropriate and Disruptive Student Behaviour. [Respectful Work and Learning Environment Policy](#)
- Complete course work independently (quizzes/final exam/assignments) and with [academic integrity](#) and abide by university policies on plagiarism, cheating and exam personation ([Academic Integrity Policies and Procedures](#))
- Remain available and have access to the required technology (see technology requirements to complete online quizzes/tests and write the final exam). Students must be available to be online during the quiz access windows and the final exam (scheduled by the Registrar’s office during the final examination period)
- Ensure you contact the instructor (and IST if necessary) immediately if you experience minor/major technical difficulties during a quiz that cannot be resolved with the quit UM Learn/re-start computer/re-enter UM Learn.

Students who do not contact the instructor within 1 hour of experiencing a technical issue will not be offered a make-up quiz.

- Provide 24-hours advance notice if you are unable to attend an appointment with the instructor.
  - Students who fail to provide 24-hour’s notice will not be scheduled for any future appointments during the term.
- Backup your course notes. University of Manitoba students have access to 1 TB of OneDrive Storage through [Office 365](#)
  - [Computers and Technology](#)
  - Students are required to keep copies of all their course work until their grades are finalized and posted on Aurora.
- **Respect copyright.**
  - All materials posted on UM Learn are for your personal use only, and not to be shared outside the course or posted anywhere else.
  - No audio or video recording of lectures/videos/presentations/online appointments is permitted in any format, openly or surreptitiously. Course materials (both paper and digital) are for the participant’s private study and research only.
  - Do not upload copyrighted works to a learning management system (e.g., UM Learn), or any website, unless an exception to the Copyright Act applies or written permission has been confirmed for more information, see information on: [University Copyright Office](#)



### Expectations Regarding Grading

- Students have 48-hours after grades have been posted in the UM Learn gradebook quizzes/tests/assignments etc. to discuss any grading concerns with the instructor. After this 48-hour period, NO changes will be made.

### Expectations: You Can Expect Me to . . .

- strive to create a welcoming, inclusive, and positive online classroom environment in which all students feel respected and heard.
- treat you fairly and respectfully while supporting your vision of academic success
  - [Respectful Work and Learning Environment Policy](#)
- listen to your questions/concerns/feedback about the course structure, readings, assignments and grading and respond the best way I can.
- follow policies regarding academic staff's responsibilities regarding students ([ROASS](#)).
- act with academic integrity and adhere to and follow university policies on plagiarism, cheating and exam personation
- utilize my University of Manitoba email account to communicate with you and return emails in a timely fashion (usually 48-hours excluding weekends and holidays) following the [University of Manitoba Electronic Communications with Students Policy](#)
- identify and recommend on campus resources you might find helpful on an as-needed basis (such as the [academic learning centre](#), [student accessibility services](#), [libraries](#), etc.).
- respect confidentiality by protecting your personal information and adhering to University Policies on Information Access and Privacy and The Freedom of Information and Protection of Privacy Act ([FIPPA](#)).
- 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.

## COURSE MATERIALS

### Textbook (required)

**Arbogast, A., Ford, L., Dagesse, D. (2018).** Discovering Physical Geography (1<sup>st</sup> Cnd. ed.). Wiley.

At the [bookstore](#), you can purchase either:

1. a looseleaf textbook - ISBN 9781119443469 – \$135.50 (U of M Bookstore)
2. e-textbook - ISBN 9781119287322 - \$50.50 (U of M Campus eBookstore)

**Note:** If you are using a different textbook other than the 1<sup>st</sup> Canadian edition of Arbogast et al. (2018), the assigned readings may not correspond. The instructor offers no guarantee that the content in other textbooks/or editions will be the same as the 1<sup>st</sup> Canadian edition of Arbogast et al. (2018).

Consequently, you may or may not be able to answer “textbook” exam questions. You may use any book you want, but it is at your own risk.

## TESTS/QUIZZES/FINAL EXAM

### Format

The academic writing quiz, tests and the final exam are **ALL closed-book** online assessments that will be composed of multiple-choice, true/false, and multiple-select type questions. Typically, there is one question to be answered approximately every 45 seconds (e.g., 60 questions in 45 minutes, or 120 questions in 90 minutes). Tests will consist of 60 questions and the final exam will be 120 questions.

Each UM Learn quiz/test will be available during a 24-hour access time (12:01 AM – 11:59 PM CST) specified in the course schedule.

Unlike tests and quizzes, the **final exam** date and time is set by the registrar's office and has a specific window of time in which it must be completed. For example, if the final exam is set to start at 9:00 AM CST, students must begin the final exam between 9:00 – 9:30 AM CST. If you start after 9:30 AM CST, you will not be able to access the final exam.

Students may be tested on the instructional content including lecture videos, corresponding textbook readings as well as any assigned readings and learning activities.

Each test/quiz/final exam may be written only once regardless of the outcome. Students are not able to rewrite quizzes for any reason.

Multiple-choice, true/false, and multiple-select questions will be presented one (1) to five (5) questions at a time. Once you select your answers and click "Next Page," you will not be able to go back and change your answers. You cannot skip questions/pages to go back at a later time to answer them, and you cannot pause the test and go back at a later time during the day to complete it.

UM Learn quizzes will utilize a large database of questions. Questions will be randomly selected for each test/quiz/final exam. Therefore, each student will answer a different set of questions in a different order. In addition, question answers will be randomized, so if the same question is utilized for multiple students, the answers will be randomly ordered.

Students are not permitted to photograph or record UM Learn quiz/test/final exam questions for any reason. To do so is a violation of academic integrity.

### E-Proctoring Software

Closed-Book quizzes/tests/final exam require that students use **LockDown Browser & Monitor**, which is a locked browser and e-proctoring software for taking quizzes in UM Learn. **LockDown Browser** prevents you from printing, copying, going to another URL, or accessing other applications during a quiz/test/final exam. **LockDown Monitor** uses your webcam and microphone to monitor your activity while taking online quizzes/tests/final exam.

**IMPORTANT Notes for Respondus LockDown Browser and Monitor**

1. Students must show valid photo identification (ID) such as a U of M Student card (preferred) or valid government issued photo ID. Failure to clearly show your ID is considered academic misconduct and may initiate an investigation.
2. A proper environment video must be completed (as per the directions on **Respondus Monitor**) that shows your **entire** surrounding environment (365°). Failure to demonstrate through your environment video that you have no unauthorized material/electronic devices/or people etc. is considered academic misconduct and may initiate an investigation.
3. Your face and upper torso must be visible at **ALL** times. Failure to ensure your face and upper torso (armpits upwards) is visible at all times is considered cheating and may initiate an academic misconduct investigation.
4. Consult UM Learn for additional UM Learn quiz instructions. Failure to follow quiz/test/final exam instructions is considered academic misconduct and may initial an investigation.

You will be prompted to install and launch **LockDown Browser & Monitor** before beginning the quiz/test/final exam. A link will be provided through UM Learn Quizzes when login to UM Learn quizzes. You cannot download this program from another source.

**Test your Technology for LockDown Browser & Monitor**

A **Trial Quiz** for this course is available for students on UM Learn to test their technology before the first quiz. Students who do not test their technology prior to writing a quiz/test/final exam that requires the use of this e-proctoring software by attempting the **Trial Quiz** may not be offered a make-up test/accommodation should they encounter technical issues during online quizzes/tests/final exams.

In addition to the UM Learn **Trial Quiz** provided by the instructor, you can practice taking a test using **Respondus** in UM Learn through the 'Self-registration' tab. This allows you to complete a practice exam (as many times as you wish) to become familiar with exam-writing when **Respondus LockDown Browser** and **Monitor** are enabled. This resource will also help you review the fundamentals of academic integrity and download, install and run **Respondus LockDown Browser and Monitor**. (Note: **Respondus Monitor** cannot be run without **Respondus LockDown Browser**.) Student connectivity requirements can be found at minimum system requirements.

You can self-register for this **Respondus Monitor** practice course by following these steps:

1. Login to UM Learn.
2. Select 'Self-Registration' from the top menu.
3. Select '**Respondus Monitor Practice Exam**' (near the top of the list).
4. Complete the registration steps and then click on 'Go to course offering'.

Practicing well in advance of your course quizzes, tests, and final exams will save you time, focus your efforts, and ensure you have more time to ask questions that you may have about this tool. Remember that an online exam is still an official university exam, and that the same academic integrity expectations apply.

## Quiz/Test/Final Exam Academic Integrity

Quizzes/tests/final exam are **CLOSED-BOOK**. Students are required to complete online quizzes independently, without the use of notes, textbook, digital devices, people, etc.

In all online quizzes/tests/final exams, **NO unauthorized materials are permitted. Unauthorized materials may include, but are not limited to:** dictionaries, notes, books, textbooks, cellphones, smart watches, laptops, computers or any device capable of information storage and/or wireless communication.

- Students are not permitted to photograph or record quiz questions for any reason.
- Collaboration with other individuals is considered cheating, and therefore academic misconduct.
- Consult policy regarding [Academic Integrity](#)

## Group Chats (What's App, Telegram, etc.) and Academic Integrity

All group chats must be closed starting a half hour (30 minutes) before each quiz/test/final exam access window and continuing for three (3) hours after the access window ends.

For example, on a quiz day, all group chats should be shut down for 27 hours beginning at 12:01 AM CST on the day of the quiz, and not re-opened until at least 3:00 AM CST the NEXT DAY.

Group Chats must be closed until at least 3 hours after the quiz ends as some students will be writing at later times due to extenuating circumstances and technical issues.

Once the chat re-opens, students may NOT, under any circumstances, discuss particular questions, as some students may be writing deferred exams at later times. To do so is considered academic misconduct.

## Technical Difficulties

For Distance Education courses, it is essential (and required) that you have access to a reliable internet connection. You are encouraged to prepare a plan in case of temporary WIFI shortages during a quiz.

### Minor Technical Issues

Most technical difficulties can be resolved by exiting the UM Learn quiz, quitting your browser, re-starting your computer, re-opening your browser (IST recommends Google Chrome) and re-accessing the UM Learn Quiz. If a student experiences technical difficulty, they should quit/re-access the quiz immediately and only contact your instructor and IST if that does not resolve the issue.

It is **HIGHLY RECOMMENDED** that students clear their computer history, including clearing their cache and cookies, clearing their browsing history, and re-starting their computer BEFORE they attempt to write a quiz on UM Learn. This will help to avoid a variety of browser/Lockdown/UM Learn issues.

## Major Technical Issues

If you encounter technical difficulties that are not resolved with quitting the browser and restarting your computer, and are unable to complete the online quiz, the quiz will be reset for a second attempt *only* if you do the following during the quiz access period (e.g. don't wait three (3) hours and then contact IST):

1. email the instructor immediately and contact the [IST Service Desk](#) (during the quiz time period);
2. obtain a ticket # from IST and email the ticket number to the instructor (the instructor will verify the authenticity of the claim);
3. resolve the technological issue so you can successfully complete the quiz.

## Policy Regarding Missed Tests/Quizzes

If you are unable to complete an online quiz or test due to a medical or compassionate circumstance, you may qualify for a makeup quiz/test. Medical notes are not required. However, you are required to promptly email your instructor to self-declare that you are unable to write the quiz using the form for Self-Declaration form. [Self-Declaration Policy for Students](#)

Students are *only* permitted to self-declare a medical or compassionate circumstance once per course, otherwise, professional documentation will be required.

Before making a self-declaration, read through the information on Academic Fraud available on the University of Manitoba's [Academic Integrity Page](#). It is considered academic fraud (and therefore academic misconduct) to make false claims regarding illness/compassionate reasons to gain an advantage on any course assessments (such as a quiz/test/assignment extension etc.).

In order to qualify for a makeup test/quiz, you must:

1. email the instructor promptly from your University of Manitoba email account (ideally prior to the test/quiz due date) and no later than 48 hours\* after the quiz due date;
2. include your full name, student number, course number, and quiz # and due date of the assessment you are unable to complete; and
3. attach the completed University of Manitoba self-declaration form for [Brief and Temporary Student Absences](#). \*\*

*\*Our provincial Personal Health Information Act (PHIA) does not require you to provide details of your medical or compassionate circumstance.*

*\*\*Failure to inform your instructor promptly (within 48 hours after the missed quiz/test) will result in a grade of zero (0). Exceptions will only be made for extenuating circumstances. Please note that 48-hours are for extenuating circumstances meaning you were physically incapable of sending an email.*

If you qualify for a makeup quiz/test, you must write the quiz/test within five (5) working days of the original missed quiz/test. If you are unable to complete a makeup quiz/test within five (5) calendar days your quiz/test grade will be re-weighted to the final exam. **It is your responsibility to email the instructor and confirm the date and time of the makeup quiz/test.**

Please note that reasonable reasons for missing a quiz/test do **NOT** include: work, vacations (even with relatives), long weekends away, other course work, other tests or quizzes on the same day etc. If in doubt about what is an appropriate reason for missing a quiz, please ask the instructor by email prior to the quiz date.

## Policy Regarding Missed/Deferred Final Exam

If you know in advance that you cannot take the final examination you must fill in a request for a deferred examination with **your own faculty office at least 20 days before the exam date**.

You may request a deferred examination(s) on the grounds that you unable to write said examination(s) due to: participation in an inter-university, provincial, inter-provincial, national or international scholastic or athletic event; religious obligations; or a medical condition.

If you are physically located in a time zone that causes the final exam to occur at a time that is not conducive to completing it (e.g. it is 3 AM at your local time), you are encouraged to contact the instructor who will discuss your situation with the Registrar's Office and see if accommodations can be made. It is your responsibility to contact the instructor within a week of the exam schedule being released.

To request a deferred examination due to a known condition as listed above, you must file an application normally twenty (20) working days prior to the day of the scheduled examination with the advising office of the faculty, school, or academic unit (including University 1 or Extended Education) in which you are registered. See [Academic Advising](#)

If you are unable to write an examination due to an unexpected illness, you must file an application for a deferred examination with your home faculty and self-declare your illness and/or the reason(s) for the deferral. The application must normally be filed within forty-eight (48) hours of the scheduled date of the missed examination or, in a case where more than one examination was missed, within forty-eight (48) hours of the scheduled date of the last examination missed. Based on the evidence, the Dean or Director shall decide whether the application is approved. Based on your ongoing incapacity or other exceptional circumstances, you may be granted a deferral even if the application has been submitted after the forty-eight (48) hour period.

The Department of Environment and Geography schedules deferred exams for this course once the required paper work has been received from your home faculty.

You will be notified by the Department of Environment and Geography by email (U of M accounts only) when the deferred exam is scheduled.

Deferred examinations will normally take place within 30 working days from the end of the examination series from which the examination was deferred. Writing a deferred examination at your convenience may not be an option. For more information see [Final Exam Conflicts and Deferrals](#)

It is your responsibility to make arrangements for the deferred exam by email.

## QUIZ/TEST FEEDBACK

The answers to incorrect quiz/tests questions may be viewed once using “**Respondus LockDown Browser & Monitor**” anywhere from one (1) to five (5) minutes (immediately after you have submitted your quiz/test for grading, but before you exit the quiz). **This will be the only time to view the incorrect quiz/test questions.**

Students are **NOT** permitted to take pictures of the questions. If you have a question or suspect an error, note the question number and email the instructor for clarification within 48 hours. After 48-hours, no changes will be made.

## ASSIGNMENTS

Students will complete (5) written assignments (300-500 words each) relating course material to the world around them, further expanding on what they have learned in Introduction to Physical Geography. Each assignment is worth 5% and the best four (4) out of five (5) written assignments will count towards your final grade of 20%.

See UM Learn “Assignments” for further details.

## ASSIGNMENT LATE POLICY

The late policy is 20% per day.

Assignments are due on the date/time indicated on the course schedule. Late assignments will be penalized at a rate of 20% per day (24 hours). For example, if you submit the assignment 8 hours after the due date, and the assignment is worth 30 marks, 6 marks will be deducted.

Assignments that are more than four (4) days late will receive a grade of zero (0).

If you have a medical or compassionate reason for an extension, please fill in the self-declaration and contact me via email as soon as possible (at least 24 hours) BEFORE the due date and an extension may (or may not) be granted. Students who are sick (or have compassionate circumstances) need to self-declare, as per the policy in the syllabus.

## COMMUNICATIONS POLICY

### Communication and Email

Effective September 1, 2013, the U of M will only use your university email account for official communications, including messages from your instructors, department or faculty, academic advisors, and other university administrative offices.

- **All emails must be SENT from your U of M account** or they will not be returned (see the [University of Manitoba's Student Email Policy](#))
- All communications must be professional, respectful, and courteous and include:
  - the subject heading (GEOG 1290 D01),
  - a salutation (i.e. Dear, Hello, Good Morning, etc.)
  - Your full name.

Emails that do not conformed to the above will not be returned. Allow at least **48-hours** for response (weekdays only).

## COURSE TECHNOLOGY REQUIREMENTS

### Technology Requirements

GEOG 1290 D01 require a modern computer and reliable internet access (hard wired recommended). Verify that you can meet these technical requirements prior to course registration:

- Access to UM Learn and ability run **Respondus LockDown Browser & Monitor** for online testing
- Computer with Windows 8, Windows 10, or Mac OS 10.11+ operating systems
- Web browsers - use Chrome, Edge, Firefox, or Safari
- speaker/headphone, microphone, and a web camera
- [Test your computer](#) to ensure compatibility with UM Learn: (minimum bandwidth of 512 Kbps)
- For assistance with UM Learn contact:
  - [Information and Services Technology Desk](#)
  - 123 Fletcher Argue (Mon - Fri.: 8:00 AM -5:45 PM)
  - Phone: 204-474-8600 Email: [ServiceDesk@umanitoba.ca](mailto:ServiceDesk@umanitoba.ca) (Mon - Fri.: 8:00 AM - 8:00 PM CST)

### Weekly Technological Maintenance

Students should clear their cache/cookies/browser history every week in order to ensure the smooth operation of UM Learn Quizzes. Instructions for clearing cache/cookies/browser history are provided on UM Learn in the "Quizzes/Test/ Final Exam Information" folder.



## USING COPYRIGHTED MATERIAL

We will use copyrighted content in this course. We have appropriately acknowledged our sources and we have ensured that it is copied in accordance with copyright laws and University guidelines. Copyrighted works, including those created by us, are available for your private study and research, and you must not distribute them in any format without permission. Do not upload copyrighted works to a learning management system (e.g., UM Learn), or any website, unless an exception to the *Copyright Act* applies or written permission has been confirmed for more information, see information on:

- [University Copyright Office](#)

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Lisa Ford and Janna Wilson, Department of Environment and Geography, University of Manitoba, Winnipeg, MB, R3T 2N2

**Lisa Ford:** Lisa.ford@umanitoba.ca

**Janna Wilson:** Janna.wilson@umanitoba.ca

## ACADEMIC INTEGRITY

### Academic Integrity at the University of Manitoba

Each student in this course is expected to abide by the University of Manitoba [Academic Integrity principles](#). You must do your own work during tests/quizzes, assignments and the final exam. Inappropriate collaborative behaviour and violation of other Academic Integrity principles will lead to serious [disciplinary action](#). Visit the [Academic Calendar](#), [Student Advocacy](#), and [Academic Integrity](#) web pages for more information and support.

### Academic Fraud

Academic fraud includes the “falsification of data or official documents as well as the falsification of medical or compassionate circumstances/documentation to gain accommodations to complete assignments, tests or examinations.”

Other names for academic fraud include falsification, fabrication, scientific fraud, making up data, changing data, misrepresenting ideas, submitting made-up data, application fraud and forged documentation.

Common examples of academic fraud in this course include but are not limited to:

1. Providing false or misleading information when requesting an assignment extension or quiz/test/final exam deferral;
2. Claiming to have contacted IST when you have not;
3. Fabricating in-text citations and references;
4. Attributing an in-text citation/reference to the wrong information;
5. Providing false or misleading information in an attempt to avoid late marks;
6. Includes providing any false or misleading information (to any university member who has the ability to influence the outcome (grade)) in your course in order to gain an advantage.

The above common examples are considered academic fraud and therefore academic misconduct and will be subject to an academic integrity review.

For more information, consult the University of Manitoba's [Academic Integrity Webpage](#).

### Test/Quiz/Final Exam Academic Integrity

All online tests/quizzes/final exam are CLOSED-BOOK. **NO unauthorized materials are permitted.** Unauthorized materials may include, but are not limited to: dictionaries, notes, books, textbooks, cellphones, smart watches, laptops, computers and any device capable of information storage and/or wireless communication.

Collaboration with other individuals during any quiz/test/final exams access window is considered cheating (academic misconduct).

## STUDENT ACCESSIBILITY SERVICES

Students registered with Student Accessibility Services (SAS) who have extended time accommodations on quizzes/tests/final exams must book **ALL** in-person and online quizzes/tests/final exams through the SAS online booking system. The instructor is responsible for extending the time for online quizzes/tests/final exams as per the SAS accommodation. However, SAS still requires all students register quizzes/tests/final exams.

If you begin an online quiz/test/final exam in UM Learn, verify that you have been allotted the correct amount of extended time located in the "Quiz Details" section under "Time Allowed." If you have not been given the correct amount of extended time as per your SAS accommodations, do **NOT** start the quiz. Email your instructor immediately and the instructor will adjust the time accordingly. Instructors monitor email during quizzes/tests/final exams to help students rectify UM Learn issues.

Once you start the quiz/test/final exam, regardless of how much time as been allotted, you will not be permitted to rewrite the quiz or have the time extended.

## LEARNER SUPPORTS

### Schedule “A”

Schedule “A” is the new requirement passed by the University of Manitoba Senate in 2016 that requires that a mandated list of supports for services plus contact information is provided to students. While this information is important and useful, should you require advice and support, the instructor is happy to meet with you and discuss issues and concerns

#### **Student Resources**

##### **Writing and Study Skills Support**

The Academic Learning Centre (ALC) offers services that may be helpful to you as you fulfill the requirements for this course. Through the ALC, you may meet with a study skills specialist to discuss concerns such as time management, reading and note-taking strategies, and test-taking strategies. You may also meet one-on-one with a writing tutor who can give you feedback at any stage of the writing process, whether you are just beginning to work on a written assignment or already have a draft. Writing tutors can also give you feedback if you submit a draft of your paper online. (Please note that the online tutors require 48 hours, from Mondays to Fridays, to return your paper with comments.)

All [Academic Learning Centre](#) services are free for U of M students. Phone: 204.480.1481

##### **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. 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. When working remotely, students can also receive help online, via the [Ask-a-Librarian chat](#) found on the Libraries' homepage.

[The English Language Centre](#) has workshop and programs in advanced academic and health-sciences English (located at 520, University Centre).

##### **Student Accessibility Services**

Student Accessibility Services (SAS) provides support and advocacy for students with disabilities of all kinds: hearing, learning, injury-related, mental health, medical, physical or visual. Students with temporary disabilities such as sprains and breaks are also eligible to use our services. SAS acts as a liaison between students and the faculty and staff of the University of Manitoba as well as support agencies within the province of Manitoba. Please phone: 474-6213 (voice) or 474-9690 (TTY) for service. [Student Accessibility website.](#)

##### **Mental Health**

For 24/7 mental health support, contact the Mobile Crisis Service at 204.940.1781.

**Student Counselling Centre (SCC)**

Contact SCC if you are concerned about any aspect of your mental health, including anxiety, stress, or depression, or for help with relationships or other life concerns. SCC offers crisis services as well as individual, couple, and group counselling. [Homepage](#): Phone: (204) 474-8592

**On-Campus and Community Crisis Services**

A list of on-campus and community crisis services with [phone numbers](#)

**Case Management (SSCM)**

Contact the Case Management team if you are concerned about yourself or another student and don't know where to turn. SSCM helps connect students with on and off campus resources, provides safety planning, and offers other supports, including consultation, educational workshops, and referral to the STATIS threat assessment team. [Homepage](#); Phone: 204-474-7423 Email: [stadv@umanitoba.ca](mailto:stadv@umanitoba.ca);

**University Health Service (UHS)**

Contact UHS for any medical concerns, including mental health problems. UHS offers a full range of medical services to students, including psychiatric consultation.

Virtual appointments (8:30 AM - 4:15 pm - Monday to Friday)

[Homepage](#): Phone: 204-474-8411

UHS has an on-call service which can be reached at 204-474-8411 and is staffed 24 hours a day.

**Health and Wellness**

Contact our Health and Wellness Educator if you are interested in information on a broad range of health topics, including physical and mental health concerns, alcohol and substance use harms, and sexual assault.

Britt Harvey: Health and Wellness Educator

Email: [britt.harvey@umanitoba.ca](mailto:britt.harvey@umanitoba.ca) Phone: (204) 204. 295.9032 [Website](#)

**Live Well @ UofM**

For comprehensive information about the full range of health and wellness resources available on campus, visit the Live Well @ UofM site: <https://bit.ly/3aCZhPi>

**Copyright**

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

Visit <http://umanitoba.ca/copyright> for more information.

## University and Unit Policies, Procedures, and Supplemental Information (Available On-Line)

### Your rights and responsibilities

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

### The Academic Calendar

- The [Academic Calendar](#) is an important source of information.
- View the sections on University Policies and Procedures and General Academic Regulations. While all of the information contained in these two sections is important, the following information is highlighted.
- If you have questions about your grades, talk to your instructor. There is a process for term work and final grade appeals. Note that you have the right to access your final examination scripts. See the [Registrar's Office](#) website for more information including appeal deadline dates and the appeal form
- You are expected to view the General Academic Regulation section within the Academic Calendar and specifically read the Academic Integrity regulation. Consult the course syllabus or ask your instructor for additional information about demonstrating academic integrity in your academic work. Visit the [Academic Integrity Site](#) for tools and support.

### Sexual Assault

- If you experience Sexual Assault or know a member of the University community who has, it is important to know there is a policy that provides information about the supports available to those who disclose and outlines a process for reporting.
  - The [Sexual Assault policy](#) may be found at
  - More information & resources can be found on the [Sexual Assault site](#)

### Academic Programs and 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 web site](#)
- Contact an [Academic Advisor](#) within our faculty/college or school for questions about your academic program and regulations.

### Student Advocacy

- Contact Student Advocacy if you want to know more about your rights and responsibilities as a student, have questions about policies and procedures, and/or want support in dealing with academic or discipline concerns.  
[Homepage](#) Phone: 204 474 7423 Email: [student\\_advocacy@umanitoba.ca](mailto:student_advocacy@umanitoba.ca)