

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

# Syllabus

GEOG 1280 D01: Introduction to Human Geography

Distance Education  
Fall 2023

## 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.



## TABLE OF CONTENTS

### Table of Contents

<b>COURSE DETAILS</b> .....	<b>4</b>
<b>INSTRUCTOR CONTACT INFORMATION</b> .....	<b>4</b>
<b>COURSE DESCRIPTION</b> .....	<b>4</b>
<b>U OF M COURSE CALENDAR DESCRIPTION</b> .....	<b>4</b>
<b>GENERAL COURSE DESCRIPTION</b> .....	<b>4</b>
<b>COURSE GOALS</b> .....	<b>4</b>
<b>VOLUNTARY WITHDRAWAL (VW) DEADLINE</b> .....	<b>5</b>
<b>COURSE OVERVIEW</b> .....	<b>5</b>
<i>Presentation of weekly content</i> .....	<b>5</b>
<b>COURSE SCHEDULE</b> .....	<b>6</b>
<b>COURSE MATERIALS</b> .....	<b>6</b>
<b>COURSE TEXTBOOK</b> .....	<b>6</b>
<b>COURSE FORMAT</b> .....	<b>6</b>
<b>WEEKLY TIME COMMITMENT</b> .....	<b>6</b>
<b>LEARNING STRATEGY FOR STUDENTS</b> .....	<b>7</b>
<b>STUDYING COURSE MATERIAL</b> .....	<b>7</b>
<b>COURSE ASSESSMENTS</b> .....	<b>8</b>
<b>ASSESSMENT SCHEME</b> .....	<b>8</b>
<b>GRADE DISTRIBUTION</b> .....	<b>8</b>
<b>QUIZZES &amp; FINAL EXAM INFORMATION</b> .....	<b>9</b>
<b>QUIZ FORMAT (ACADEMIC WRITING QUIZ AND MIDTERM QUIZZES)</b> .....	<b>9</b>
<b>E-PROCTORING SOFTWARE</b> .....	<b>10</b>
<b>MIDTERM/FINAL EXAM ACADEMIC INTEGRITY</b> .....	<b>12</b>
<b>GROUP CHATS (WHAT'S APP, TELEGRAM, ETC) AND ACADEMIC INTEGRITY</b> .....	<b>13</b>
<b>QUIZ TECHNICAL DIFFICULTIES</b> .....	<b>13</b>
<b>POLICY REGARDING MISSED QUIZZES</b> .....	<b>14</b>
<b>POLICY REGARDING MISSED/DEFERRED FINAL EXAM</b> .....	<b>14</b>
<b>QUIZ FEEDBACK</b> .....	<b>16</b>
<b>MASTERINGGEOGRAPHY ASSIGNMENTS</b> .....	<b>16</b>
<b>PACKBACK</b> .....	<b>17</b>
<i>Packback Assignment</i> .....	<b>17</b>
<b>LATE POLICY</b> .....	<b>18</b>



**EXPECTATIONS & POLICIES ..... 18**

**I EXPECT YOU TO:..... 18**

**YOU CAN EXPECT ME TO: ..... 20**

**COMMUNICATIONS POLICY ..... 21**

**COMMUNICATION AND EMAIL ..... 21**

**COURSE TECHNOLOGY REQUIREMENTS ..... 21**

**TECHNOLOGY REQUIREMENTS..... 21**

**WEEKLY TECHNOLOGICAL MAINTENANCE ..... 22**

**USING COPYRIGHTED MATERIAL..... 22**

**ACADEMIC INTEGRITY ..... 22**

**ACADEMIC INTEGRITY AT THE UNIVERSITY OF MANITOBA..... 23**

**ACADEMIC FRAUD..... 23**

**TEST/QUIZ/FINAL EXAM ACADEMIC INTEGRITY..... 23**

**STUDENT ACCESSIBILITY SERVICES ..... 23**

**LEARNER SUPPORTS..... 24**

**SCHEDULE “A” ..... 24**

**UNIVERSITY AND UNIT POLICIES, PROCEDURES, AND SUPPLEMENTAL INFORMATION ..... 26**

**ACKNOWLEDGEMENTS..... 27**

**LAND ACKNOWLEDGEMENT ..... 27**

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## COURSE DETAILS

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**Course Title & Number:** Introduction to Human Geography - GEOG 1280 D01

**Number of Credit Hours:** 3 Credit Hours

**Pre-Requisites:** None

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## INSTRUCTOR CONTACT INFORMATION

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**Instructor:** Lisa Ford (Please call me Lisa)

**Phone:** If you would like to contact me, please email me. Phone calls will not be returned.

**Email and** [Lisa.ford@umanitoba.ca](mailto:Lisa.ford@umanitoba.ca)

**office hours:**

- Use course # (GEOG 1280 D01) in subject line & include your full name in email
- Allow at least **48-hours** for response (weekdays only).
- No scheduled in-person office hours

Email to book appointment for virtual office hours using Cisco Webex.

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## COURSE DESCRIPTION

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### U of M Course Calendar Description

This course studies aspects of the human world: population, settlement, and resources. Not to be held with GEOG 1200 or GEOG 1201(053.120), or GEOG 1281.

### General Course Description

This course approaches the study of human geography in a comprehensive manner, acknowledging and incorporating different approaches and different methods and presenting the full range of human geographic subject matter. When you have completed this course, you will have achieved a sound grasp of the discipline of human geography.

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## COURSE GOALS

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There are four general course goals:

1. Identify how human geography is relevant in today's world, and the way geography is integrated into many facets of the world around you;
2. Discuss contemporary geographical issues through an exploration of cultural, population and movement, linguistic, ethnic, political, and urban geographies;
3. Differentiate between the major types of thematic maps and identify the importance of geographic concepts, including place, region, scale, space, and connection;
4. Conduct academic research and write assignments on course-relevant geographic topics.

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## VOLUNTARY WITHDRAWAL (VW) DEADLINE

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The last day to drop this class and receive a 100% refund is September 19, 2023.

The last day to withdraw without a refund (VW) is November 21, 2023.

Students who do not drop this course by the VW deadline will be assigned a final grade. Withdrawal from courses after the last day to drop the class and receive 100% refund (January 20, 2023) will be recorded on your official transcript. See the [Registrar's Office](#) web page for more information.

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## COURSE OVERVIEW

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This course is organized into 13 weeks. Each week correlates to one chapter in the course textbook, which are approximately the same length\*\*. Each week has required readings, and some weeks have associated videos to watch, or a PowerPoint presentation to view, or activities to complete.

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](#).

\*\*The course content for Chapter 1 and 2 is significant, and foundational for the course, so there is some extra time added to complete these chapters. The remainder of the chapters will be completed in one week.

### Presentation of weekly content

The sequence of content in each weekly chapter is as follows:

- **Introduction:** A summary of the key issues from the chapter that are designed to prepare you for study of the chapter. This section identifies the general topics you will learn.
- **How to proceed:** There is a statement concerning how to proceed with your studies, and it's a review of the SQRRR approach (detailed in the syllabus under "Learning strategies for students")
- **Assigned Reading and Viewing:** This is where the assigned chapter of the textbook is listed, and any videos or PowerPoint presentation are linked. In short, this is the "required reading and watching" section.
- **Special Notes about Reading:** This section contains any special instructions about the chapter content. Some chapters have information on sections that are not required reading, or sections that need to be read in more detail. Make sure you read this section prior to reading the chapter and making your notes.
- **Final exam preparation:**
  - The final exam will consist of approximately 125 multiple-choice/true-false/multiple-select type questions and 2 long-answer written questions. Exact numbers of questions will be specified by the instructor within 2 weeks of the final exam.
  - There are two example multiple-choice questions given per chapter to show you the types of questions that may be asked. Each chapter has a practice test available on MasteringGeography, and students are encouraged to complete the chapter's practice

test when they have completed studying the chapter. These tests are valuable for several reasons:

- They provide some indication of what you have been learning and how well.
- They serve to sharpen your thinking about the course content.
- They provide some practice for the final exam multiple choice questions.
  
- **Long Answer Questions:** There is a list of 3-6 long answer questions for each chapter. These are the actual questions that will appear on the final exam.
  - The instructor will choose 4 questions: 2 from chapters 1-5 (students write one of these two) and 2 from chapters 7, 8, 10, 12, 13 and 14 (students write one of these two).
- **There are no long answer questions on the midterm exams – written questions only appear on the final exam.**

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## COURSE SCHEDULE

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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](#).

See the Course Schedule on UM Learn.

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## COURSE MATERIALS

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### Course Textbook

Rubenstein, J. (2022). *Contemporary Human Geography, 5<sup>th</sup> edition*. Pearson.

### MasteringGeography

- Optional study assignments will be completed through the course textbook online course space called MasteringGeography

**Note:** if you buy the textbook from the bookstore, the access code for the MasteringGeography website will be included for free with the package and you do NOT have to purchase it separately.

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## COURSE FORMAT

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### Weekly Time Commitment

When students take an in-class course during regular session, there are 150 minutes (2 ½ hours) of lecture per week. Students are expected to study for up to 2 hours PER lecture hour (possibly more). Consequently, students may have to study 5 or more hours per week (in addition to the lectures) to keep up with course material. It is unlikely that each week requires that level, but some weeks will take longer than others.

This course is delivered through distance education, and a similar level of study will be required weekly. Each week you will need to read the textbook chapter, make notes on the important concepts, study and learn the definitions (especially for multiple-choice type questions), watch any videos designated for that chapter, and complete practice questions on MasteringGeography for that chapter (recommended). You will also have to complete short weekly writing assignments. This will take several hours each week, and if you get behind, it makes it difficult to catch up.

Remember to consult the course schedule on UM Learn as it contains all the relevant dates and will help you keep on track.

A “Learning Objectives Table” (LO Table) containing key terms and concepts is on UM Learn and it is highly recommended that you use this as a guide for note taking. PowerPoint slides will not be provided, though the text of the instructor videos is provided.

### Learning Strategy for Students

As far as is possible, set regular time aside for this course and stay with your schedule. Use studying and learning strategies that work for you. If you are uncertain how best to study it is worth noting that, for many students, a useful way to read text content is to employ the **SQRRR strategy**. This strategy is noted below.

- **Survey:** acquire an overview of the textbook chapter by focussing on any introductory and concluding comments and by using headings and subheadings as reference points.
- **Question:** look over the chapter a second time, thinking about what you are reading in greater detail; as you read, question the content by taking notes or marking the text as you choose.
- **Read:** read in detail; many of us are tempted to do this first, but it is usually a good idea to delay this stage as you acquire a more detailed understanding once you have the larger context that is provided by working through the first two stages.
- **Recite:** read the key ideas aloud, again asking questions.
- **Review:** accomplish a final reading to make sure that you have grasped both the key ideas and the needed factual content.

The important thing as you work through this course is that you adopt studying and learning strategies that work for you.

### Studying Course Material

You should take notes of the pre-recorded lecture video, corresponding textbook readings, and assigned readings/videos. When reading the textbook and viewing the lecture material, wherever possible students are encouraged to use the [SQRRR](#) strategy detailed above and available from the [Academic Learning Centre](#).

In addition, there are **study resources located in MasteringGeography**. Students can log onto MasteringGeography and select the "Study Area". Each chapter contains a “Chapter Quiz” which provides additional practice answering multiple choice questions. The “Chapter Quiz” questions are not created by me, and I cannot change them. The actual questions may be good, excellent, or not great,

depending on the question. However, working through these has helped students practice questions prior to taking a UM Learn quiz.

## COURSE ASSESSMENTS

### Assessment Scheme

Students will be evaluated via:

Academic Writing Quiz (written in UM Learn Quizzes)	5%
2 midterm exams (on UM Learn Quizzes) (2 x 20% each)	40%
2 written assignments (2 x 7.5% each)	15%
Final Examination (online, administered via UM Learn Quizzes) Date TBD by Registrar's Office	40%
<b>Total</b>	<b>100%</b>

\*See UM Learn Course Schedule for quiz/midterm and assignment dates.

You cannot submit additional assignments to improve or "bump" your grade. Each quiz/exam may be written once and the result is final (quizzes may not be re-written for any reason).

### Grade Distribution

LETTER	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 grade will be based on the quiz/midterm marks, written assignments, and the final exam.
- Each quiz/exam may be written once and the result is final (quizzes/exams may not be re-written for any reason).
- Each written assignment will only be graded once (students may not re-write or re-submit written assignments for higher grades).
- 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.

## QUIZZES/MIDTERM & FINAL EXAM INFORMATION

### Quiz Format (Academic Writing Quiz and Midterm Quizzes)

Quizzes are **ALL closed-book** and will be completed online through the UM Learn website.

#### Academic Writing Quiz & Midterms

There will be an Academic Writing Quiz on UM Learn early in the term. It has approximately 10 multiple-choice, true/false and multiple-select questions.

The 2 midterm quizzes will be composed of multiple-choice, true/false and multiple-select questions. Typically, there is one question to be answered every 40 seconds (e.g. 60 questions in 40 minutes).

Multiple-choice/true-false/multiple-select questions will be presented one (1) question at a time. Once you select your answer and click "Next Page," you will not be able to go back and change your answers. You cannot skip questions/pages to go back later to answer them, and you cannot pause the test and go back later during the day to complete it. The instructor will specify the exact number of questions, the point values, and the duration of the quiz approximately 1-2 weeks before each quiz/midterm/exam.

The academic writing quiz and the midterms will be available during a designated day and access time (see UM Learn Course Schedule for date/time of the academic writing quiz and midterms).

**Each quiz/midterm may be written only once regardless of the outcome. Students are not able to rewrite quizzes/midterms for any reason. You will not be offered a makeup quiz/midterm or have your missed quiz/midterm re-weighted to the final exam if you are unhappy with your result (completed quiz/midterm results are final).**

Quizzes/midterms will utilize a large database of questions. Questions will be randomly selected for each quiz/midterm. 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 quiz/midterm questions for any reason.

## Final Exam Format

The **closed-book** final examination consists of ~125 multiple-choice/true-false/multiple-select questions worth one (1) mark each and two (2) long-answer questions selected from the long-answer questions in the course materials worth 10 marks each.

The instructor will specify the exact number of questions of each type, the point values, and the duration of the exam approximately 2 weeks before the final exam.

The final exam is typically 90 minutes in length. There will be a two-hour exam window scheduled by the Registrar's Office and the exam will take place within that window.

The written questions are in the course contents in UM Learn. The instructor will choose 4 questions: 2 from chapters 1-5 (students write one of these two) and 2 from chapters 7, 8, 10, 12, 13 and 14 (students write one of these two).

Multiple-choice/true-false/multiple-select questions will be based on the pre-recorded lecture video, required textbook chapters and assigned readings, and assigned online videos, and will be written during the exam period (as scheduled by the Registrar's Office).

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

The final exam is **cumulative** and will cover all course content. The questions are based on the content from the weekly chapters. The chapters covered in this course include chapters 1, 2, 3, 4, 5, 7, 8, 10, 12, 13 and 14. You will not be tested on chapters 6, 9, or 11 (as they are not covered in the course content).

**The final exam may be written only once regardless of the outcome. Students are not able to rewrite the final exam for any reason.**

It is suggested that you take comprehensive weekly notes on the textbook chapters so you are not trying to learn an entire textbook worth of material in the last week or two before the final exam.

The final exam grades will not be available on UM Learn until after the course grades are posted on Aurora.

## Final Exam Date/Time

Unlike quiz/midterm dates, 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.

## E-Proctoring Software

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. **LockDown Monitor** uses your webcam to monitor your activity while taking online quizzes.

**IMPORTANT Notes for Quizzes/Tests/Final Exams using *Respondus Monitor***

1. Students must show valid photo identification (ID) such as a U of M Student card (preferred) or government issued ID.
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 cheating and therefore academic misconduct.
3. Your face must be always visible. Failure to ensure your face is visible always is considered cheating and therefore, academic misconduct.

You will be prompted to install and launch ***LockDown Browser & Monitor*** before beginning the quiz/test. 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/midterm/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 the online quizzes/midterms/final exams.

In addition to the 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***.

(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 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.

In all online quizzes and 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.

## Quiz/Midterm/Final Exam Academic Integrity

Students are required to complete online quizzes independently, without the use of notes or other information obtained (including hard copy and electronic sources etc.)

In all online quizzes, **NO unauthorized materials are permitted. Unauthorized materials may include, but are not limited to:** dictionaries, notes, digital or paper translators, 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](#)

It is important for students to understand that a closed book exam means that students may NOT have any technology around them during the exam.

Your phone/iPad/laptop/other device needs to be off (not just on vibrate) and your notes/textbook/other materials/etc need to be away from your workspace.

### Student Conduct During the Midterm Quiz/Final Exam

**Ensure you are looking at the screen during the quiz** (e.g. not looking down into your lap, to the side, or accessing unauthorized materials).

If students stop looking at the screen, and look down/to the side/etc, an academic misconduct investigation will likely be initiated.

**Ensure your entire face (head and neck) AND upper body (e.g. shoulders and upper torso) are visible during the entire quiz.**

I realize that it's difficult to stay in the same position for the entire quiz, but when you do your environment video, ensure you're in a comfortable position that you can maintain for the entire quiz. Students need to be visible (head, neck and torso) the entire time.

**Not having your face/shoulders/torso fully visible for the entire exam can constitute academic dishonesty, as it doesn't meet the Lockdown Monitor requirements.**

### Room/space where you write the midterm quiz/final exam

You should be in a space by yourself, without other people around you. If someone comes up to you during the exam, explain to them (out loud) that you're writing an exam and you need to be alone.

If you are interrupted during the exam, explain the situation to the webcam.

If you need to go to the bathroom, tell the webcam where you are going, go to the bathroom (WITHOUT taking any devices with you) and come back to the exam as soon as you can.

Make sure the room is quiet – turn off any music, tv's, etc.

Make sure you have a light in front of you so that your face is clearly visible during the exam (you do not need a light if you are in a brightly lit room). You do not want a light behind you because then your face will be hard to see (as you will be backlit).

Make sure your computer is on a desk/table, not your lap.

### **Clothing**

Students are not permitted to wear hats, a hoodie with the hood up, or a non-religious head covering.

You **MUST** wear a top and bottoms that cover your torso during all UM Learn Quizzes.

Headphones/earbuds are not permitted.

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

All group chats should be closed starting a half hour before the quiz/exam starts and continuing for 3 hours after the quiz/exam ends.

For example, on a UM Learn midterm day with an access window of 8 AM to 7 PM CST, all group chats should be shut down at 7:30 AM CST, and not re-opened until at least 10:00 PM CST.

They 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 specific questions, as some students may be writing deferred exams at later times.

### **Quiz Technical Difficulties**

You are encouraged to prepare a plan in case of temporary WiFi shortages during a quiz. If possible, it is recommended that you practice connecting your computer to your mobile phone in order to use it as a temporary hotspot. It may not be possible for you to do this, depending on cellular service at your location.

### **Minor Technical Issues**

Most technical difficulties can be resolved by exiting UM Learn, 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 the 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 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 # 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 Quizzes/Midterms

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. See: <https://umanitoba.ca/student-supports/academic-supports/student-advocacy/self-declaration-policy-students>

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.).

To qualify for a makeup quiz, your email must:

1. come from your University of Manitoba email account;
2. be sent to your instructor promptly, ideally prior to the quiz due date and **no later than 48 hours\* after the midterm date;**
3. include your full name, student number, course number, and date of the assessment you are unable to complete; and
4. 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) will result in a grade of zero (0).** Exceptions will only be made for extraordinary circumstances (e.g. you are incapacitated and physically incapable of sending an email).

Makeup quiz/midterms **must be written within six (6) calendar days of the missed quiz/midterm. It is your responsibility to email the instructor and confirm the date and time of the makeup quiz/midterm.**

Please note that reasonable reasons for missing a test do **NOT** include: work, vacations (even with relatives), 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.

The University of Manitoba's self-declaration covers a student for 5 calendar days of absence. If a student misses a quiz/midterm and is not able to write a make-up quiz/midterm within 6 calendar days, the student must provide medical/compassionate documentation to support their extended absence.

One (1) self-declaration is accepted, per student, per term, per course. If a student has more than one absence (e.g. misses both midterms), the student will be required to provide documentation for the second (and subsequent) absences.

**You will not be offered a makeup quiz/midterm or have your missed quiz/midterm re-weighted to the final exam if you are unhappy with your result (completed quiz/midterm results are final).**

**Re-weighting of course assessments is not possible without medical/compassionate documentation showing that a student was incapacitated (e.g. hospitalized) for more than 6 days.**

### **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 paperwork 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: <http://umanitoba.ca/student/records/finals/682.html>  
It is your responsibility to make arrangements for the deferred exam by email.

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## QUIZ/MIDTERM FEEDBACK

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The answers to incorrect quiz questions may be viewed **once** using “Respondus LockDown Browser & Monitor” for a maximum of three (3) minutes immediately after you have submitted your quiz for grading. **This will be the only time to view the incorrect quiz 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.

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## MASTERINGGEOGRAPHY ASSIGNMENTS

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There will be 3 multiple-choice assignments on MasteringGeography throughout the term. These assignments are not a component of your grade, but they are provided to give you practice answering multiple choice questions. They are completed in the MasteringGeography module of UM Learn (NOT on a separate website).

See the Course Schedule for MasteringGeography access dates/suggested due dates.

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## WRITTEN ASSIGNMENTS

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### What’s Where? Why There? Why Care? Assignments

Information regarding the 2 written assignments (What’s Where? Why There? Why Care? #1 and #2) will be posted on UM Learn.

To successfully meet the assignment requirements, you will need to do research and reference your sources. Information on the validity of academic references and finding peer-reviewed journal articles will be posted in the course content.

The referencing style for the assignments is modified American Psychological Association (APA), and information on citing in text and referencing your sources is provided in the course content. OWL at Purdue University is the APA reference guide for this course (a link is provided in the course content). It is “modified” because all in-text citations require author’s last name(s), year, AND page/paragraph number, even for paraphrased information. This is slightly different from APA but is a course requirement.

Your assignments should strive to have the highest level of writing fluency possible. Make sure you proofread to avoid spelling and grammatical errors.



The mark you receive will be determined by the quality of the answer in terms of relevance of the facts included, the coherence and appropriateness of the arguments employed, the quality of the research and referencing, and the level of writing fluency.

### Written Assignment Submission

If your written assignment is in the UM Learn assignment dropbox, it is assumed that the assignment is the "final" version and is ready to be marked. Assignments posted early may be marked early to complete the marking in a timely fashion. Please do **NOT** post drafts of your work, as your assignments will not be re-graded. **Each assignment gets marked only once and they may not be resubmitted for an improved mark (or any other reason).**

Assignments may not be emailed to the instructor; only assignments posted to the assignment submission folder will be graded. I recommend planning to finish a bit early in case of "technical problems" (lost internet, etc), and I remind students to **save your work frequently and back it up often**. It is common (it happens EVERY semester) for students to email me in a panic because they lost their paper hours before submission. By the time you re-create your work, you are losing 10% per day (as per the late policy). You will not be granted an extension based on technical difficulties or computer problems.

If you have a medical/compassionate reason for an assignment extension, or you have documentation with accessibility services for an assignment extension, please email me **BEFORE** the assignment is due to discuss your issue.

Please **ensure you submit only a single PDF document per assignment** (do not put references in a separate document or put part 1 of the assignment in one document, and part 2 in a separate document). Only one PDF document will be marked per student. Students may not re-submit their written assignment(s) to improve their grade.

If you submit the assignment more than once, the final submission will be graded (e.g., the submission marked with the most recent time stamp). For example, if you submit your assignment at 2:00 pm on the due date, and then realize you made a mistake, fix it, and resubmit the assignment at 2:36 pm, only the assignment submitted at 2:36 pm will be graded.

- Be aware that if you submit an assignment on the due date, and then you re-submit the same assignment 12 hours later (the next day), the assignment will be late and late marks will be applied.
- The option to submit the assignment and fix an error you notice is only available if the assignment has not been marked. Once it is marked, no further submissions will be graded (even if it's prior to the due date).

### Written Assignment Marking

Written assignments/paper will be graded based on rubrics that provided in the course materials. You are encouraged to view the rubric and ensure you have met each requirement.

### Written Assignment Grading Issues

It is the student's responsibility to contact the instructor within 5 calendar days of your grade being published on UM Learn if you believe an error has been made with grading the work or have any issues with the grade. After this 5-day period, no changes will be made.

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## LATE POLICY

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If you have a medical or compassionate reason for an extension on a quiz/midterm, please contact the instructor via email as soon as possible BEFORE the due date and an extension may (or may not) be granted.

Students who are sick need to self-declare, as per the "Policy Regarding Missed Midterms" in the Midterms part of the syllabus.

For the written assignments the late policy is 10% per day. Assignments are due on the date/time indicated on the course schedule. For example, if you submit the assignment 8 hours after the due date, and the assignment is worth 30 marks, 3 marks will be deducted.

Written assignments that are more than 7 days late will receive a grade of zero (0).

If a student has Student Accessibility Accommodations that include extensions on assignments, the student must contact the instructor in advance to discuss their situation.

If you have a medical or compassionate reason for a deferred final exam, please contact your Faculty office as soon as possible.

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## EXPECTATIONS & POLICIES

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### **I Expect You To:**

- Consult UM Learn course announcements frequently (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: <https://bit.ly/3aFN787>).
- Read, understand, and regularly consult the Course Syllabus, the Course Schedule, and UM Learn.
- Study course materials following the Course Schedule posted on UM Learn. It is recommended that students' study 2-3 hours per every hour of lecture/pre-recorded video.
- Read the textbook. Consult the Special Notes for each chapter for all textbook readings.
- Utilize the study resources available on MasteringGeography.
- 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 and with academic integrity and follow university policies on plagiarism, cheating and exam personation (Academic Integrity Policies and Procedures)
- Complete the UM Learn course quizzes independently and on time (see the Late Policy) and write the final exam during the final exam period (Students must be available during the entire exam period).
- Remain available and have access to the required technology (see Technology Requirements in Syllabus) to complete online quizzes and write the online final exam.
- 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.
  - Students may utilize office hours to speak to the instructor on a first come, first serve basis.
- **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 posted on Aurora.**
- **Respect copyright.** I will use copyrighted content in this course. I have appropriately acknowledged my sources and I have ensured that it is copied in accordance with copyright laws and University guidelines. Copyrighted works, including those created by Lisa Ford and Janna Wilson, are available for your private study and research, and you must not distribute them in any format without permission.
  - 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 or presentations is allowed in any format, openly or surreptitiously, in whole or in part without permission from Lisa Ford or Janna Wilson. 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 & Sharing notes and Tutoring](#)
- Pre-recorded PowerPoint videos have been provided. The instructor may occasionally provide short tutorials and answer student questions. These will be recorded (where possible) and made available to you through Cisco Webex to stream later.
  - Please note that on occasion, it is possible that these tutorial sessions may not be recorded due to technical issues.
  - 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 Lisa Ford. Course

materials (both paper and digital) are for the participant's private study and research only.

### Expectations regarding quizzes and grading

- Ensure quiz/midterm grades have been recorded correctly in UM Learn. Students have 48-hours after completion of the online quiz date to discuss any grading concerns. After this 48-hour period, NO changes will be made.
- 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 the quiz start time to declare their technical issue will not be offered a make-up quiz.
- Ensure written assignment grades have been recorded correctly in UM Learn. Students have 48-hours after receiving an assignment grade to discuss any grading concerns. After this 48-hour period, NO changes will be made.

### 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: <https://bit.ly/39ubQv9>
- listen to your questions/concerns/feedback about the course structure, readings, assignments and grading and respond as best I can
- follow policies regarding academic staff's responsibilities regarding students (ROASS)
  - ROASS: <https://bit.ly/3hcAkg9>
- 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 (48-hours excluding weekends and holidays) following the University of Manitoba Electronic Communications with Students Policy: <https://bit.ly/31ckNY0>
- identify and recommend on campus resources you might find helpful on an as-needed basis
- 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): <https://bit.ly/3geAYrU>
- 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: <https://bit.ly/3iUeFcX>

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## COMMUNICATIONS POLICY

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### 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 administrative offices.

- If you typically use an account other than your U of M account, you can forward your U of M account to another personal account. However, **all emails must be SENT from the 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.

E-mails to the instructor must come from a University of Manitoba email account (i.e. [name@myumanitoba.ca](#)) and include:

- the subject heading (GEOG 1280 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).

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## COURSE TECHNOLOGY REQUIREMENTS

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### Technology Requirements

GEOG 1280 will be delivered online through UM Learn and employs a number of different technologies that require a modern computer and reliable internet access. Verify that you can meet these technical requirements prior to course registration:

- Access to UM Learn
- Computer with Windows 8, 10, or Mac OS 10.11+
  - Latest version of either Firefox, Chrome, Safari, or Edge web browsers. Google Chrome is recommended for Mac computers to support Mastering Geography (required for this class)
  - JavaScript and cookies enabled.
  - Adobe Flash Player version 26 or greater installed.

**Note:**

- Chrome Books do not run **Respondus LockDown Browser & Monitor** and as such, cannot be used for online testing
- Tablets and smart phones are not recommended
- Must be able to install and run **Respondus LockDown Browser & Monitor** – used for online testing in UM Learn.

- Students will be prompted to install this when the quiz starts, and should NOT google **Respondus LockDown Browser & Monitor** and attempt to download it outside of UM Learn. It will work properly if you download/install it in UM Learn at the first quiz.
- Broadband internet access (minimum bandwidth of 512 Kbps)
- Webcam
- Speakers or headphones
- For assistance with UM Learn contact:
  - [Information and Services Technology Desk](#)
  - 123 Fletcher Argue (Mon - Fri.: 8:00 AM - 8:00 PM)
  - Phone: 204-474-8600
  - Email: [Servicedesk@umanitoba.ca](mailto:Servicedesk@umanitoba.ca)

### 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.

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## USING COPYRIGHTED MATERIAL

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We will use copyrighted content in this course. I have appropriately acknowledged my sources and I have ensured that it is copied in accordance with copyright laws and University guidelines. Copyrighted works, including those created by me, 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: <http://umanitoba.ca/copyright/>
- Sharing notes and Tutoring: <https://bit.ly/2thPeNM>

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

**Lisa Ford:** [Lisa.ford@umanitoba.ca](mailto:Lisa.ford@umanitoba.ca)

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## ACADEMIC INTEGRITY

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## 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 quizzes, bonus homework 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:

<https://umanitoba.ca/student-supports/academic-supports/academic-integrity>

## Test/Quiz/Final Exam Academic Integrity

In all online tests/quizzes/final exam, **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 that is capable of information storage and/or wireless communication.

Collaboration during the test/quiz/final exam access window with other individuals is considered cheating, and therefore academic misconduct.

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

If you enter an online quiz/test/final exam etc. 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 quizzes/tests/final exams, regardless of how much time as been allotted, you will not be permitted to rewrite the quiz or have the time extended.

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## LEARNER SUPPORTS

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### 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. the Academic Learning Centre Homepage: <https://bit.ly/31cLGeV> 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. A complete list of liaison librarians can be found by subject: <http://bit.ly/WcEbA1> or name: <http://bit.ly/1tJObB4>. In addition, general library assistance is provided in person at 19 University Libraries, located on both the Fort Garry and Bannatyne campuses, as well as in many Winnipeg hospitals. For a listing of all libraries, please consult the following: <http://bit.ly/1sXe6RA>. When working



remotely, students can also receive help online, via the Ask-a-Librarian chat found on the Libraries' homepage: [www.umanitoba.ca/libraries](http://www.umanitoba.ca/libraries).

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

Homepage: <https://bit.ly/2Q87pxF>

### **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 at: <https://bit.ly/3heKUTA>

### **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: <https://bit.ly/3aFVocb> Phone: (204) 474-8592

### **On-Campus and Community Crisis Services**

A list of on-campus and community crisis services with phone numbers: <https://bit.ly/34mTJHk>

### **Student Support Case Management (SSCM)**

Contact the Student Support Case Management team if you are concerned about yourself or another student and don't know where to turn. SSCM helps connect students with on and off campus resources, provides safety planning, and offers other supports, including consultation, educational workshops, and referral to the STATIS threat assessment team.

Student Support Intake Assistant: Phone: 204-474-7423 Email: [stadv@umanitoba.ca](mailto:stadv@umanitoba.ca);

Homepage: <https://bit.ly/34eprGK>

### **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: <http://umanitoba.ca/student/health/> 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: <https://bit.ly/2EfqaN4>

**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: <https://bit.ly/2TdXsnD>
- 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 <http://umanitoba.ca/registrar/>
- You are expected to view the General Academic Regulation section within the Academic Calendar and specifically read the Academic Integrity regulation. Consult the course syllabus or ask your instructor for additional information about demonstrating academic integrity in your academic work. Visit the Academic Integrity Site for tools and support <http://umanitoba.ca/academicintegrity/> View the Student Academic Misconduct procedure for more information.

**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: <https://bit.ly/3hqPFtH>
  - More information & resources can be found on the Sexual Assault site: <https://bit.ly/3aGx5Lx>

**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 <https://bit.ly/35VICVJ>
- Contact an Academic Advisor within our faculty/college or school for questions about your academic

program and regulations <http://umanitoba.ca/academic-advisors/>

**Student Advocacy**

- Contact Student Advocacy if you want to know more about your rights and responsibilities as a student, have questions about policies and procedures, and/or want support in dealing with academic or discipline concerns.

Homepage: <http://umanitoba.ca/student/advocacy/>

Phone: 204 474 7423 Email: [student\\_advocacy@umanitoba.ca](mailto:student_advocacy@umanitoba.ca)

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## ACKNOWLEDGEMENTS

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**Course Authors**

Lisa Ford: [Lisa.ford@umanitoba.ca](mailto:Lisa.ford@umanitoba.ca)

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## 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.