

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  
Fall 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: 10774)
<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 Pronouns: she/her/hers
<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 email subject line &amp; include your full name in email</li> <li>- Allow at least <b>48-hours</b> for response (weekdays only).</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>
<b>Appointments</b>	

## 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 syst

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## COURSE GOALS

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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.

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## COURSE LEARNING OBJECTIVES

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

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## VOLUNTARY WITHDRAWAL (VW) DEADLINE

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The last day to withdraw without a refund is Nov. 21, 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.

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## COURSE FORMAT

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This is a distance education course and as such, it requires a higher-level of independent study compared to on-campus/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 asynchronously 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 Learning Objectives (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 additional 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 (Sept. 6 8)) and will include course material such as:

- Learning Objectives (LO) Tables 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 available for streaming only.
- PowerPoint notes in both a .pdf format (multiple slides per page) and a rich text format (.rft) to

facilitate note taking.

- Assigned course material such as readings, 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.
- Assignments, quizzes, and tests
- Consult UM Learn for more details

## Weekly Time Commitment

When students take an on-campus course during regular session, there are 150 minutes (2 ½ hours) of lecture per week. Students are expected to study for up to 2-3 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. Distance education courses require the similar levels of time commitment, possibly more. While it is unlikely that each week requires the higher level of time commitment, some weeks will take longer than others.

## ACADEMIC INTEGRITY

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. The use of Artificial Intelligence (A.I.) software is prohibited. Inappropriate collaborative behaviour and violation of other Academic Integrity principles (i.e. academic fraud, etc.) could lead to serious [disciplinary action](#). Visit the [Academic Calendar](#), [Student Advocacy](#), and [Academic Integrity](#) web pages for more information and support.

## 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.

## 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%	Wed., Sept. 27*	Academic Writing Material	10 questions (15 minutes)
Test #I	20%	Wed. Oct. 11*	Sections A, B, C, D, E, F	60 questions (45 minutes)
Test # II	20%	Wed. Nov. 8*	Sections A-J (10-15% of questions <u>may</u> come from sections A-F; focus is on G-J)	60 questions (45 minutes)
*Quizzes/tests are available between 12:01 AM - 11:59 PM CST				
Assignments				
Assignment #	Value	Due Date	Additional details	
Assignment #1 Assignment #2 Assignment #3	6.7% 6.7% 6.7%	Wed., Oct. 4 Wed., Oct. 25 Wed., Nov. 22	<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 PM</li> <li>Late Penalty: 10% per day</li> </ul>	
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 – Dec. 12-22</li> </ul>	
<ul style="list-style-type: none"> <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

<b>A+:</b> 90% or above (Exceptional)	<b>C+:</b> 65 - 69% (Satisfactory)
<b>A:</b> 80 - 89% (Excellent)	<b>C:</b> 60 - 64% (Adequate)
<b>B+:</b> 75 - 79% (Very Good)	<b>D:</b> 50 - 59% (Marginal)
<b>B:</b> 70 - 74% (Good)	<b>F:</b> ≤ 49% (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> (Sept. 6-8)	Course overview & review course syllabus A. Introduction to Physical Geography AW. Academic Writing
	<b>Syllabus Quiz:</b> ≥80% to access “Weekly Course Content” folder
<b>Week 2</b> (Sept. 11-15)	B. Physical Geography & Spatial Inquiry C. Earth-Sun Geometry
<b>Week 3</b> (Sept. 18-22)	D. Earth’s Atmosphere E. Global Energy System
<b>Week 4</b> (Sept. 25 – 29)	E. Global Energy System
	<b>Academic Writing Quiz:</b> Wed., Sept. 27, access 12:01 AM – 11:59 PM CST
<b>Week 5</b> (Oct. 3-6)	F. Atmospheric Circulation
	<b>Assignment #1:</b> Due Wed., Oct. 4 before 11:59 PM CST
<b>Week 6</b> (Oct. 10-13)	G. Oceanography
	<b>On-line Test # 1</b> - Wed., Oct. 11 - access 12:01 AM – 11:59 PM CST (covers sections A-F)
<b>Week 7</b> (Oct. 16-20)	H. Atmospheric Moisture and Precipitation
<b>Week 8</b> (Oct. 23-27)	I. Air Masses and Cyclonic Weather Systems
	<b>Assignment #2:</b> Due Wed., Oct. 25 before 11:59 PM CST
<b>Week 9</b> (Oct. 30 - Nov. 3)	J. Earth History and Earth Interior
<b>Week 10</b> (Nov. 6 - 10)	K. Tectonic Processes and Landforms
	<b>On-line Test #2</b> - Wed., Nov. 8 - access 12:01 AM – 11:59 PM CST (covers sections G-J, 10-15% of questions may come from sections A-F)
<b>Fall Term Break – Nov. 13 - 17 2023 - NO CLASSES</b>	
<b>Week 11</b> (Nov. 20 - 24)	L. Weathering and Mass Wasting M. Soils
	<b>Assignment #3:</b> Due Wed., Nov. 22 before 11:59 PM CST
<b>Week 12</b> (Nov. 27 – Dec. 1)	N. Water and Karst Landscapes O. Fluvial Systems
<b>Week 13</b> (Dec. 4-8 & 11)	P. Glacial Systems
<b>December 12 - 22, 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 & complete assignments on time following the course schedule
- Read the textbook and view any assigned lecture videos and take notes using the Learning Objectives (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](#).
- 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](#))
  - The use of artificial intelligence (A.I.) software is not permitted.
- 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 may not be offered a make-up quiz/test.
- 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.

### Expectations Regarding Grading

- Students have five (5) calendar days after grades have been posted in the UM Learn gradebook quizzes/tests/assignments etc. to discuss any grading concerns with the instructor. After this five (5) calendar day 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.

## ASSIGNMENTS, QUIZZES, TESTS, & FINAL EXAM

### Assignments

Students will complete three (3) written assignments (600 - 800 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 6.7% and will collectively count 20% towards their final grade.

Assignments must be completed independently without the assistance of Artificial Intelligence (A.I.) software.

#### Academic Integrity

- The penalties for plagiarism and cheating are severe and range from receiving a grade of zero on an assignment, to failing the course, to academic suspension. **For more information on Cheating, Plagiarism, and Fraud consult the [Academic Integrity Webpage](#)**

#### Assignment Feedback

Formative assessments (comments) and summative assessments (grade) will typically be provided within 2 weeks of the assignment submission.

See UM Learn "Assignments" in the content folder for further details.

## Assignment Late Policy

Assignments are due (uploaded to the “Assignment” submission folder on the date/time indicated on the course schedule. Only assignments uploaded to the UM Learn “Assignments Folder” will be graded. Late assignments will be penalized at a rate of 10% per calendar day (24 hours), as soon as the submission deadline has lapsed. Assignments that are more than seven (7) calendar days late will be assigned a grade of zero (0).

Extensions may be granted if the student has contacted the instructor via email in advance (at least 24-hours) of the assignment due date and self-declared their illness or compassionate circumstance using the procedures set out in the Self-Declaration Policy below.

## Quiz, Test, & Final Exam Format

One (1) **closed-book** academic writing quiz, worth 5% is to be completed online. The academic writing quiz may consist of both multiple-choice and true/false type questions, and written answer questions. The instructor will specify the format, the number of questions, and the time allotted 1-2 weeks before the academic writing quiz.

Tests and the final exam are **closed-book** online assessments that will be composed of multiple-choice, true/false, and multiple-select type questions. For tests and the final exam, there is typically 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 quizzes and tests, 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 and will be required to apply for a deferred exam.

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

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

Multiple-choice, true/false, and multiple-select questions will be presented one (1) question at a time. Once you select your answers and click "Next Page," you will not be able to go back and change your answer(s). 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.

### Quiz and 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.

### Final Exam Feedback

Unlike tests and quizzes, final exam grades and questions answered incorrectly will not be visible immediately following the completion of the exam. Final exam grades will be released on UM Learn once the course grades have been approved by the Department of Environment and Geography and are posted/visible to students in Aurora.

### Quiz/Test/Final Exam Academic Integrity

Quizzes/tests/final exam are all **CLOSED-BOOK**. Students are required to complete online quizzes/tests/final exam 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](#)

### E-Proctoring Software

Closed-book quizzes/tests/final exam require that students use **LockDown Browser & Monitor**, which is a locked browser combined with 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.

**IMPORTAT 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 a violation of exam protocol, and could result in an investigation/allegation of academic misconduct.
2. A proper environment video must be completed (as per the directions on ***Respondus Monitor***) that shows your **entire** surrounding environment (365°). The purpose of this environment video is to demonstrate that you have no unauthorized materials/electronics or other devices/or people present which are not permitted. Failure to include/submit an environment video is considered a violation of exam protocol, and could result in an investigation/allegation of academic misconduct.
3. Your face and upper torso must be visible at **ALL** times. Failure to ensure your face and upper torso (armpits upwards) are visible at all times may be considered as an indication of academic misconduct.
4. Consult UM Learn for additional UM Learn quiz instructions. Failure to follow quiz/test/final exam instructions could be considered academic misconduct and may initiate an investigation/allegation.

You will be prompted to install and launch ***LockDown Browser & Monitor*** before beginning the quiz/test/final exam. A link will be provided when logging in 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 on UM Learn for students 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. See UM Learn for more details.

Practicing well in advance of 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.

**Technical Difficulties**

For Distance Education courses, it is essential (and required) that you have access to a reliable internet connection that can run UM Learn and the e-proctoring software (***Respondus LockDown Browser and Monitor***). 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 their 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. More details on UM Learn on how to prepare your computer.

### 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. do not 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.

## SELF DECLARATION POLICY

If you are unable to complete an assignment, quiz or test due to a medical or compassionate circumstance, you may qualify for an assignment extension or makeup quiz/test. Medical notes are not required for the first request, but, professional documentation (ie. medical note) will be required for second and subsequent requests.

In order to self-declare, you are required to promptly email your instructor that you are requesting an extension/deferred quiz or test using the [Self-Declaration Form for Brief or Temporary Absence](#) available on the [Self-Declaration Policy for Students](#) webpage.

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
  - at least 24-hours prior to the assignment due date
  - ideally prior to the test/quiz due date and no later than 48 hours\* after the quiz/test due date;
2. include your full name, student number, course number, and assignment/quiz/test # and due date of the assessment you are requesting an extension/make-up test for; and
3. attach the completed University of Manitoba self-declaration form for [Brief and Temporary Student Absences](#). \*\*
4. only one (1) self-declaration for assignments/quizzes/tests will be accepted. For second and subsequent extensions, formal documentation (i.e. Doctor's note etc.) will be required.

\*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 extreme/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 seven (7) calendar days of the original missed quiz/test. If you are unable to complete a makeup quiz/test within seven (7) calendar days due to extenuating (documented) circumstances, your quiz/test grade may 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.

There is a different policy for deferred final exams (see below).

## **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.

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## COMMUNICATIONS POLICY

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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.

Email is the primary way in which the instructor and university community communicates with students. As such, you are required to consult your email on a regular basis. Students are responsible for ensuring their email works and that they can access it. This is important, especially for emails in which there are deadlines. In some instances, failure to consult and reply to emails in a timely fashion could have serious ramifications depending on the nature of the email.

- **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.

Allow at least **48-hours** for response (weekdays only).

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## COURSE TECHNOLOGY REQUIREMENTS

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### Technology Requirements

This course requires 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 good quality web camera
- Test your computer to ensure compatibility with UM Learn: (minimum bandwidth of 512 Kbps)
- For assistance with UM Learn contact see [Information and Services Technology Desk](#)
  - 123 Fletcher Argue 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 in the “Quizzes/Test/ Final Exam Information” folder.

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## USING COPYRIGHTED MATERIAL

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## STUDENT ACCESSIBILITY SERVICES

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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, the instructor and 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.

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

**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 the [Copyright Office Homepage](#) 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)