

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

Syllabus

GEOG 2330 A01: Place, Populations and Mobility:
Geographic Perspectives

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.



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COURSE DETAILS

Course Title & Number:	Place, Populations and Mobility: Geographic Perspectives - GEOG 2330 A01
Class Day & Time:	MWF: 11:30 AM - 12:20 PM
Number of Credit Hours:	3 Credit Hours
Pre-Requisites:	a grade of C or better in a minimum of three credit hours from Geography courses numbered at the 1000 level, or permission of department head

INSTRUCTOR CONTACT INFORMATION

Instructor:	Lisa Ford (Please call me Lisa)
Office Hours:	TBA
Phone:	If you would like to contact me, please email me.
Email:	Lisa.ford@umanitoba.ca <ul style="list-style-type: none">- Use course # (GEOG 2330 A01) in subject line & include your full name in email- Allow at least 48-hours for response (weekdays only) Email to book appointment for virtual office hours or for an in-person meeting.

COURSE DESCRIPTION

U of M Course Calendar Description

An examination of the factors controlling the number and distribution of human population. Variations in fertility, mortality and mobility will be analyzed and the causes and consequences reviewed. Not to be held with GEOG 2480 (053.248).

COURSE GOALS

1. Identify how population geography is relevant in today's world, and the way population geography is integrated into many facets of the world around you;
2. Discuss contemporary geographical issues through an exploration of fertility, mortality, and migration trends, the processes that affect their geographical distributions as well as their impact on population growth, demographic change, and regional development.
3. Conduct academic research and write weekly discussion posts on course-relevant geographic topics.

COURSE MATERIALS & TECHNOLOGY

Course Textbook

The library has purchased a digital version of the textbook, and you can access the textbook for FREE through UM Libraries. You can search the title (An Introduction to Population Geographies: lives across space by Barcus and Halfacree) in the UM Library system or click the link on UM Learn. You will need to sign in to UM Libraries to access the free textbook.

Readings will be posted on UM Learn throughout the semester (for free - do NOT pay for access to any articles).

Course Technology

GEOG 2330 will have content delivered through UM Learn and employs several 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:

- Broadband internet access (minimum bandwidth of 512 Kbps)
- 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

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.

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](#).

See UM Learn for Course Schedule.

VOLUNTARY WITHDRAWAL (VW) DEADLINE

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.

COURSE ASSESSMENTS

Assessment Scheme

Students will be evaluated via the assessment scheme below. The midterms will be written in class and the final will be scheduled by the Registrar's Office.

Assessment*	Due Date	Section Material Covered
Academic Writing Quiz (5%)	Mon. Sept. 25	Academic writing, in-text citation, referencing, and paragraph structure
Midterm 1 (17.5%)	Wed. Oct. 11	All material from Sept 6 - Oct 6
Midterm 2 (17.5%)	Wed. Nov. 8	All material from Sept 6 – Nov 6 (emphasizing material from Oct 14 – Nov 15)
Annotated Bibliography and Outline (10%)	Mon. Oct. 16	Topic will be assigned and assignment instructions posted on UM Learn
Short Paper (20%)	Mon. Dec. 4	Topic will be assigned and assignment instructions posted on UM Learn
Final Exam (30%) 2 hours	TBD	<ul style="list-style-type: none"> To be scheduled by the registrar's office during the Final Exam Period - Dec. 12 - 22, 2023 Cumulative final exam covering all course content

* The assessment scheme will only be adjusted for documented, extenuating circumstances.

*See UM Learn Course Schedule for quiz/midterm dates, assignment dates, and weekly course themes.

You cannot submit additional assignments to improve or “bump” your grade. Each midterm/final exam/written assignment may be completed once and the result is final (exams and assignments 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, the midterms, the written assignments, and the final exam. NO EXCEPTIONS.
- The course is not "graded on a curve". The grade recorded in Aurora will be the grade earned on the course assessments.
- You cannot submit additional assignments to improve or "bump" your grade. Each midterm/final exam/written assignment may be completed once and the result is final (exams and assignments may not be re-written for any reason).
- Grades will not be increased or "bumped" on request unless there is a valid reason such as a calculation error.

MIDTERM & FINAL EXAM INFORMATION**Format**

Quiz/midterms/final exam are **ALL closed-book** will be composed of multiple-choice and true/false type questions and short answer. Essay questions will not be used. The exact number of questions in each quiz/midterm/final exam will be specified the week before the assessment.

The academic writing quiz take place during the regular course lecture slot (students will have 15 minutes to write the quiz and it will have approximately 10 multiple-choice, true/false and multiple-select questions). The academic writing quiz will test content from the "Writing & Referencing Information (Study for Academic Writing Quiz)" module in UM Learn.

The midterms will take place period during the regular course lecture slot (50 minutes).

The final exam will be 2 hours in length and scheduled during the final exam period.

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

There will be questions based on the assigned readings from the course assigned readings/videos (~10-15%)

The midterms and final exam are **cumulative** (e.g. the final exam will cover all course content).

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

Each quiz/midterm may be written only once regardless of the outcome. Students are not able to rewrite quiz/midterms for any reason.

Quiz/Midterm/Final Exam Academic Integrity

In all exams, **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](#)

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

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

On a midterm day, all group chats should be shut down at 11:00 AM CST, and not re-opened until at least 3:30 PM CST.

They must be closed until at least 3 hours after the midterm 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 dates.

Policy Regarding Missed Quiz/Midterms

If you are unable to complete a quiz/midterm due to a medical or compassionate circumstance, you may qualify for a makeup quiz/midterm. Medical notes are not required. However, you are required to promptly email your instructor to self-declare that you are unable to write the midterm 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 test 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 are 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.

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

MIDTERM FEEDBACK

Midterms will be reviewed in class.

Students are permitted to review their midterm if they make an appointment via email to view the midterm within seven (7) days of the in-class review. There will be no other opportunities to review midterm questions.

WRITTEN ASSIGNMENTS

Information regarding the Outline and Annotated Bibliography and the Short Paper assignments will be posted on UM Learn in the first three weeks of classes.

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 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).

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

Both written assignments 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.

LATE POLICY

If you have a medical or compassionate reason for a deferred quiz/midterm/written assignment, please contact the instructor via email as soon as possible BEFORE the due date.

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

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

Assignments are due on the date/time indicated on the course schedule. For each 24 hours the assignment is late 10% per day will be deducted. For example, if you submit the assignment 8 hours after the due date, and the assignment is worth 15 marks, 1.5 marks will be deducted.

Assignments that are more than 7 calendar days late will receive a grade of zero.

COMMUNICATIONS POLICY

Communication and Email

Effective September 1, 2013, the U of M will only use your university email account for official communications, including messages from your instructors, department or faculty, academic advisors, and other 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 2330),
- 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).

EXPECTATIONS & POLICIES

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 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.
- Read the weekly assigned readings.
 - Not all the readings will be discussed in the lectures but will be covered in the midterm test and/or final exam.
- 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 tests/exams independently and on time and write the final exam during the final exam period
 - Students must be available during the entire exam period
- 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. 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 Lisa Ford, 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.
 - 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](#)

- Attend weekly lectures.
 - In the event of unexpected instructor illness, the instructor may temporarily use online lectures to share course content
 - Please note that lectures sessions may not be recorded due to technical issues, the use of break out rooms in Cisco Webex, privacy issues, or other reasons. Students are responsible for obtaining missed material from a classmate (not the instructor).
- 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 midterm grades and assignment 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.**

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>

THE COURSE FORMAT

Lectures

Lectures will be delivered in person daily at the U of M campus. Lectures will not be recorded, and it is up to each student to attend each lecture. In the event of illness, students are required to stay home. Full course notes are provided to all students.

In the event of instructor illness, some lectures may be delivered remotely (via Cisco Webex or Zoom) or pre-recorded PowerPoint lectures may be provided. The course instructor will do everything possible to ensure the course is not disrupted in the event of illness, but some modifications may be necessary.

Weekly Time Commitment

There are 300 minutes (5 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 10 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.

Each week you will need to attend lectures, read the assigned readings, make notes on the important concepts, and study and learn the concepts. This will take several hours each week, and if you get behind, it makes it difficult to catch up.

In addition, the weekly assigned learning, remember to consult the course schedule as it contains all the relevant dates and will help you keep on track.

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 lectures, any required videos, corresponding readings. Whether you choose to read the assigned readings before or after the lecture is up to you. 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](#).

USING COPYRIGHTED MATERIAL

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: Lisa.ford@umanitoba.ca

ACADEMIC INTEGRITY

Academic Integrity at the University of Manitoba

Each student in this course is expected to abide by the University of Manitoba [Academic Integrity principles](#). You must do your own work during 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.

Quiz/Final Exam Academic Integrity

In all online quizzes, **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 with other individuals is considered cheating, and therefore academic misconduct.

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

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

For example, for a 11:30 AM CST quiz, all group chats should be shut down at 11:00 AM CST and not re-opened until at least 2:30 PM CST.

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

Once the chat re-opens, students may NOT, under any circumstances, discuss particular questions, as some students may be writing deferred quizzes/final exams at a later time.

STUDENT ACCESSIBILITY SERVICES

Students registered with Student Accessibility Services (SAS) who have extended time accommodations on midterms/final exams must book **ALL** midterms/final exams through the SAS online booking system.

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. 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.

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;

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 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

ACKNOWLEDGEMENTS

Course Author

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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.