

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

# Syllabus

GEOG 2900 A01

Geography of Canadian Prairie Landscapes  
(Winter 2024)

## Land Acknowledgement

The University of Manitoba campuses are located on original lands of Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene peoples, and on the National Homeland of the Red River Métis.

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>	Geography of Canadian Prairie Landscapes - GEOG 2900 A01 (CRN: 56048)
<b>Class Day &amp; Time:</b>	T/TH: 11:30 AM - 12:45 PM CST
<b>Location</b>	204 St. John's College
<b>Number of Credit Hours:</b>	3 Credit Hours

## INSTRUCTOR CONTACT INFORMATION

<b>Instructor:</b>	Dr. Janna Wilson
<b>Email:</b>	<a href="mailto:Janna.wilson@umanitoba.ca">Janna.wilson@umanitoba.ca</a> <ul style="list-style-type: none"><li>• Use course number (GEOG 2900 A01) in email subject line.</li><li>• Allow at least <b>48-hours</b> for response (weekdays only).</li></ul>
<b>Appointments</b>	<a href="#">Book time to meet with me</a>

## COURSE DESCRIPTION

### U of M Course Calendar Description

The *Undergraduate Calendar* of the University of Manitoba describes GEOG 2900 Geography of the Canadian Prairie Landscapes as follows:

(Formerly 053.245) Traces the evolution of the cultural landscape of Western Canada including Indian occupancy, environmental perception, urban and rural landscapes, and regional images in art and literature. Prerequisite: 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.

### General Course Description

This course is intended to introduce the student to various geographical themes, concepts, and processes within the context of the natural and anthropogenic development of the Canadian Prairie region. The course will trace the evolution of the prairie landscape from its natural origins through aboriginal occupation and European agricultural and urban settlement to its present form.

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## COURSE GOALS

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There are three general course goals:

1. To inspire an interest in the regional geography of the Canadian prairies and understand the interrelationship between the physical world and human world.
2. Demonstrate an understanding of the important concepts of regional geography and why the Prairies is best studied from a regional perspective.
3. To demonstrate academic writing skills which include referencing, in-text citation, writing thesis statements/introductions/conclusions etc. and to follow formal academic writing conventions.

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## VOLUNTARY WITHDRAWAL (VW) DEADLINE

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The last day to withdraw without a refund is March 20, 2024. 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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### Lectures

Lectures will be delivered on-campus and students are expected to attend class and take notes. On occasion, live lectures may be delivered through Cisco Webex (accessed through the "Communications" tab in UM Learn) and/or pre-recorded lecture videos posted in the "Weekly Course Content" folder.

To be successful in this course, you must attend lecture, take comprehensive notes, and read the course textbook, and read /view assigned material. The Learning Objectives (LO) table can be used as a notetaking guide to determine what lecture and textbook information is important and testable on quizzes, tests, and the final exam. Whether you choose to read the textbook chapter before or after the lecture is your choice. When reading the textbook, you are encouraged to use a learning strategy such as the [SQRRR Learning](#).

The PowerPoint (PPT) slides will be provided on UM Learn in a .pdf format (1 slide per page which can be printed as multiple slides per page) and text notes will be available in a rich text format (.rft) which can be opened in a word processing program such as Microsoft Word, Google Docs etc.

The PPT slides/text notes are NOT a substitute for attending class. Not all material delivered during lectures will be on the slides. As such, you must add in additional notes from the lecture, the assigned readings/viewing.

### 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 five (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 in-person, and a similar level of study will be required weekly. Each week you will need to attend lectures (on occasion watch pre-recorded PowerPoint presentations), read/view the assigned material, and study and learn the course material. 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.

## University of Manitoba COVID-19 Health and Safety

The University of Manitoba (the “UM”) is committed to maintaining a safe learning environment for all students, faculty, and staff. Should campus operations change because of health concerns related to the COVID-19 pandemic or other campus-wide emergency, it is possible that this course will move to a fully remote delivery format. Should the instructor be required to stay at home for an extended period and an alternate instructor not be available, the course may move temporarily to a remote delivery format.

### Mask Wearing

In a face-to-face environment, our commitment to safety requires students to observe all Covid guidelines set by the University (<https://umanitoba.ca/coronavirus> )

**On campus and in class, masks are encouraged, but not required** as stipulated in current [University policies, procedures, and guidelines](#). The University highly recommends the use of KN-95 masks; the minimum requirement is a ATSM Level 2 Medical mask. Both mask types are available at many locations on campus.

### Illness

Remember: **STAY HOME IF YOU HAVE SYMPTOMS OR ARE ILL**. If you become ill, we highly recommend that you [self-isolate](#).

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## COURSE MATERIALS

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### Course Textbook

- Recommended:  
**Bone, R.M. (2022).** *The Regional Geography of Canada* (8<sup>th</sup> ed.). Oxford University Press.  
ISBN: 978-0-19-903766-1  
[U of M Bookstore](#): \$129.99 New; \$55.50 Digital

### Assigned Readings and Videos

- To be posted on UM Learn and available through the University of Manitoba library or as free online sources.

## COURSE ASSESSMENTS

Quizzes and Tests				
Quiz #	Value	Due	Additional details	
Online Syllabus Quiz	0	NA	≥80% to access “Weekly Course Content” folder	
Academic Writing Quiz	5%	Thurs., Jan. 25	Academic Writing Material	
In-Class Test # I	12.5%	Thurs., Feb 29	~ Lectures in weeks 1-6 (exact cut-off TBA)	
In-Class Test # II	12.5%	Thurs., Apr. 4	~ Lectures in weeks 7-11 (exact cut-off TBA)	
Scaffolded Research Paper Assignments Components				
<b>Assig. #1:</b> Intro., Thesis Statement, A. Bibliography	15%	Thurs., Feb. 8	- Detailed assignment information on UM Learn	
<b>Assign. #2</b>  Peer Review using <i>Peerceptive</i> Platform	5%	2.a First Draft	Thurs., Mar.7	- Submit completed draft of research paper
		2.b Review	Tues., Mar. 12	- Review & provide comments for 2 other student assignments anonymously
		2.c Feedback	Thurs., Mar. 14	- Respond to feedback provided on your own assignment & comment (useful, not useful, etc.)
		2.d Reflection	Thurs., Mar. 21	- Reflect on how well student comments helped you improve your writing.
<b>Assign. #3:</b> Final Research Paper	25%	Thurs., Mar. 28	- Detailed assignment information on UM Learn	
Final Exam				
	Value	Due Date	Additional Details	
<b>Take Home Final Exam</b>	25%	TBD	<ul style="list-style-type: none"> <li>Cumulative written answer</li> <li>To be scheduled by the registrar’s office during the Final Exam Period - Apr. 12 - 26, 2024</li> </ul>	

The **Grade Distribution** for this course is as follows:

<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:**

- The grades will be rounded to one decimal point using standard rounding conventions.
- The course is not "graded on a curve".
- The assessment scheme will only be adjusted for documented, extenuating circumstances.
- You cannot submit additional assignments to improve or “bump” your grade. Grades will only be adjusted due to calculation errors.
- Each assignment/quiz/test/final exam may be written once, and the results are final.

## COURSE SCHEDULE

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)	Day	Section
<b>Week 1</b> (Jan. 8-12)	T	Course Syllabus Review; Overview of the prairies Complete online Syllabus Quiz (≥80%) to access “Weekly Course Content” folder
	Th	Lecture: Introduction to the Prairies
<b>Week 2</b> (Jan. 15-19)	T	Lecture: Physical Geography – Geology & Geomorphology Assigned Reading: Review Academic Writing on UM Learn (not covered in class)
	Th	Lecture: Physical Geography – Glacial Modification
<b>Week 3</b> (Jan. 22-26)	T	Library Presentation Review Research Paper Assignments
	Th	Lecture: Climate and Soils Thurs - Jan. 25, In- Class Academic Writing Quiz
<b>Week 4</b> (Jan 29-Feb. 2)	T	Lecture: Climate and Soils
	Th	Lecture: Severe Weather
<b>Week 5</b> (Feb. 5 -9)	T	Lecture: Prairie Vegetation
	Th	Lecture: Prairie Vegetation Assign. #1 due Thurs., Feb. 8 before 11:59 PM CST
<b>Week 6</b> (Feb. 12-16)	T	Lecture: Historical Geography: Faultlines, arrival of first people,
	Th	Lecture: Historical Geography: Faultlines, arrival of first people,
<b>Winter Term Break - February 19- 23, 2023 - NO CLASSES</b>		
<b>Week 7</b> (Feb. 26 – Mar. 1)	T	Lecture: TBA
	Th	Intro & Annotated Bibliography due Mar. 2 before 11:59 PM In-Class Test # 1 Thurs, Feb. 29 (covers material from ~weeks 1-6)
<b>Weeks 8</b> (Mar. 4- 8)	T	TBA
	Th	Historical Geography: Fur Trade & Red River Settlement Assign. #2a: First Complete Draft submitted to <i>Peerceptiv</i> Mar. 7 before 11:59 PM CST
<b>Weeks 9</b> (Mar. 11 - 15)	T	Historical Geography: European Colonization, Immigration and Regional Faultline Assign. #2b: Review two assignments in <i>Peerceptiv</i> March 12 before 11:59 PM CST
	Th	Lecture: Natural Resources - Agriculture Assign. #2c: Respond to feedback on own assign. in <i>Peerceptiv</i> Mar. 14 before 11:59 PM CST
<b>Week 10</b> (Mar. 18 - 22)	T	Lecture: Natural Resources - Agriculture
	Th	Lecture: Natural Resources - Oil Gas and Potash Assign. #2d: Reflect on own assign. comments in <i>Peerceptiv</i> Mar. 21 before 11:59 PM CST
<b>Week 11</b> (Mar. 25 -29)	T	Lecture: TBA
	Th	Lecture: TBA Assign. #3 Due Mar 28, before 11:59 PM CST – submitted to UM Learn Assign. #3 Folder
<b>Week 12</b> (Apr. 1 - 5)	T	Lecture: TBA
	Th	In-Class Test #2: Thurs., April 6 (cumulative focussing, on material from weeks 7-12)
<b>Week 13</b> (Apr. 8-10)	T	<b>Take Home Exam Review</b>
<b>April 12 -26, 2024 - 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 48-hours after grades have been posted in the UM Learn gradebook quizzes/tests/assignments etc. to discuss any grading concerns with the instructor. After this 48-hour period, NO changes will be made.



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

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

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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 is a deadline. 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 may not be returned (see the [University of Manitoba's Student Email Policy](#))
- All communications must be professional, respectful, and courteous and include:
  - the email subject heading (GEOG 1290 A02),
  - a salutation (i.e. Dear, Hello, Good Morning, etc.)
  - a direct, clear, and succinct message.
  - your full name.

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

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## QUIZZES AND TESTS

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### Academic Writing Quiz

One (1) **closed-book** academic writing quiz, worth 5% is to be completed in-person during the regular scheduled class. 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

Two (2) **closed-book** test, worth 12.5%, (2 x 12.5%=25%) are to be completed in-person during the regular scheduled class.

Tests may consist of multiple-choice, true/false, multiple-select, and written answer questions to be completed in 50-75 minutes. The instructor will specify the format, the number of questions, and the time allotted 1-2 weeks before the test.

- Consult UM Learn for more details.
- Each test may be written only once regardless of the outcome.
- Test #2 is cumulative, focussing on material from weeks 7-12 (~ 75% of questions)

### Policy Regarding Missed/Deferred Quizzes/Tests

If you are unable to complete a test due to a medical or compassionate circumstance, you may qualify for a makeup 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](#). See the section on the Self-Declaration Policy below.

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## RESEARCH ASSIGNMENT

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The research assignment is scaffolded will be developed in three (3) stages.

1. **Assignment 1:** Intro/thesis. & Annotated Bibliography (15%) due Feb. 8 (Submit to UM Learn Assignments 1 folder)
2. **Assignment 2.a, 2.b, 2.c, 2.d: Peer Review** complete and submit using *Peerceptiv platform* (5%)
  - Assignment 2.a: Mar. 7:** First complete draft\* (1 mark) (do not put your name or student number anywhere on this part of the assignment)
  - Assignment 2.b: Mar. 12:** Review 2 randomly assigned papers from other students.
  - Assignment 2.c: Mar. 14:** Feedback and useful comments review of your own paper.
  - Assignment 2.d: Mar. 21:** Reflection on comments provided for your paper and respond to
3. **Assignment 3** Final Research Paper (25%) due Mar.28 through UM Learn "Assignment 3" submission folder.

\*A complete draft of all sections including introduction, body, conclusion, full-intext citations and corresponding references in modified APA format, assignment length etc.

## Research Paper Assignment Component Submission

Research paper assignments (1,2, & 3) are due before 11:59 PM CST on the due date indicated. Submit a digital copy in a .pdf format through "Assignment Submission" on UM Learn (Assignments 1 & 3) and submit assignments 2.a, 2.b, 2.c, and 2.d to the *Peerceptiv platform*.

Only assignments posted to the assignment submission folder will be graded (email submissions are not accepted). Plan to finish your assignment early in case of "technical problems" (lost internet etc.) and remember 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 assignments hours before submission. 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 accommodations through Student Accessibility Services (SAS) for an assignment extension, you must email the instructor **BEFORE** the assignment is due to discuss an extension.

Please be aware that if your assignment is in the assignment submission folder, I will assume that it is your "final" version of the assignment, and it is ready to be marked. Each assignment will be marked only once, and they may not be resubmitted. If you submit the wrong file, your assignment will not be graded, and the late marks policy will apply until the correct file/file format are submitted.

If you submit an assignment more than once, the submission marked with the most recent time stamp (provided it is submitted before the assignment due date/time) will be graded. For example, if you submit your assignment at 11:45 PM CST on the due date, and then realize you made a mistake, fix it, and resubmit the assignment at 11:55 PM CST, only the assignment submitted at 11:55 PM CST will be graded. If you fix an error and re-submit it after the assignment deadline (i.e.11:01 PM CST), the last submission will be graded, and late marks will be deducted as per the late policy.

**All work must be completed independently, and Generative Artificial Intelligence (genAI) is prohibited and is considered academic misconduct.**

### 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 see the [Academic Integrity Webpage](#)
- The knowing use of generative artificial intelligence (genAI) tools, including ChatGPT and other AI writing and coding assistants, for the completion of, or to support the completion of, an examination, term test, assignment, or any other form of academic assessment is prohibited in this course and may be considered academic misconduct.

## Referencing Style

Modified APA reference style is required for all assignments. This modified version differs from general APA in the following ways:

- 1) Page numbers, paragraph numbers, section titles (depending on the source) must be included in in-text citations. For example: Wilson (2023, p. 49).
- 2) References must include direct live/clickable URL/website links for ALL references. A reminder that only digital references available for free, or available through the U of M Libraries (use permalink) are permitted.

**American Psychological Association. (2019).** Publication manual of the American Psychological Association (7<sup>th</sup> ed.). Washington, DC. <https://apastyle.apa.org/style-grammar-guidelines/references/examples>

## Research Assignment Late Policy

The late policy is 10% per day the assignment is late.

Assignments are due before the date/time indicated on the syllabus/course schedule. Late assignments will be penalized at a rate of 10% per day based on the submission time recorded in UM Learn.

- For example, if an assignment is due before 11:59 PM CST on a Thursday, and you submit the assignment at 12:05 AM CST on Friday, and the assignment is graded out of 100 marks, 10 marks will be deducted. For each subsequent day, the assignment is late, the 10-marks per day will be deducted.
- Submitting the wrong file and or assignment format means the assignment is late and the late penalty will apply until the correct file and/or file format are submitted.

If you have a medical or compassionate reason for an extension on an assignment or test, please contact the instructor via email as soon as possible BEFORE the due date and an extension may (or may not) be granted. You must provide a self-declaration of medical or compassionate reasons as per the "Policy Regarding Missed Quizzes" in the "Quiz Information" part of the syllabus.

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## TEST AND ASSIGNMENT FEEDBACK

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### Assignment Feedback

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

Assignments are graded in the order in which they are received. If you have been granted an extension on your assignment, it will be graded when I get to it as assignments submitted on time in my other courses will be prioritized.

If assignment grading and feedback is delayed (regardless of the reason), students are expected to submit subsequent assignments on time and extensions will not be granted due to not receiving feedback on a previous assignment.

### Quiz and Test Feedback

Test examination booklets with students' answers **WILL** be returned.

Multiple-choice and true/false test questions will **NOT** be returned or posted on *UM Learn*. Time permitting, multiple-choice and true/false questions will be reviewed during lecture (focussing on questions in which 40% or less of the class answered correctly) normally within ten (10) days.

Students are permitted to review their test provided they make an appointment via email to view the quiz test within **seven (7) calendar** days of the in-class review. There will be no other opportunities to review quizzes and tests.

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## TAKE-HOME FINAL EXAM

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### Take-Home Final Examination

- More details provided later in the term and posted on UM Learn.
- Written questions to be provided on the last day of classes or at least a minimum of three (3) days in advance of the final examination date scheduled by the registrar's office.

### Take-Home Final Exam Integrity

- Students are permitted to consult any material they wish to complete the Take Home Final Exam. The final exam must be written in your own words and material not discussed in class must be referenced in a modified APA format.

### Late Policy

- Take Home Final Exams submitted after the due date and time will **NOT** be accepted and students will need to apply for a deferred exam through their home faculty in which a different take-home written exam will be provided.

### 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.

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.

Consult policy regarding [Academic Integrity](#).

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## SELF-DECLARATION POLICY

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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.).

To qualify for a makeup quiz/test or assignment extension, 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 U of M 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.

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## COURSE TECHNOLOGY REQUIREMENTS

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This course requires access to a modern computer and a reliable internet connection to access UM Learn and download course content and upload course assignments. Verify that you can meet these technical requirements.

### UM Learn Assistance

- [Information and Services Technology Desk](#)
- 123 Fletcher Argue Phone: 204-474-8600 Email: [Servicedesk@umanitoba.ca](mailto:Servicedesk@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, tests, 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.
- The knowing use of generative artificial intelligence (genAI) tools, including ChatGPT and other AI writing and coding assistants, for the completion of, or to support the completion of, an examination, term test, assignment, or any other form of academic assessment is prohibited in this course and may be considered as academic misconduct.

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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 at least two (2) weeks in advance.

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## LEARNER SUPPORTS

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### Schedule “A” Student Resources

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.

#### **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

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



### **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.

### **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 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)