

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

# Syllabus

GEOG 3272 A01: Social Vulnerability to Natural Hazards

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 homeland of the Métis Nation.

We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.



**TABLE OF CONTENTS**

Table of Contents

**COURSE DETAILS ..... 4**

**INSTRUCTOR CONTACT INFORMATION ..... 4**

**COURSE DESCRIPTION ..... 4**

**U OF M COURSE CALENDAR DESCRIPTION ..... 4**

**GENERAL COURSE DESCRIPTION ..... 4**

**COURSE OBJECTIVES ..... 5**

**COURSE MATERIALS..... 5**

**COURSE TEXTBOOK ..... 5**

**COURSE SCHEDULE..... 5**

**VOLUNTARY WITHDRAWAL (VW) DEADLINE ..... 5**

**COURSE ASSESSMENTS..... 6**

**ASSESSMENTS ..... 6**

**GRADE DISTRIBUTION..... 6**

**QUIZ/MIDTERM & FINAL EXAM INFORMATION..... 7**

***Format* ..... 7**

**QUIZ/MIDTERM/FINAL EXAM ACADEMIC INTEGRITY ..... 7**

**GROUP CHATS (WHAT'S APP, TELEGRAM, ETC) AND ACADEMIC INTEGRITY ..... 8**

**POLICY REGARDING MISSED QUIZZES/MIDTERMS ..... 8**

**POLICY REGARDING MISSED/DEFERRED FINAL EXAM ..... 9**

**QUIZ/MIDTERM FEEDBACK ..... 10**

**OUTLINE & RESEARCH PAPER ..... 10**

***Research Paper Marking* ..... 10**

**THE COURSE FORMAT ..... 12**

**LECTURES ..... 12**

**WEEKLY TIME COMMITMENT ..... 12**

**LEARNING STRATEGY FOR STUDENTS..... 12**

**COURSE TECHNOLOGY ..... 13**

**COMMUNICATION POLICY..... 14**

**LATE POLICY..... 14**

**EXPECTATIONS & POLICIES ..... 15**

**EXPECTATIONS: I EXPECT YOU TO. . . ..... 15**

**EXPECTATIONS: YOU CAN EXPECT ME TO . . . ..... 16**



**ACADEMIC INTEGRITY ..... 17**

**ACADEMIC INTEGRITY AT THE UNIVERSITY OF MANITOBA..... 17**

**ACADEMIC FRAUD..... 17**

**TEST/QUIZ/FINAL EXAM ACADEMIC INTEGRITY..... 17**

**LEARNER SUPPORTS..... 18**

**SCHEDULE “A” ..... 18**

**UNIVERSITY AND UNIT POLICIES, PROCEDURES, AND SUPPLEMENTAL INFORMATION ..... 20**

**ACKNOWLEDGEMENTS..... 21**

---

**COURSE DETAILS**

---

<b>Course Title &amp; Number:</b>	Social Vulnerability to Natural Hazards - GEOG 3272 A01
<b>Class Day &amp; Time:</b>	MWF: 11:30 – 12:20 PM
<b>Number of Credit Hours:</b>	3 Credit Hours
<b>Pre-Requisites:</b>	3 credit hours of first year geography or permission from the instructor

---

**INSTRUCTOR CONTACT INFORMATION**

---

<b>Instructor:</b>	Lisa Ford (Please call me Lisa) Pronouns: she/her/hers
<b>Office Hours:</b>	Email instructor for appointment
<b>Phone:</b>	If you would like to contact me, please email me.
<b>Email:</b>	<a href="mailto:Lisa.ford@umanitoba.ca">Lisa.ford@umanitoba.ca</a> <ul style="list-style-type: none"><li>- Use course # (GEOG 3272 A01) in subject line &amp; include your full name in email</li><li>- Allow at least <b>48-hours</b> for response (weekdays only).</li><li>- No scheduled in-person office hours</li></ul> Email to book appointment for virtual office hours using Cisco Webex or for an in-person meeting.

---

**COURSE DESCRIPTION**

---

**U of M Course Calendar Description**

This course examines differing social vulnerability to natural hazards, before, during and after disasters, including class, gender, age, health, language, and ethnicity. Prerequisites: a grade of C or better in a minimum of three credit hours from Geography courses numbered at the 1000 level, or GPE 1700 or GEOL 1340 or GEOL 1410 or permission of department head.

**General Course Description**

This course introduces students to an approach to understanding hazards and disasters using social vulnerability analysis. We will examine historical, geographical, social, and cultural factors and conditions that put people differentially at risk before, during, and after disasters and the course will focus on global, national, regional, and local patterns of development. Drawing on current theory and research, class activities, and life experiences, students will explore how vulnerable social groups are affected by and cope with hazardous conditions and events, and strategies for community-based mitigation engaging those most at risk.

---

## COURSE OBJECTIVES

---

1. Understand how social vulnerability differs from traditional approaches to disasters and emergency management
2. Identify root causes of social vulnerability, which tend to place some groups more at risk
3. Assess specific life chances and conditions arising from global, regional, national, and local patterns of development
4. Assess the determinants of structural and situational social vulnerability in particular places, times, and social contexts
5. Identify characteristics of a disaster-resilient neighbourhood or community
6. Identify parameters, constraints, and opportunities that promote or limit strategies for addressing vulnerability
7. To encourage you to listen, read and think critically and effectively

---

## COURSE MATERIALS

---

### Course Textbook

Thomas, D., Philips, B., Lovekamp, W. and Fothergill, A. (Eds.). (2013). *Social Vulnerability to Disasters*, 2<sup>nd</sup> edition. Boca Raton, FL: CRC Press.

The library has purchased a digital version of the textbook, and you can search the title (Social Vulnerability to Disasters) in the UM Library system to access it for **free**.

---

## COURSE SCHEDULE

---

See the Course Schedule on UM Learn.

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](#).

---

## VOLUNTARY WITHDRAWAL (VW) DEADLINE

---

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.

## COURSE ASSESSMENTS

### Assessments

Students will be evaluated via:

Academic Writing Quiz	5%
2 midterm exams (2 x 20% each)	40%
Research paper outline	10%
Research paper	20%
Final Examination (online, administered via UM Learn Quizzes) Date TBD by Registrar's Office	25%
<b>Total</b>	<b>100%</b>

\*See UM Learn Course Schedule for assessment due dates.

You cannot submit additional assignments to improve or "bump" your grade. Each assessment may be completed once and the grade is final.

### 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 assessments listed above (no other circumstances or assessments will be considered).

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

---

## QUIZ/MIDTERM & FINAL EXAM INFORMATION

---

### Format

Academic Writing Quiz/Midterms/final exam are **ALL closed-book** will be composed of multiple-choice, true/false, and/or short answer questions. The exact number of questions in each midterm/final exam will be specified the week before the assessment.

Students may be tested on the instructional content including lecture content, corresponding textbook readings as well as any assigned readings and learning activities. There will be questions based on the assigned readings (~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 quizzes/midterms for any reason. You will not be offered a makeup quiz/midterm or have your missed quiz/midterm re-weighted to the final exam if you are unhappy with your result (completed quiz/midterm results are final).**

### Quiz/Midterm/Final Exam Academic Integrity

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

In all 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](#)

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

## 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 Quizzes/Midterms

If you are unable to complete an online quiz or test due to a medical or compassionate circumstance, you may qualify for a makeup quiz/test. Medical notes are not required. However, you are required to promptly email your instructor to self-declare that you are unable to write the quiz using the form for Self-Declaration form. See: <https://umanitoba.ca/student-supports/academic-supports/student-advocacy/self-declaration-policy-students>

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

To qualify for a makeup quiz, your email must:

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

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

**\*\*Failure to inform your instructor promptly (within 48 hours after the missed quiz) will result in a grade of zero (0).** Exceptions will only be made for extraordinary circumstances (e.g. you are incapacitated and physically incapable of sending an email).

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



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

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

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

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

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

### **Policy Regarding Missed/Deferred Final Exam**

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

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

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

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

See [Academic Advising](#)

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

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

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

Deferred examinations will normally take place within 30 working days from the end of the examination series from which the examination was deferred. Writing a deferred examination at your convenience may not be an option. For more information: <http://umanitoba.ca/student/records/finals/682.html>  
It is your responsibility to make arrangements for the deferred exam by email.

---

### QUIZ/MIDTERM FEEDBACK

---

The midterms will be marked, and the grades will be available on UM Learn after the marking is complete (approximately 1-2 weeks after writing the midterm).

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 of the quiz/test date.

Students are permitted to review their quiz/midterm 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 midterms.

---

### OUTLINE & RESEARCH PAPER

---

There is one research paper (20% of your grade).

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

As explained in the assignment instructions, the purpose of this assignment is to help you develop critical thinking skills by reviewing multiple sources of evidence about a social vulnerability issue. It will also help strengthen your research skills, by way of accessing and examining the content of multiple information sources and allow you to explore an important issue at a greater depth.

Consult the UM Learn folder (when available) for full assignment requirements and instructions.

#### **Research Paper Marking**

The Research Paper is graded based on a rubric that is provided in the course materials. You are encouraged to view the rubric and ensure you have met each requirement.

#### **Research Paper Grading Issues**

It is the student's responsibility to contact the instructor within 5 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.

#### **Research Paper Due Date**

See the Course Schedule on UM Learn for the due date. Submit to the Assignment folder on UM Learn.

### **Paper Submission**

If your written assignment is in the UM Learn assignment folder, 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.

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).

### **Paper Late Policy**

The late policy is 10% per day.

Assignments are due on the date/time indicated on the syllabus/course schedule. Late assignments will be penalized at a rate of 10% per day.

- For example, if an assignment is due at 11:59 PM on a specific day, and you submit the assignment at 1:30 AM the day after the due date, and the assignment is worth 15 marks, 1.5 marks will be deducted. For each subsequent 24 hours, the assignment is late and 10% per day will be deducted.

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

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

---

## 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 150 minutes (2.5 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 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.

Each week you will need to attend lectures, read the textbook chapter, make notes on the important concepts, and study and learn the definitions. 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.

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.

---

## COURSE TECHNOLOGY

---

GEOG 3272 will be delivered remotely through UM Learn and employs a number of different technologies that require a modern computer and reliable internet access. Verify that you can meet these technical requirements prior to course registration:

- Access to UM Learn
- Computer with Windows 8, 10, or Mac OS 10.11+
  - Latest version of either Firefox, Chrome, Safari, or Edge web browsers. Google Chrome is recommended for Mac computers to support Mastering Geography (required for this class)
  - JavaScript and cookies enabled.
  - Adobe Flash Player version 26 or greater installed.
- **Note:**
  - Chrome Books do not run **Respondus LockDown Browser & Monitor** and as such, cannot be used for online testing
  - Tablets and smart phones are not recommended
- Must be able to install and run **Respondus LockDown Browser & Monitor** – used for online testing in UM Learn.
  - Students will be prompted to install this when the quiz starts, and should NOT google **Respondus LockDown Browser & Monitor** and attempt to download it outside of UM Learn. It will work properly if you download/install it in UM Learn at the first quiz.
- Broadband internet access (minimum bandwidth of 512 Kbps)
- Webcam
- Speakers or headphones
- For assistance with UM Learn contact:
  - [Information and Services Technology Desk](#)
  - 123 Fletcher Argue (Mon - Fri.: 8:00 AM - 8:00 PM)
  - Phone: 204-474-8600
  - Email: [Servicedesk@umanitoba.ca](mailto:Servicedesk@umanitoba.ca)

### Weekly Technological Maintenance

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

---

## COMMUNICATION POLICY

---

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 3272),
- 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).

---

## LATE POLICY

---

### Midterms

As per the policy regarding missed quizzes/midterms, if you have a medical or compassionate reason for an extension on a quiz/midterm, please contact the instructor via email as soon as possible BEFORE the due date and an extension may (or may not) be granted. Students who are sick need to self-declare, as per the "Policy Regarding Missed Midterms" in the Midterms part of the syllabus.

### Outline/Research Paper

For the written assignments the late policy is 10% per day. Assignments are due on the date/time indicated on the course schedule. For example, if you submit the assignment 8 hours after the due date, and the assignment is worth 30 marks, 3 marks will be deducted. Written assignments that are more than 7 days late will receive a grade of zero (0).

**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 or misses an assignment and then a midterm), the student will be required to provide documentation for the second (and subsequent) absences.

### Final Exam

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

---

## EXPECTATIONS & POLICIES

---

### Expectations: 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/pre-recorded lecture video
- Read the textbook. Not all the textbook will be covered in the lectures but may be covered in the test and/or exam. Not all material covered in the lecture is found in the course textbook. Consult the LO Table for all textbook readings. Up to 15% of quiz and exam questions may come from the assigned textbook readings that have not been covered during lecture.
- 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 abide by university policies on plagiarism, cheating and exam personation ([Academic Integrity Policies and Procedures](#))
- Complete the UM Learn course quizzes independently and on time (Late Quiz/Assignment Policy), and write the final exam during the final exam period (Students must be available during the entire exam period).
- Remain available and have access to the required technology (listed above) to complete online quizzes and write the online final exam. Students must be available to be online during the scheduled class times and 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 and Janna Wilson, are available for your private study and research, and you must not distribute them in any format without permission.
  - All materials posted on UM Learn are for your personal use only, and not to be shared outside the course or posted anywhere else

- No audio or video recording of lectures or presentations is allowed in any format, openly or surreptitiously, in whole or in part without permission from Lisa Ford. Course materials (both paper and digital) are for the participant's private study and research only.
- Do not upload copyrighted works to a learning management system (e.g., UM Learn), or any website, unless an exception to the Copyright Act applies or written permission has been confirmed for more information, see information on: [University Copyright Office & Sharing notes and Tutoring](#)

### Expectations regarding quizzes and grading

- Ensure midterm grades have been recorded correctly in UM Learn. Students have 48-hours after completion of the online quiz date to discuss any grading concerns. After this 48-hour period, NO changes will be made.
- Ensure assignment grades (e.g. the outline or research paper) have been recorded correctly in UM Learn. It is the student's responsibility to contact the instructor within 5 days of your assignment grade being published on UM Learn if you believe an error has been made with the grading of your work or there are any issues with the grade. After this 5-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.



---

## 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.

### Academic Fraud

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

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

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

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

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

For more information, consult the University of Manitoba’s Academic Integrity Webpage:

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

### Test/Quiz/Final Exam Academic Integrity

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

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

---

## LEARNER SUPPORTS

---

### Student Accessibility Services (SAS)

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

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

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

### 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/1tJ0bB4>. In addition, general library assistance is provided in person at 19 University Libraries, located on both the Fort Garry and Bannatyne campuses, as well as in many Winnipeg

hospitals. For a listing of all libraries, please consult the following: <http://bit.ly/1sXe6RA>. When working remotely, students can also receive help online, via the Ask-a-Librarian chat found on the Libraries' homepage: [www.umanitoba.ca/libraries](http://www.umanitoba.ca/libraries).

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

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

### **Student Accessibility Services**

Student Accessibility Services (SAS) provides support and advocacy for students with disabilities of all kinds: hearing, learning, injury-related, mental health, medical, physical or visual. Students with temporary disabilities such as sprains and breaks are also eligible to use our services. SAS acts as a liaison between students and the faculty and staff of the University of Manitoba as well as support agencies within the province of Manitoba. Please phone: 474-6213 (voice) or 474-9690 (TTY) for service. Student Accessibility website at: <https://bit.ly/3heKUTA>

### **Mental Health**

For 24/7 mental health support, contact the Mobile Crisis Service at 204-940-1781.

### **Student Counselling Centre (SCC)**

Contact SCC if you are concerned about any aspect of your mental health, including anxiety, stress, or depression, or for help with relationships or other life concerns. SCC offers crisis services as well as individual, couple, and group counselling.

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

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

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

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

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

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

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

### **University Health Service (UHS)**

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

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

Homepage: <http://umanitoba.ca/student/health/> Phone: 204-474-8411

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

### **Health and Wellness**

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

Britt Harvey: Health and Wellness Educator

Email: [britt.harvey@umanitoba.ca](mailto:britt.harvey@umanitoba.ca) Phone: (204) 204. 295.9032 Website: <https://bit.ly/2EfqaN4>

### **Live Well @ UofM**

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

### **Copyright**

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

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

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

### **Your rights and responsibilities**

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

### **The Academic Calendar**

- The Academic Calendar is an important source of information: <https://bit.ly/3iZDJiW>
- 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

<http://umanitoba.ca/faculties/>

- Contact an Academic Advisor within our faculty/college or school for questions about your academic program and regulations <http://umanitoba.ca/academic-advisors/>

### **Student Advocacy**

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

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

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

---

## **ACKNOWLEDGEMENTS**

---

### **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.

### **Course Author**

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