

**Course Syllabus – Fall 2016**  
**Introduction to Physical Geography - GEOG 1290 A02**  
**Department of Environment and Geography**  
**Clayton H. Riddell Faculty of Environment, Earth, and Resources**

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**Instructor:** Dr. Janna Wilson  
216 Sinnott Building  
204.480.1817  
janna.wilson@umanitoba.ca (preferred means of contact)

**Office Hours:** Monday: 1:00-2:30 PM  
Wednesday: 1:00 – 2:00 PM  
Subject to change

Or by appointment;  
please email

**Lecture Room:** 118 St. John's College

**Lecture Slot:** **M/W/F:** 11:30 - 12:20 AM

**Course Dates:** Sept. 8 – Dec. 9, 2016

**Final Exam:** TBA  
Final Exam Period December 12-22, 2016

**Final Voluntary Withdrawal Date:** **Nov. 18, 2016** (50% of the course grade will be available by this date)  
**For more information:** [http://umanitoba.ca/student/records/leave\\_return/695.html](http://umanitoba.ca/student/records/leave_return/695.html)

**Required Course Materials:**

1. **Gervais, B. (2015).** Living Physical Geography, (1<sup>st</sup> ed.). W. H. Freeman & Company, 630 pp. (Loose-leaf version)
2. **LaunchPad Access** (see note below regarding options)

**ISBN:** 9781319017194

**Cost:** \$126.95

- *Note: LaunchPad is an online Course Space which provides access to online quizzes, Learning Curve Exercises, and additional study aids. Access to LaunchPad is required to complete the online quizzes (worth 10% of the final grade) and the Learning Curve exercises (worth a potential 3% bonus). You have three (3) options to obtain a LaunchPad access code.*
  1. Purchasing a new copy of the textbook from the University of Manitoba Bookstore;
  2. Purchase access online (note: in U.S. dollars); or
  3. Get free 21 day online access while deciding.

**Course Description (Catalogue)**

(Formerly 053.129) This course studies aspects of our physical environment: climate, landforms, soils and vegetation. Not to be held with GEOG 1291 or GEOG 1200 or GEOG 1201.

Course Attributes:

Science requirement for BA, University 1 Course, Ukrn Cdn Herit Studies

## Detailed Course Description

Studies in *Physical Geography* are focused upon the thin surface layer of the Earth where land, air and water meet. The topics included in this introductory course appear as parts of many disciplines such as: Geology, Meteorology, Climatology, Biology, and Oceanography; but the basic concern of those who study *Physical Geography* is to investigate the ways in which phenomena associated with these various disciplines interact with one another. Humans are becoming increasingly aware of the significance of changes that occur in the physical environment. We are at last beginning to realize that we too have an impact upon the environment, and that the consequences of our actions may have a positive or a negative effect.

## Course Goals:

To understand the methods used to examine the Earth, their development and that of the geographic discipline.

1. To introduce the various geographic disciplines.
2. To describe and explain the Earth's atmosphere, oceans, land surface and biosphere, and relate them to the dominant natural processes and to changes over time.
3. To develop an appreciation of the complex inter-relationships inherent in Earth's natural systems.

## Method of Evaluation

Students will be evaluated via two (2) in-class midterm tests worth 50% in total (2 x 25%), five (5) online quizzes using the LaunchPad Online resource worth 10% (5 \* 2%), and one (1) final exam worth 40%.

**Midterm Test I** (Part A): September 30; 50 minutes (25% of course value)

**Midterm Test II** (Part B - cumulative): Nov 9; 50 minutes (25% of course value)

**On-Line Quizzes (LaunchPad)**: Sep. 19; Oct. 17; Oct. 28, Nov. 23, Dec. 5 (10%)

**Final Exam** (Part C - cumulative): **December; 2 hours** (30% of course value)

**Bonus Assignments**: Potential 3% for completing the LearningCurve chapter exercises for each chapter covered in class using the LaunchPad website). Further details below.

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

**A+**: 90% or above (Exceptional)

**A**: 80 - 89% (Excellent)

**B+**: 75 - 79% (Very Good)

**B**: 70 - 74% (Good)

**C+**: 65 - 69% (Satisfactory)

**C**: 60 - 64% (Adequate)

**D**: 50 - 59% (Marginal)

**F**: ≤ 49% (Failure)

**Note: Students are not permitted to submit “bonus” assignments in addition to the regular term tests and final exam to improve their grade. The grading scheme is set and cannot be adjusted (i.e. reweighted) for any reason.**

## **Midterm Test, Online Quizzes, LearningCurve and Final Exam Format:**

- Multiple choice questions, will be based on lectures, corresponding textbook readings, assigned readings, videos, and class discussions and activities.
- Approximately 10-15% of the midterm and final exam questions will come from the course textbook, which may not have been covered in lecture. On the midterms and final exam, these questions will be identified as textbook questions “According to the Gervais (2015) textbook . . .”
- The final exam is **cumulative** (approximately 50% of questions from course material covered in Midterm I and II, and 50% of questions from material covered after Midterm II.
- Students who miss a midterm test due to a documented medical or personal emergency will be offered a “makeup” test. **See Policy Regarding Missed Midterm Tests.**

### **Online Quizzes**

- Five (5) online quizzes worth 2% each (for a total for 10%) are to be completed online through the LaunchPad Website.
- Quiz Dates are Sep. 19; Oct. 17; Oct. 28, Nov. 23, Dec. 5
- Students have until 11:59 PM on the due date to complete the online quizzes. Please see information regarding LaunchPad Access below.
- If you are unable to complete a quiz by the due date for compassionate or medical reasons, please contact the instructor as an extension may be granted.

### **Learning Curve Chapter Exercises**

- For a potential three percent (3%) bonus, students can complete the online LearningCurve chapter exercises through LaunchPad within 1-week of finishing the chapter in class.
- While students can complete the LearningCurve exercises at any time, LearningCurve chapter exercises completed after the due date will not be counted towards the 3% bonus. Grades are assigned based on completion of the Learning Curve chapter exercise by the due date. For example, a grade of 0 (not completed or incomplete) or 1 (complete) will be assigned for each LearningCurve chapter exercise. There are no partial marks for partial completion of the LearningCurve chapter exercises (a grade of either 0 or 1 will be assigned).
- The three percent (3%) bonus marks will be calculated based on the percentage of complete Learning Curve chapter exercises. For example, if a student completes 9 of the 15 LearningCurve chapter exercises (60%) by the due dates, a student will receive 60% of the potential 3% bonus, or 1.8 bonus marks. A student completing all the LearningCurve chapter exercises (15/15=100%) will receive 3% bonus marks towards their final grade.

### **LaunchPad Access**

- LaunchPad is an online Course Space which provides access to online quizzes, LearningCurve chapter Exercises, and additional study aids.
- To register for the course go to: <http://www.macmillanhighered.com/launchpad/gervais1e/3821983>
- You have three (3) options to enroll in the course, you can obtain an access code by purchasing a copy of the textbook from the University of Manitoba Bookstore, purchase access online (note: in U.S. dollars) or you can get free 21 day access while deciding.
- To navigate and start using LaunchPad please consult the Getting Started Guide:
  - [http://cmg.screenstepslive.com/s/MacmillanMedia\\_StudentHelp/m/LaunchPadSM](http://cmg.screenstepslive.com/s/MacmillanMedia_StudentHelp/m/LaunchPadSM)
- If you have problems registering, purchasing, or logging in, please contact Customer Support.
- You can reach a representative 24 hours a day, 7 days a week:
  1. through the website at:  
<http://support.bfwpub.com/supportform/form.php?View=contact>
  2. by online Chat Supportat:

<https://macmillan.desk.com/customer/widget/chats/new>

3. by phone at (800) 936-6899:  
Monday through Thursday 7:00 a.m. to 3:00 a.m.  
Friday 7:00 a.m. to 11:00 p.m.  
Saturday 11:30 a.m. to 8:00 p.m.  
Sunday 11:30 a.m. to 11:00 p.m

### **Midterm Test and Final Exam Regulations:**

- In all tests and exams, **NO** dictionaries, digital dictionaries, notes, books, textbooks, cellphones, PDAs (such as Palm Pilots) or text messaging devices are allowed.
- Students are responsible for appropriately concealing their test and exam answers in order to prevent copying by other students. Allowing another student to copy off of your test/exam is considered cheating, and therefore academic misconduct.
- Please consult policy regarding **Academic Integrity** below.

### **Policy Regarding Missed Midterm Tests:**

- You must inform the instructor promptly (within 24 hours by email).
- Absence from tests must be justified by a medical or personal emergency – appropriate supporting professional documentation must be provided within **48 hours**. Your medical documentation **MUST** be legible and state that you were **UNABLE** to attend class and write the test or exam due to a medical circumstance on the day of the test or exam. A note that you “saw a doctor” is **NOT** considered medical documentation.
- Documentation must be presented within **48 hours** of the missed test or exam in order to qualify for a make-up test. Failure to provide this documentation will result in a grade of zero (0) being assigned for the missed test /exam.
- Please note that reasonable reasons for missing a test or exam do **NOT** include: vacations (even with relatives), long weekends away, other course work, etc.
- It is the student’s responsibility to confirm via email the date, time, and location of the makeup test.
- If in doubt about what is an appropriate reason for missing a midterm, please ask the instructor prior to the test via email. If you have not received a response from the instructor via email, students are highly encouraged to talk to the instructor prior to the exam. Once a test is started, regardless of the outcome, students will not be offered a makeup test.

### **Midterm Test Review:**

- Test questions will **NOT** be returned or posted on *UM Learn*.
- Tests will be reviewed during lecture, approximately two days after the original in-class test date. While reviewing tests, students are permitted to make **handwritten notes only**. Laptops or any device capable of capturing images or sound are not permitted.
- Only students who attended the in-class review period (as determined by an attendance sheet) will be permitted to review the test within seven days of the in-class review (**by email appointment only**). It is the student’s responsibility for signing the attendance sheet during the review class – **NO EXCEPTIONS**.

### **Policy Regarding Missed Final Exam**

- If you cannot take the final examination due to illness or compassionate distress (documented), you must fill in a request for a deferred examination with your **own faculty** office. A courtesy email to the instructor is recommended.
- The Department of Environment and Geography schedules deferred exams for this course once the required paper work has been received from the student’s home faculty.
- Students will be notified by the Department of Environment and Geography via email (U of M accounts only) when the deferred exam is scheduled.

- Students must bring student ID or photo identification to the deferred exam.
- It is the student's responsibility to communicate via their U of M email to make arrangements for the deferred exam.

### **The VW date (Voluntary Withdrawal date)**

- The last date for withdrawal from a course without academic penalty. So if you find a course just is not right for you, you can withdraw but you must do so before the VW date. For this course, it is Friday November 18th, 2016.

## **GEOG 1290 COURSE APPROACH AND POLICIES**

### **Course Delivery:**

- Course material will be delivered primarily through lectures, videos, in class discussion and corresponding textbook readings.
- As a courtesy, I will be posting partial course notes (fill in the blank) in PowerPoint format on *UM Learn*. It is your responsibility to access *UM Learn* and download these materials:  
<https://universityofmanitoba.desire2learn.com/d2l/home>
  - ***Please note that I am under no obligation to post my PowerPoint notes; they are intended to assist you and not replace your personal notes.***
  - ***These materials are subject to copyright (please see below note below regarding the use of copyrighted material).***
- For assistance with *UM Learn*:
  - Client Services Help and Solutions Centre (204.474.8600)
  - Email: [support@cc.umanitoba.ca](mailto:support@cc.umanitoba.ca)
  - 123 Fletcher Argue (Mon to Fri: 8:00 AM. - 8:00 PM)
- The pace of the lecture is based on the partial course notes.
- These online materials are not a substitute for coming to class, and you cannot use these notes exclusively as they will need to be supplemented by notes from lecture and the textbook. ***If you miss a class, you are responsible for obtaining the missing notes from a classmate. The instructor will not provide notes for any reason.***
- Students are **NOT** permitted to partially or entirely photograph, audio, or video record lectures.

### **Geography Study Halls:**

- Students are invited to attend additional Study Hall Classes before the midterms and final exam. Students are encouraged to come and study and ask questions. The instructor will also go over the in-class multiple choice sample questions so students can ask questions/request clarification.
- Midterm I Study Hall Sessions: Thursday, September 29, 2016 12-2 PM & 7-9 PM
- Midterm II Study Hall Sessions: Tuesday, November 9, 2016, 12-2 PM & 7 – 9 PM
- Final Exam Study Hall Sessions: To be Announced (TBA)
  - Locations TBA

### **Student Expectations:**

- Know course and university policies.
- Read and understand the course syllabus.
- Students are expected to attend class, be on time, and take notes (though there is no numerical penalty; material and explanations are not necessarily on *UM Learn*). The instructor does not provide copies of notes for any reason.
- Students may not use cell phones during class and if using laptops or tablets must only be used for class-related purposes.
- Study course material (at least 2-hours for every hour of lecture)

- Be courteous and respectful. Policies on Respectful Work and Learning Environment (RWLE) and Inappropriate and Disruptive Student Behaviour below.
- Remain available for all classes and the final exam period
- Inform instructor promptly if you miss a quiz, test, or final exam
- Consult your *UM* email account regularly. This is how the instructor and university will communicate with you.
- Read the textbook. Not all the textbook will be covered in the lectures but may be covered in the test or exam. Not all material covered in the lecture is found in the course textbook.
- Students are responsible for ensuring quiz/test /assignment grades have been recorded correctly in *UM Learn*. Students have five (5) days after the in-class quiz/test review or assignment return to discuss any grading concerns. After this five-day period, **NO** changes will be made.

### **Using Copyrighted Material:**

- Please 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 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 the University's Copyright Office website at <http://umanitoba.ca/copyright/> or contact [um\\_copyright@umanitoba.ca](mailto:um_copyright@umanitoba.ca).

### **Communicating with your Instructor:**

- **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. [http://umanitoba.ca/registrar/email\\_policy/](http://umanitoba.ca/registrar/email_policy/)
- All communications must be professional and courteous.
- **E-mails** must include:
  - The subject heading (**GEOG 1290**, a salutation (i.e. Dear, Hello, Good Morning . . . ), and your full name.
  - Come from a University of Manitoba Account ( . . . @myumanitoba.ca).
  - Emails that do not conform to the above will not be returned.
- Allow at least **48 hours** for response (weekdays only).

### **Policy on Respectful Work and Learning Environment (RWLE):**

- Each individual has the right to participate, learn, and work in an environment that promotes equal opportunities and prohibits discriminatory practices.
- **RWLE [2016], Section 2.2** The University wishes to promote and support a community which embraces diversity and inclusion, provides for equality of opportunity, and recognizes the dignity of all people.
- **RWLE [2016], Section 2.3** Members of the University Community, including every student and employee, are entitled to a respectful work and learning environment that is:
  - (a) Free from Discrimination and provides for Reasonable Accommodation;
  - (b) Free from Harassment; and
  - (c) Collegial and conducive to early resolution of conflict between members of the University Community.
- **Respectful Work and Learning Environment Policy:** <http://bit.ly/2b63HQQ>
- **Student Discipline Bylaw:** <http://bit.ly/2b3RL3p>

### **Inappropriate and Disruptive Student Behaviour:**

- Inappropriate and disruptive behavior that interferes with the learning of other students, or the instructors ability to teach will not be tolerated. Such behaviours would include but would not be limited to the following:
  - (a) threats to the physical safety of the individuals or others;
  - (b) verbal threats to or abuse of students or University personnel;
  - (c) recurring and willful damage of University property;
  - (d) inappropriate or disruptive behaviour as a result of misuse of drugs or alcohol on University property; and
  - (e) actions which habitually interfere with the learning environment or requires the inordinate time and attention of faculty and staff.
- Other disruptive activities include (but are not limited to) the use of texting in class, wearing headphones, talking during lecture, using technology such as computers, tablets, and mobile devices to view material that is not related to the class.
- **Inappropriate or Disruptive Student Behaviour Policy:** <http://bit.ly/2a15au5>
- **Student Discipline Bylaw:** <http://bit.ly/2b3RL3p>

### **Academic Integrity:**

- Students are responsible for ensuring they understand the University of Manitoba's policy on Academic Integrity (plagiarism, cheating, and examination impersonation). These policies are available in the University Catalog 2016-2017, General Academic Regulations <http://bit.ly/2asrlZN>
- The penalties for plagiarism and cheating are severe and range from receiving a grade of zero on an assignment, to academic suspension. **For more information on Cheating, Plagiarism, and Fraud:** <http://bit.ly/2b63fBP> & <http://bit.ly/2b63ywR>
- ***All work is to be completed independently unless otherwise specified.***
- No notes, books, or electronic devices are permitted in the final exam whether accessed or otherwise.

### **Student Accessibility Services:**

- Students with disabilities are encouraged to contact Student Accessibility Services to facilitate the implementation of accommodations.
  - Student Accessibility Services
  - 520 University Centre (Main Office), 155 University Centre (SAS Exam Centre)
  - University of Manitoba, Winnipeg, MB R3T 2N2 Canada
  - Phone: 204-474-7423 Fax: 204-474-7567 TTY: 204-474-9790
  - Website: <http://umanitoba.ca/student/saa/accessibility/>
  - Email: [student\\_accessibility@umanitoba.ca](mailto:student_accessibility@umanitoba.ca)
- Students are encouraged to make an appointment with the instructor to discuss the accommodations recommended by Student Accessibility Services.
- **The University of Manitoba Accessibly Policy:** <http://bit.ly/2bcrP6i>

### **Important Dates:**

**September 8:** Lectures Begin  
**September 21:** Revision and refund Deadline  
**October 6-7:** Fall Term Break – No Classes  
**October 10:** Thanksgiving – No Classes  
**November 11:** Remembrance Day – No Classes  
**November 18:** Last Day for Voluntary Withdrawal  
**December 9:** Last day of Lectures  
**December 12-22:** Final Exam Period

**Tentative Lecture Outline**  
(Subject to Change)

Topic	Corresponding Textbook* Chapter	Corresponding Textbook* Readings (by section)
The Geographers Tool Kit Introduction Earth	The Geographers Tool Kit (GT)	GT.1, G.2, GT.3, GT.4 GT.5, 2.1
Portrait of the Atmosphere	Chapter 1	1.1, 1.2, 1.3, 1.4, 1.5
Insolation and Temperature	Chapter 2	2.2, 2.3, 2.4, 2.5, 2.6
Atmospheric Moisture	Chapter 3	3.1, 3.2, 3.3, 3.4, 3.5
Atmospheric Pressure and Wind	Chapter 4	4.1, 4.2, 4.3, 4.4
Atmospheric Disturbances	Chapter 5	5.1, 5.2, 5.3, 5.4, 5.5, 5.6
Soil and Water Resources	Chapter 9	9.1, 9.2, 9.3
The Living Hydrosphere	Chapter 10	10.1, 10.5
Earth History, Earth Interior	Chapter 11	11.1, 11.2, 11.3, 11.4
Drifting Continents: Plate Tectonics	Chapter 12	12.1, 12.2, 12.3, 12.4, 12.5,
Building the Crust with Rocks	Chapter 13	13.1, 13.2, 13.3, 13.4, 13.5,
GeoHazards: Volcanoes & Earthquakes	Chapter 14	14.1, 14.2, 14.3, 14.4, 14.5
Weathering and Mass Movement	Chapter 15	15.1, 15.2, 15.3, 15.4,
Flowing Water: Fluvial Processes	Chapter 16	16.1, 16.2, 16.3, 16.4, 16.5
The Work of ice: The Cryosphere & Glacial Landforms	Chapter 17	17.1, 17.2, 17.3, 17.5
Patterns of Life: Biogeography	Chapter 7	7.1, 7.2, 7.3, 7.4, 7.5, 7.6

\* Gervais, B. (2015). Living Physical Geography, W. H. Freeman & Company



## 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. For more information, please visit the Academic Learning Centre website at: [umanitoba.ca/student/academiclearning/](http://umanitoba.ca/student/academiclearning/)

You can also talk to a member of the Academic Learning staff by calling 480-1481 or by dropping in at 201 Tier Building.

### 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: <http://umanitoba.ca/student/staffdir/elc.html>

### 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. For more information, please visit the Student Accessibility website at: <http://umanitoba.ca/student/saa/accessibility/>

## **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. Student Counselling Centre:

<http://umanitoba.ca/student/counselling/index.html>

474 University Centre or S207 Medical Services (204) 474-8592

## **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

<http://umanitoba.ca/student/case-manager/index.html>

520 University Centre (204) 474-7423

## **University Health Service**

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

<http://umanitoba.ca/student/health/>

104 University Centre, Fort Garry Campus (204) 474-8411 (Business hours or after hours/urgent calls)

## **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.

Health and Wellness Educator <http://umanitoba.ca/student/health-wellness/welcome.html>

Katie.Kutryk@umanitoba.ca

469 University Centre (204) 295-9032

## **Live Well @ UofM**

For comprehensive information about the full range of health and wellness resources available on campus, visit the Live Well @ UofM site: <http://umanitoba.ca/student/livewell/index.html>

## **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

- <http://umanitoba.ca/student/records/academiccalendar.html> is one important source of information.
- View the sections 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:  
[http://umanitoba.ca/admin/governance/governing\\_documents/community/230.html](http://umanitoba.ca/admin/governance/governing_documents/community/230.html)
  - More information and resources can be found by reviewing the Sexual Assault site  
<http://umanitoba.ca/student/sexual-assault/>
  - For information about rights and responsibilities regarding Intellectual Property view the policy  
[http://umanitoba.ca/admin/governance/media/Intellectual\\_Property\\_Policy\\_-\\_2013\\_10\\_01.pdf](http://umanitoba.ca/admin/governance/media/Intellectual_Property_Policy_-_2013_10_01.pdf)

## 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.  
<http://umanitoba.ca/student/advocacy/>  
520 University Centre 204 474 7423  
student\_advocacy@umanitoba.ca