

Course Syllabus – Fall 2019
Introduction to Physical Geography - GEOG 1290 A02
Department of Environment and Geography
Clayton H. Riddell Faculty of Environment, Earth, and Resources

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

Office Hours: Monday: 1:45 – 3:00 PM
Tuesday: 1:00 – 2:30 PM

Appointment
recommended;
please email

Room: 100 St. Paul's College

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

Course Dates: Sept. 4 - Dec. 6, 2019

Final Exam: TBA (Final exam period: Dec. 9 - 20, 2019)

Final Voluntary **Nov. 18, 2019** (50% of the course grade available by this date)

Withdrawal Date: **For more information:** http://umanitoba.ca/student/records/leave_return/695.html

Required Course Materials:

1. Textbook

- a. **Gervais, B. (2019).** Living Physical Geography (2st ed.). W. H. Freeman & Company, 704 pp.
- b. **Sapling Learning**
ISBN: 9781319275327
Cost: \$131.50 (other purchasing options detailed below in **Online Quiz Format**)

2. iClicker Reef: Free Online App (<https://www.iclicker.com/>)

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

1. To understand the methods used to examine the Earth, their development and that of the geographic discipline.
2. To introduce the various geographic disciplines.
3. 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.
4. 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%), four (4) online quizzes using the Sapling Online resource worth 10% (4 * 2.5%), and one (1) final exam worth 40%.

Midterm Test I (Part A): Oct. 2; 50 minutes (25% of course value)

Midterm Test II (Part B - cumulative): Nov 1; 50 minutes (25% of course value)

On-Line Quizzes (Sapling): Sept. 20, Oct 18, Nov. 22, Dec. 6 (10% of course value)

Final Exam (Part C - cumulative): TBA (schedule by the registrar's office);
(2 hours, 40% of course value)

iClicker Reef: potential 1% bonus (see note below on access and bonus mark calculation).

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 additional assignments in addition to the regular term tests, bonus assignments, and final exam to improve their grade. The grading scheme will only be adjusted for documented, extenuating circumstances.

Midterm Test, Online Quizzes, Final Exam Format

- In all tests, exams, and quizzes **NO unauthorized materials are permitted**. *Unauthorized materials **many include, but are not limited to:*** dictionaries, notes, books, textbooks, cellphones, smart watches, or any device capable of information storage and/or wireless communication.
- 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.

Midterm Test Information

- Multiple choice questions, will be based on lectures, corresponding textbook readings, assigned readings, videos, and class discussions and activities and will be written during the regular class time.
- Approximately 10% of the midterm questions may 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 in brackets at the end of the question “(Textbook Question)”
- Students who miss a midterm test due to a documented medical or personal emergency will be not be offered a “makeup” test. **See Policy Regarding Missed Midterm Tests.**

Midterm Test Review:

- Test questions will **NOT** be returned or posted on *UM Learn*.
- Tests will be reviewed during lecture as soon as possible (usually within two (2) days). While reviewing tests, students are permitted to make **handwritten notes only**.
- Students are permitted to review their midterm test provided they make an appointment via email within five (5) days of the in-class review.
- **Students who fail to show up for an appointment without informing the instructor in advance, will not be rescheduled.**

Policy Regarding Missed Midterm Tests

- **No** “makeup” or “re-write” tests will be offered. Students who miss a midterm test due to a medical, personal or issue will have their final exam reweighted to account for the missing test only if appropriate documentation has been provided by **email** (to your instructor) within **48 hours** of the missed midterm test. Failure to provide this documentation within **48 hours** will result in a grade of zero (0) being assigned for the missed midterm test.
- For example, if a student misses 1 midterm and provides documentation within 48 hours, the final exam will be reweighted to 65% instead of the original 40% ($40\% + 25\% = 65\%$).
- Medical/professional documentation **MUST** be legible and state that you were **UNABLE** to write the midterm test due to a medical circumstance on the day of the midterm test or exam. A note that you “saw a doctor” is **NOT** considered medical documentation.
- Please note that reasonable reasons for missing a test or exam do **NOT** include: vacations, 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 midterm test or exam, please ask the instructor prior to the test or due date 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 test/online quiz/exam. Once a test/quiz/exam is started, regardless of the outcome, students will not be offered a makeup test.

Online Quiz Information

- Multiple choice questions, will be based on lectures, corresponding textbook readings.
- Four (4) online quizzes worth 2.5% each ($4 \times 2.5\%$ for a total of 10%) are to be completed online through the Sapling Learning Website.
- Online quiz dates are Sept. 20, Oct 18, Nov. 22, Dec. 6
- Students have from 5:00 AM until 11:59 PM on the due date to complete the online quizzes. Please see information regarding Sapling 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 (or may not) be granted.
- If you encounter technical difficulties and are unable to complete the online quiz by the due date, the quiz will be reset for a second attempt only if you:

1. Obtain an incident number by contacting the technical support for the Sapling Learning website as soon as possible;
2. Rectify (fix) the problem; and
3. Contact the instructor via email within 24 hours of the quiz due date with the incident number.

Sapling Learning Access

- Sapling Learning is an online course space which provides access to online study aids, quizzes, and LearningCurve Chapter Exercises that correspond with the Gervais (2019) textbook. To register for Sapling Learning and access online quizzes, you must first create a Sapling Learning account and obtain and utilize an access code by purchasing one of the following:
 1. the looseleaf Gervais (2019) textbook with a Sapling Learning access code from the [University of Manitoba Bookstore](#)
ISBN: 9781319275327 (\$131.50 CND);
 2. an e-textbook with a Sapling Learning access code from the [University of Manitoba Bookstore](#)
ISBN: 9781319059880 (\$76.50 CND);
 3. online access through the [Sapling Learning website](#) (\$84.99 USD)
 4. utilize the free 14-day trial period [Sapling Learning website](#) and later [convert to full access](#) by purchasing an access code by one of the above methods.

To create or login into an existing Sapling Learning account:
<https://www.macmillanlearning.com/college/us/digital/sapling/>

If you have problems registering, purchasing, or logging in to Sapling Learning, please contact [Customer Support](#) online or by phone at 1.800.936.6899

Policy Regarding Missed Online Quizzes

- Missed online quizzes must be justified by a medical or personal issue and appropriate supporting professional documentation must be provided within **48 hours** by email. Your medical documentation **MUST** be legible and state that you were **UNABLE** to write the online quiz due to a medical or personal circumstance on the day of the quiz.
- Failure to provide this documentation within **48 hours** will result in a grade of zero (0) being assigned for the missed quiz.
- It is the student's responsibility to confirm via email the date and time of the rescheduled quiz.

Final Exam Information

- Multiple choice questions, will be based on lectures, corresponding textbook readings, assigned readings, videos, and class discussions and activities and will be written during the exam period (as scheduled by the registrar's office)
- Approximately 10% of the midterm questions may come from the course textbook, which may not have been covered in lecture. On the final exam, these questions will be identified as textbook questions in brackets at the end of the question "(Textbook Question)"
- The final exam is **cumulative** (approximately 50% of questions come from course material covered in Midterm I and II, and 50% of questions come from material covered after Midterm II).

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.
- Students may request a deferred examination(s) on the grounds that they are unable to write said examination(s) due to:
 - participation in an inter-university, provincial, inter-provincial, national or international scholastic or athletic event;
 - religious obligations; or
 - a medical condition.
- Students requesting a deferred examination due to a known condition as listed above 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 they are registered.
- Students who are unable to write an examination due to an unexpected illness must file an application for a deferred examination with their home faculty, setting out the reasons 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. The application must be accompanied by a medical certificate or otherwise appropriate documentation certifying the reason for the deferral, the inability of the student to write the examination at the regular scheduled time and, where possible, an indication of the period of incapacity. Based on the evidence, the Dean or Director shall decide whether the application is approved. Based on the student's ongoing incapacity or other exceptional circumstances a deferral may be granted to a student who files an application after the **forty-eight (48)** hour period has lapsed.
- 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.
- 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 make-up test at your convenience may not be an option. For more information:
<http://umanitoba.ca/student/records/finals/682.html>
- 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.

iClicker Participation Bonus

- This class will use iClicker Reef to conduct polls and quizzes in class. These are optional for students to answer.
- To participate, you are required to bring your own device with the iClicker reef app (smartphone or tablet), or utilize the iClicker website on your laptop and add the GEOG 1290 A02 class (Course ID: GEOG 1290 A02 Fall 2019 (Wilson)) in order to complete the iClicker questions.
- Students who answer 80-100% of the questions during the term will earn 1% bonus, which will be added to their final grade.
- Students who answer 60-80% of the questions will earn 0.5% bonus, which will be added to their final grade.
- Students who answer 0-59.9% of the questions will get the practice of answering the iClicker questions, but no bonus marks will be added onto the final grade.

- There are NO ways to make up iClicker questions. If you miss a class, or answer too slowly and miss the question, or are sick or away, there is no “make-up”. The iClicker bonus is for students attending class and participating on a daily basis.
- The iClicker questions are based on answering and participating. Students are not penalized for getting the questions incorrect or rewarded for correct answers.

iClicker Reef Access

- Regardless of which device you use in class, your computer, smartphone, or tablet, you must create an iClicker Reef account – or use your existing Reef account if you already have one. You can do this by downloading the mobile app via the App Store or Google Play, or by visiting iclicker.com. It is your responsibility to properly register your iClicker Reef device and/or iClicker remote in a timely fashion. It is also your responsibility to regularly check your iClicker grades for any discrepancies and bring them to my attention quickly.
- You must connect your Reef account within our learning management system. To do this, you must navigate to the iClicker Reef registration link in UM Learn, click the link, then sign into your Reef account or create a Reef account from the window that opens. This will automatically add our class to your Reef account. Because University of Manitoba provides a subscription for all mobile Reef users, you do not need to purchase a Reef subscription, but it is your responsibility to make sure your account is in working order, and to regularly check your grades for any discrepancies and bring them to my attention immediately. If you already have a Reef account, simply sign into your account after clicking the link in UM Learn. Do not create a duplicate account.

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 November 18, 2019.

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
 - 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 lecture, unless they have obtained prior permission from the instructor.

Expectations: I Expect You To

- attend class, be on time, and take notes (though there is no numerical penalty for missing class; material and explanations are not necessarily on UM Learn or in the course textbook). The instructor does not provide copies of notes for any reason.
- utilize the Sapling Learning website and complete online LearningCurve exercises.
- understand and follow university [policies on plagiarism, cheating and exam personation](#).
- complete course work independently and with [academic Integrity](#).
- read, understand, and regularly consult the course syllabus.
- study course material following the course schedule set out in the course syllabus. It is recommended that students study 2-3 hours per every hour of lecture.
- 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.
- remain available to complete online quizzes, midterm tests, LearningCurve exercises and write the final exam during the final exam period (students must be available during the entire exam period and should not make any travel or work plans until the final exam schedule is released).
- backup your course notes. University of Manitoba students have access to 1 TB of OneDrive Storage through [Office 365](#) (see [Computers and Technology](#))
- 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](#)
- consult your University of Manitoba email account and UM Learn Announcements regularly. This is how the instructor and university will communicate with you.
- utilize your University of Manitoba email account to communicate with your instructor ([Student Email Policy Information](#))
- ensure online 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.
- 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](#) information on [Sharing course notes and Tutoring](#)

Expectations: You Can Expect Me To

- strive to create a welcoming, inclusive, and positive 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 as best I can.
- provide timely feedback on assessments (within 1-2 weeks of assessment submission).
- follow policies regarding academic staff's responsibilities regarding students ([ROASS](#)).
- utilize my University of Manitoba email account to communicate with you and return emails in a timely fashion (48-hours excluding weekends and holidays) following the University of Manitoba [Electronic Communications with Students Policy](#)

- identify and recommend on campus resources you might find helpful on an as-needed basis (such as the [academic learning centre](#), [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.

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/
- All communications must be professional and courteous.
- **E-mails** must include:
 - The subject heading (**GEOG 1290 A02**, a salutation (i.e. Dear, Hello, Good Morning . . .), your full name and student number
 - Come from a University of Manitoba Account (. . . . @myumanitoba.ca).
 - Emails that do not conform to the above will not be returned.
 - Emails requesting information that is found in the course syllabus, or information discussed in class, 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/2b63HQO>
- **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 instructor's 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 cell phones in class, 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/2iRbHKU>
- **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 2018-2019, General Academic Regulations <http://bit.ly/2Dz50DX>
- 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 midterm tests or 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
- 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 4:** Lectures Begin
- October 14:** Thanksgiving (University Closed)
- Nov. 11:** Remembrance Day (University Closed)
- Nov. 12-15:** Fall Term Break (No Classes)
- Nov. 18:** Last Day for Voluntary Withdrawal
- December 6:** Last Day of Lectures
- December 9-20:** Final Exam Period

Tentative Lecture Outline

(Subject to Change)

Topic	Corresponding Gervais (2019) Textbook Chapter	Corresponding Textbook* Readings (by section)
The Geographers Tool Kit Introduction to Earth	Chapter 1	1.1, 1.2, 1.3, 1.4 1.5, <u>1.6</u>
Portrait of the Atmosphere	Chapter 2	The Human Sphere, 2.1, 2.2, 2.3, 2.4, <u>2.5</u> *
Solar Energy and the Seasons	Chapter 3	The Human Sphere, 3.1, 3.2, 3.3, 3.4, 3.5, <u>3.6</u> *
Water in the Atmosphere	Chapter 4	The Human Sphere, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, <u>4.7</u> *
Atmospheric Circulation and Wind Systems	Chapter 5	The Human Sphere, 5.1, 5.2, 5.3, <u>5.4</u> *, <u>5.5</u> *
The Living Hydrosphere	Chapter 10	The Human Sphere, 10.1, <u>10.5</u> *
The Restless Sky: Severe Weather and Storm Systems	Chapter 6	The Human Sphere, 6.1, 6.2, 6.3, 6.4, 6.5, <u>6.6</u> *
Earth History, Earth Interior	Chapter 12	The Human Sphere, 12.1, 12.2, 12.3, <u>12.4</u> *
Drifting Continents: Plate Tectonics	Chapter 13	The Human Sphere, 13.1, 13.2, 13.3, 13.4, <u>13.5</u> *
Building the Crust with Rocks	Chapter 14	The Human Sphere, 14.1, 14.2, 14.3, 14.4, <u>14.5</u> *
GeoHazards: Volcanoes & Earthquakes	Chapter 15	The Human Sphere, 15.1, 15.2, 15.3, 15.4, <u>15.5</u> *
Weathering and Mass Movement	Chapter 16	The Human Sphere, 16.1, 16.2, 16.3, <u>16.4</u> *
Soil and Water Resources	Chapter 11	The Human Sphere, 11.1, 11.2, 11.3, 11.4, <u>11.5</u> *
Flowing Water: Fluvial Systems	Chapter 17	The Human Sphere, 17.1, 17.2, 17.3, 17.4, <u>17.5</u> *
*The Work of Ice: The Cryosphere & Glacial Landforms	Chapter 18	The Human Sphere, 18.1, 18.2, 18.3, 18.4, <u>18.5</u> *
*Assigned textbook reading. Material not covered in lecture, but testable on midterm tests and final exam		
* Time permitting		

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: <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.

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

On-Campus and Community Crisis Services

A list of on-campus and community crisis services with phone numbers.

<http://umanitoba.ca/student/counselling/crisis-community-resources.html>

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
 - More information and resources can be found by reviewing the Sexual Assault site
<http://umanitoba.ca/student/sexual-assault/>

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