

**Course Syllabus – Winter 2020**  
**Biogeography - GEOG 4060/ENVR 4060 & 7500**  
**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: 1:00 – 3:00 PM  
Tuesday: 1:00 – 3:00 PM

Appointment  
recommended;  
please email

**Room:** 217 Wallace Building

**Lecture Slot:** Friday: 2:30 – 5:15 PM

**Course Dates:** Jan. 6 - April 7, 2020

**Final Exam:** TBA (Final exam period: April 13 - 25, 2020)

**Final Voluntary** **March 18, 2020** (50% of the course grade available by this date)

**Withdrawal 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:**

**Lomolino, M.V, Riddle, B.R., & Whittaker, R.J. (2016).** *Biogeography: Biological diversity across space and time (5<sup>th</sup> ed.)*. Sunderland, MA: Sinauer, Associates, Inc. **ISBN: 9781605354729 Cost: \$189.95**

**Catalogue Course Description**

This course will provide students with a general understanding of the historical, ecological, analytical, and conservation aspects of biogeography. The course will also have a dual focus on the principles and concepts of reasons for the distribution of plants and animals worldwide, as well as incorporating discussion on as many local (Manitoba, Canada, North America) examples as possible. Not to be held with ENVR 4060. Prerequisite: Permission of department head.

**Course Goals:**

Biogeography is a senior-level course in the Department of Environment and Geography. The intent is to provide students with a general understanding of the current and historical components of this discipline, especially considering it's ecological, analytical, and conservation aspects. The course has a dual focus on identifying principles and concepts of the distribution of plants and animals worldwide as well as incorporating discussion on as many local (Manitoba, Canada, North America) examples as possible.

Upon completion of this course, students will be able to:

1. Understand and participate in discussions regarding various aspects of biogeography on a broad as well as a local scale;
2. Identify, examine, and assess the scientific literature relating to biogeography; and
3. Describe in detail, the historical, biological, ecological and anthropogenic biogeographical components for a North American species.

### Method of Evaluation

Assessment	Due Dates	GEOG/ENVR 4060	GEOG 7500
Test I	Feb. 14	15%	10%
Final Exam (scheduled by registrar's office)	TBD <sup>‡</sup>	25%	25%
Assignment 1: Presentation (8-10 minutes)	various	10%	NA*
Assignment 2: Term paper proposal	March 6	15%	NA*
Assignment 3: Term Paper	April 3	25%	25%
Class Participation & Preparation	Jan. 17 – April 3	10%	10%
Textbook Chapter Presentation	TBD <sup>‡</sup>	NA*	20%
Class Discussion Facilitation	TBD <sup>‡</sup>	NA*	10%
<b>Total</b>		100%	100%

\*NA: not applicable

‡TBD: to be determined

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

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 assessments to improve their grade. Asking your instructor to adjust your final grade (unless there is a valid reason such as a calculation error) means you are asking the instructor to compromise her academic integrity by committing academic fraud. These requests will be documented and forwarded to the department head.

### Test Information

- In all tests **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.

## **Test Information**

- Multiple choice/true false/matching/short answer and essay 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.
- Up to 20% of the test questions may come from the course textbook, which may not have been covered in lecture. On tests, these questions will be identified as textbook questions in brackets at the end of the question “(Textbook Question)”
- Students who miss a test due to a documented medical or personal emergency will be offered a “makeup” test. **See Policy Regarding Missed Tests.**

### **Test Review:**

- Test questions will **NOT** be returned or posted on *UM Learn*.
- Tests will be reviewed during lecture as soon as possible (normally within 7 days). While reviewing tests, students are permitted to make **handwritten notes only**.
- Students are permitted to review their test provided they have attended the in-class review and signed the attendance sheet. An appointment must be made via email within five (5) days of the in-class review.
- *Students who fail to show up for an appointment without informing the instructor 24-hours in advance 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.*

### **Policy Regarding Missed Tests**

- Students who miss a test may qualify for a makeup test due to a medical or personal emergency.
- In order to qualify for a makeup test, the student must provide the following information via email with 48-hours:
  1. Notice that they missed the test or quiz;
  2. Supporting professional documentation that is legible and states that the student was **UNABLE** to write the test due to a medical circumstance or personal emergency on the day of the test.
- Failure to inform the instructor and provide documentation within **48 hours** by email of the missed test will result in a grade of zero (0). Exceptions will only be made for extenuating circumstances. If you are unable to inform the instructor via email within 48-hours due to illness, your professional documentation must indicate such and must cover the entire 48-hour period and any additional days you were incapacitated and unable to inform the instructor.
- Students who qualify for makeup test, must write the test within six (6) days after the original test. If the student is unable to complete a makeup test/ quiz within the six (6) day timeframe due to extended illness or compassionate distress (documented), the student’s test grade will be reweighted to the final exam. It is the student’s responsibility to confirm via email the date, time, and location (if applicable) of the test via their University of Manitoba email account.
- Please note that reasonable reasons for missing a test (including makeup tests and quizzes) do **NOT** include: vacations (even with relatives), long weekends away, other course work, other tests or quizzes on the same day, failure to consult your email is
- If in doubt about what is an appropriate reason for missing a test, please ask the instructor prior to the test or due date via email. If you have not received a response from the instructor, students are highly encouraged to talk to the instructor prior to the test. Once a test is started, regardless of the outcome, students will not be offered a makeup test or reweighting of the test to the final exam

- *\*The “Makeup” test format is at the discretion of the instructor, and may take any format, including any one or a combination of the following: essay, short answer questions, true and false, multiple choice etc.)\**
- Writing a make-up test at your convenience will not be an option.

### Assignments

- More information on assignment and rubrics available on UM Learn.
- Assignment are due by 2:30 PM (at the beginning of the class) on the due date as both a hard copy and digital copy (submitted through Assignment Submission on UM Learn). **The assignment will be considered late for failing to submit both a hard copy and a digital copy by the due date.**
- Ten percent (10%) a day will be deducted for late assignments, including weekends commencing as soon as the submission deadline has lapsed. Assignments more than 5-days late will not be accepted and a grade of zero (0) will be assigned.
- Extensions without penalty will only be granted if the student has informed the instructor via email in advance of the assignment due date and provided medical/professional documentation. The medical/professional documentation must be presented via email within **48 hours** of the elapsed assignment due date via email. If no documentation is provided within **48 hours**, a grade of zero (0) will be assigned.
- If you are having difficulty with completing an assignment on time, please talk to the instructor ahead of time, as alternate arrangements may be possible.
- **Academic Integrity:** The penalties for plagiarism and cheating are severe and range from receiving a grade of zero on an assignment, to failing the course, to academic suspension. **For more information on Cheating, Plagiarism, and Fraud:** <http://bit.ly/2b63fBP> & <http://bit.ly/2b63ywR>
- All assignment must be submitted/completed to pass the course.

### Final Exam Information

- Multiple choice/true false/matching/short answer and essay 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)
- Up to 20% of the 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 Test I and II, and 50% of questions come from material covered after Test 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.
  - See <http://umanitoba.ca/registrar/final-exams/conflicts-deferral>
- 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.

### **Class Preparation and Participation**

- Each class (beginning Jan. 27, 2020), students will be assigned a grade out of five (5) or ten (10) (depending on the participation activity) for preparation and participation using the following criteria: absences, late arrivals, early departures, conduct during class, professionalism, attentiveness, respectful behaviour, contribution to class and group discussions, completion of assigned tasks and reading material, and effective use of class-time (group activities). In some lectures, students will be assigned specific activities to complete before class, and a short 4-5 minute presentation. These classes will be graded out of 10 participation marks to reflect the increased amount of preparation time required.

**Table 1.** Preparation and Participation Rubric

5-point scale	10-point scale	Criteria
0	0 - 1	Absent or missed more than 50% of the class.
1	2 - 3	>10-minutes late, or leaving >10-minute early. Inattention. No or inappropriate contribution to class discussion and activities. Not prepared for class.
2	3 - 4	<10-minutes late, or leaving <10-minute early. Somewhat attentive. Limited contribution to class discussion and activities. Minimally prepared.
3	5 - 6	On time and alert in class, paying attention. Average participation in class discussion and activities. Somewhat prepared.
4	7 - 8	On time and alert in class, paying attention. Above average and meaningful participation in class. Shows evidence of above average preparation.
5	9 - 10	On time and alert in class, paying attention. Excellent and meaningful participation in class discussion and activities. Allows other students to participate. Demonstrates exceptional preparation.

### **Voluntary Withdrawal (VW) Deadline**

- This is 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 March 18, 2020.

## GEOG 4060, ENVR 4060, ENVR 7500 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
  - *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).*
- 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 and have this documented as an accommodation through accessibility services.
- For assistance with *UM Learn*:
  - Information and Services Technology Service Desk: <http://umanitoba.ca/ist/help/>
  - 123 Fletcher Argue (Mon - Fri: 8:00 AM. - 8:00 PM)
  - Phone: 204.474.8600
  - Email: [Servicedesk@umanitoba.ca](mailto:Servicedesk@umanitoba.ca)

### Expectations: I Expect You To

- attend class, be on time, and take notes, and participate actively and respectfully
  - 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.
- understand and follow university policies on plagiarism, cheating and exam personation.
  - <https://bit.ly/2F5ucEK>
- complete course work independently and with academic integrity: <https://bit.ly/2u6l3IT>
- 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 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 attend class, complete tests, quizzes exercises, and 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: <http://www.umanitoba.ca/computing/ist/email/2397.html>
  - see Computers and Technology: <https://bit.ly/2Qay6CR>
- 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.
  - A fundamental expectation is that you treat your classmates with respect. Disruptive behavior, including unauthorized use of phones and computers is prohibited. You are welcome to use your laptop or a tablet for note taking, but all non-lecture- related use (social media, texting, web surfing, completing homework, etc.) is prohibited.

- 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: [http://umanitoba.ca/student/records/email\\_policy/index.html](http://umanitoba.ca/student/records/email_policy/index.html))
- ensure online test and quiz grades have been recorded correctly in *UM Learn*. Students have five (5) days after the in-class test or quiz review/return to discuss any grading concerns. After this five-day period, **NO** changes will be made.
- 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.
- 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 information on:
  - University Copyright Office: <http://umanitoba.ca/copyright/>
  - Sharing notes and Tutoring: <https://bit.ly/2thPeNM>

### **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: <https://bit.ly/39ubQv9>
- 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 (normally within 1-2 weeks of assessment submission).
- follow policies regarding academic staff's responsibilities regarding students (ROASS)
  - ROASS: <https://bit.ly/2F5CrAR>
- adhere to and follow university policies on plagiarism, cheating and exam personation.
- act with academic Integrity
- 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.



### **Email Communication:**

- **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/student/records/email\\_policy/index.html](http://umanitoba.ca/student/records/email_policy/index.html)
- All communications must be professional and courteous.
- **E-mails** must include:
  - The subject heading (**GEOG 4060 A01 or ENVR 4060 or GEOG 7500**), 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 2019-2020, 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 explicitly stated.***
- No notes, books, or electronic devices capable of storing or transmitting information are permitted in tests, quizzes, or 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-supports/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:**

**Jan 6:** First Day of Classes for Winter Term

**Jan. 17:** Last date to drop Winter term courses with refunds

**Feb. 17:** Louis Riel Day (No Classes)

**Feb. 18-21:** Winter Term Break (No Classes)

**Mar. 18:** Voluntary Withdrawal (VW) Deadline

**Apr. 7:** Last Day of Classes For Winter Term

**Apr. 10:** Good Friday (University closed)

**April 13-25:** Winter Term Exam Period

**Tentative Lecture Outline**  
(Subject to Change<sup>±</sup>)

Date	Topics	Corresponding Textbook Chapter
Jan 10	<ul style="list-style-type: none"> <li>• Course Syllabus Review</li> <li>• Assignment Review</li> <li>• Library Presentation (Grace Romund: <a href="mailto:Grace.Romund@umanitoba.ca">Grace.Romund@umanitoba.ca</a>)</li> <li>• The Science of Biogeography</li> </ul>	Ch 1
Jan 17	<ul style="list-style-type: none"> <li>• Mini presentations (4-5 minutes) on a historically significant person who contributed to Biogeography</li> <li>• Film Darwin's Struggle: The Evolution of the Origin of Species</li> <li>• The History and Reticulating Phylogeny of Biogeography</li> </ul>	Ch 2
Jan 24	<ul style="list-style-type: none"> <li>• The Geographic Template: Visualization and Analysis of Biogeographic Patterns</li> </ul>	Ch 3
Jan 31	<ul style="list-style-type: none"> <li>• Distribution of Species: Ecological Foundations</li> </ul>	Ch 4
Feb 7	<ul style="list-style-type: none"> <li>• Distribution and Dynamics of Communities, Biomes and Ecosystems</li> </ul>	Ch 5
Feb 14	<ul style="list-style-type: none"> <li>• <b>Test (1 hour) Chapters 1-5</b></li> <li>• Dispersal and Immigration</li> <li>• Due date to have term paper topic approved</li> </ul>	Ch 6
Feb 21	<b>WINTER TERM BREAK - NO CLASSES</b>	
Feb 28	<ul style="list-style-type: none"> <li>• Speciation and Extinction</li> </ul>	Ch 7
Mar 6	<ul style="list-style-type: none"> <li>• The Changing Earth</li> <li>• Glaciation and Biogeographic Dynamics of the Pleistocene</li> <li>• Term Paper Proposal Due</li> </ul>	Ch 8 Ch 9
Mar 13	<ul style="list-style-type: none"> <li>• The Geography of Diversification and Regionalism</li> </ul>	Ch 10
Mar 20	<ul style="list-style-type: none"> <li>• Reconstructing the Evolutionary History of Lineages</li> </ul>	Ch 11
Mar 27	<ul style="list-style-type: none"> <li>• Reconstructing the Geographic History of Lineages and Biota</li> </ul>	Ch 12
Apr 3	<ul style="list-style-type: none"> <li>• Island Biogeography</li> <li>• Term Paper Due</li> </ul>	Ch 13
TBA	<ul style="list-style-type: none"> <li>• Final Exam to be scheduled by Registrar's office during final exam period April 13 - 25, 2020</li> </ul>	

<sup>±</sup>I reserve the right to alter the schedule of chapters/topics, corresponding and assigned textbook readings. Changes will be announced during lecture and/or posted on UM Learn Announcements. All changes, including announcements made while the student was absent or late, are the students responsibility.

## **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](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-supports/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.

Britt Harvey: Health and Wellness Educator

Email: [britt.harvey@umanitoba.ca](mailto:britt.harvey@umanitoba.ca)

Phone: (204) 204. 295.9032

469 University Centre

Website: <http://umanitoba.ca/student/health-wellness/welcome.html>

## **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/>

### **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