Syllabus

Principles of Food Preparation and Preservation HNSc 2160 A01

Labs: HNSC 2160 B01-4

(Fall 2023)

The Department of Food and Human Nutritional Sciences

University of Manitoba

Syllabus Contents

Course Details

Course Title Principles of Food Preparation and Preservation

Course Number HNSC 2160, A01

Term Fall 2023

Credit Hours 3.0

Pre-requisites:

(Undergraduate level 030 120 Minimum Grade of C) or Undergraduate level HNSC 1200 Minimum Grade of C or Undergraduate level HNSC 1210 Minimum Grade of C or (Undergraduate level 030 121 Minimum Grade of C) and Undergraduate level CHEM 1100 Minimum Grade of C or (Undergraduate level CHEM 1101 Minimum Grade of C) or (Undergraduate level CHEM 1300 Minimum Grade of C or Undergraduate level CHEM 1301 Minimum Grade of C)

Class Times & days:

Lectures: M/W/F 10:30 – 11:20 AM

Class location

Animal Sc Building, Rm 219

Lab/tutorial times & days

Labs: B01: Fridays, 2:30- 5: 25 PM

B02: Mondays, 6:00 pm - 8:55

B03: Thursdays, 8:30 am - 11:25 am

B04: Thursdays, 2:30 pm - 5:25 pm

Lab/tutorial location

Labs: 410 Human Ecology Building

Instructor Contact Information

Name
Snehil Dua, PhD.
Please address me as Snehil or Dr. Dua or anything polite.
Pronouns: She/her

Email
Snehil.Dua@Umanitoba.ca (the best way to get in touch with me).
In today's time, it is becoming difficult to maintain a balance between work and personal life. To create this balance, I will promise to respond to your emails between 8:30 am and 5 pm on weekdays. I may respond at other times, but I do not promise to do so.

Office location
408 Human ecology Building

Office Phone
204.474.6505 (Not the best was to get in touch with me. Do not leave a message at this number. I will not get the message. Email me instead)

Office/Student/Learner Hours
Drop-in office hours on Mondays between 12:30-1:30 PM.

Traditional Territory/Land Acknowledgment

I share the University of Manitoba's acknowledgement,

> *The University of Manitoba campuses are located on original lands of Anishinaabeg, Cree, Oji-Cree, Dakota and Dene peoples, and on the homeland of the Métis Nation. We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.*

I am an immigrant to Canada, and I am deeply aware that the land I have chosen as my new home belongs to the Indigenous peoples of Canada. As a naturalized citizen in this beautiful country, I believe to my core that it is my responsibility to honor the Treaties that were signed on these territories.

Through the books I have read, the workshops I have attended, and the life stories I have heard, I am well aware of the injustices done to the Indigenous peoples. I also recognize the wealth of knowledge that comes from the Indigenous cultures and wisdom and appreciate their diversity and resilience. The Indigenous ways respected the land and nature but we have created a

disconnect with the land that nourishes us and have caused tremendous devastation to this land. I am committed to rebuilding our connection with the nature.

Through experience, I have learned that the more we interact with our food and the more we are involved in the process of making our meal, the greater is the satisfaction that we derive from it, the better we eat, and the less we waste. You will often hear me say: “Grow your own food, if not grow then at least cook your own meals, if not even that at least look at your food.”

Growing up in India, water was a scarce commodity. Thus, I am very grateful for the abundant supply of clean water in Winnipeg. But I am also disturbed by the knowledge that the water supply sourced from Shoal Lake 40 First Nation, has been linked to forced displacement and anguish for the original people of this land. The injustice done to the indigenous people is not just a part of our history, but unfortunately is our present too.

Within my classroom, I hope you will join me in creating a respectful environment in which everyone feels welcome and heard. Openness of minds is an integral part of any educational endeavor. As Aristotle said, “Educating the mind without educating the heart is no education at all.”

Equity And Inclusion Commitment

Fairness and respectfulness are my most important values that I would never compromise on. I assure you that if you feel that I have treated any student unfairly in any way, I would like to know it so that I can reflect and correct. Being a cis-gender female, I will encourage you to bring to my attention to anything I do or say that is perceived as my insensitivity to your identity. I honor your identity and will do my best to remove any hurdles in my class that prevent you from expressing yourself freely.
I recognize that we all have travelled different journeys which have shaped our personalities. Some of us have had more privileges than the others. Some of us had to endure more hardships than the others. Recognizing this, I have designed this course with care.
You will notice that your ideas will carry more weight than how you express those ideas, in my course. Though I want you to develop professional communication skills, but I recognize that we may express ourselves differently owing to our journey thus far. Some of us have had more experience with expressing ourselves succinctly in the English language while other might have more proficiency in other languages. Thus, I have designed the grading rubrics that encourage you to write professionally with clarity but give more weight to your ideas and hard work.
Recognizing that you may have different responsibilities in your personal lives, whenever possible, I will give you some flexibility in when you complete the assessments for this course.

Course Description

U of M Course Calendar Description

(Lab required) Food preparation, preservation, handling and storage; quality and safety implications; scientific basis for culinary practice; use and application of equipment.

General Course Description

This course should be of interest to anyone is interested in preparing their own food. I believe that cooking is a life skill. This course aims at developing such skills in you while you learn about the functionality various components of the food. Safe practices of food preparation and handling, and incorporation of the principles of nutrition are essential parts of this course. A good understanding of nutrition principles and some basic knowledge of food chemistry would be required to complete this course successfully.

Course Learning Outcomes

Upon successful completion of the course, you will be able to
1. describe and demonstrate safe food handling practices.
2. explain the basic principles related to the processing, preparation, and preservation of foods.
3. appropriately and safely use equipment in the process of food purchase, storage, preparation and preservation.
4. experiment and interpret the effects of various factors affecting food product quality.
5. effectively evaluate prepared and preserved foods.

Course Materials

Required Materials

The notes for the course will be available on UMLearn under the contents for this course. I will ensure that the notes for each class are available before the respective lecture. Although the lectures are based on the notes provided, extra information will be provided during the lecture along with videos shown in class to clarify important and complex topics. The extra information is testable and will appear on quizzes and exams. If you must miss a class, please get the notes from your peers to avoid missing important material.

Readings

Please see the schedule below for any required readings.

Required textbook: Brown, A. C. (2015). Understanding Food: Principles and Preparation (5th ed.). Stamford, USA: Cengage Learning.
Even though my lecture will give you all the information needed for the tests, the textbook will be a helpful resource to enrich your learning experience. I will not use Mindtap or the book website for any assessments.
Required Lab Manual: 2023 Laboratory Manual HNSC 2160, Principles of Food Preparation and Preservation. University of Manitoba, Winnipeg MB. The manual will be available to you in a pdf file format on UMLearn before the start of the labs. The quizzes associated with this manual will be available on UMLearn, as per the schedule. <u>You must bring a printed copy of the manual to the lab</u>.

Supplies

You must wear a lab coat in the lab. Please do not use a lab coat that has been/will be simultaneously used in a chemistry lab. The lab coat must be clean and free of any chemical residues. This is necessary for safe food production. If you forget to bring an appropriate lab coat, you may borrow one from the lab. **If this happens more than twice, you will be denied an entry to the lab.**

Technology

- You must bring a computer and have access to UMLearn to be able to attempt the midterm test and the final exam.
- An access to UMLearn will be required to access course material and to complete course assessments. Respondus Lockdown Browser will be enabled. Please ensure that your device is compatible with Respondus, Chrome books are not compatible.

UM Learn

A demonstration of how to use UMLearn tools is available under contents. Please watch the demo should you need help.

Course Schedule

This schedule is subject to change at the discretion of the instructor and/or based on the learning needs of the students but such changes are subject to Section 2.8 of ROASS (https://umanitoba.ca/governance/governing-documents-academic#responsibilities-of-academic-staff-with-regard-to-students).

Date	**Class Content**	**Online tasks (lecture related)**	**All evaluations including lab activities***
Sept 6	Orientation	None	None
Sept 8	Unit1: Basic food preparation techniques	Read the syllabus. Watch welcome video.	None
Week of Sept 11	Unit1: Basic food preparation techniques Sept 15: Food safety activity	No lab	No lab
Week of Sept 18	Unit 2: Food Safety	• Safe cooking temperature	Make sure you completed the readings before you attempt the quiz.

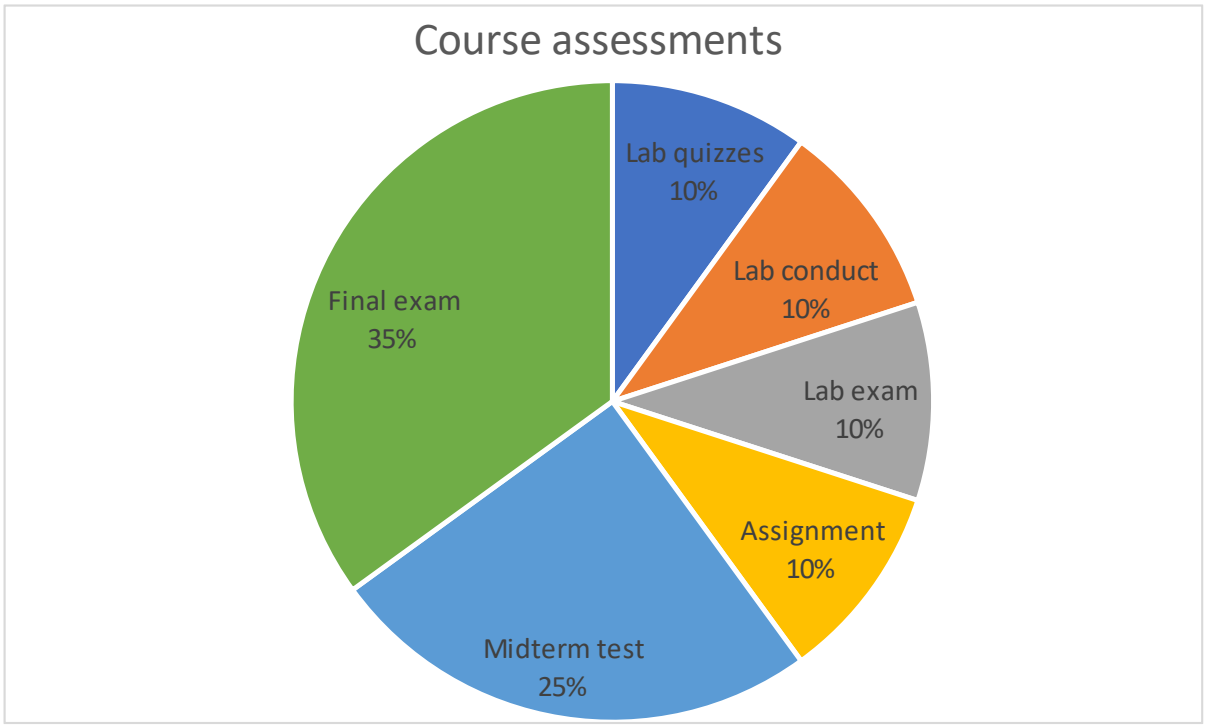
		• Safe defrosting Safe food storage Lab 1 in the Lab Manual	Quiz 1 due on September 18 by 6:00 PM (2%) In-class group activity: Up to 3 bonus marks added to your midterm exam score
Week of Sept 25	Unit 3: Food chemistry (Natural food pigments, water, and carbohydrates)	Lab 2 in the Lab Manual	Quiz 2 due on September 25 by 6:00 PM (1%)
Week of Oct 2 **Oct 2: (National Truth and reconciliation day, no class)**	Unit 3: Food chemistry (Carbohydrates) October 6: Work with your team to draft a plan for your team project. (no lecture)	No lab this week	
Week of Oct 9	**Oct 9: Thanksgiving Holiday** Unit 3: Food chemistry (Proteins and lipids)	**No class** **No lab this week**	
Week of Oct 16	Unit 3: Food chemistry (lipids) Unit 4: Food preservation	Lab 3 Lab manual	Quiz 3 due on Sept 25 by 6:00 PM
Week of Oct 23	Unit 4: Food preservation Unit 5: Vegetables, fruits	Lab 4, lab manual	Quiz 4 due on October 23 by 6:00 PM
Week of Oct 30	Unit 6 Grains and grain products	Lab 5, lab manual	Quiz 5 due on October 30 by 6:00 PM
Week of Nov 6	Unit 6 Grains and grain products Nov 14: Mid term exam	Lab 6, lab manual	Quiz 6 due on Nov 6 by 6:00 PM (1%) **Midterm exam:** **Nov 10 at 10:30 AM**

			In class (attendance mandatory, no exceptions) Paperless, you will need a computer to attempt the test. (**Please contact your instructor by Nov 3 if you cannot bring a computer to the class**) Syllabus: Units 1-5 inclusive Format: May contain MCQs, Fill in the blanks, single-sentence-answer questions, and short answer questions (3-5 sentences) Points: 40 Time allowed: 50 minutes. Weight: 25% **Deferred exam date (upon approval)**: Dec 1 at 12:30 PM, location: 200D Human Ecology building
Week of Nov 13	**No classes**	**Midterm break**	**No lab/assessment**
Week of Nov 20	Unit 7A and B (Milk and cheese)	Lab 7, lab manual	Quiz 7 due on Nov 14 by 6:00 PM (1%)
November 21	Last day for Voluntary Withdrawal	Fee not refunded	If you stay in the course after this date, you will be awarded a grade for the course. If you VW, it will appear on your transcript.
Week of Nov 27	Unit 8 C (Eggs) Unit 9: Meat, Poultry Fish		Quiz 8 due on Nov 27 by 6:00 PM (1%) **11:59 PM (10%)** **Hard deadline: Dec 3 (this date supersedes other references to this deadline.**
Week of Dec 4	Unit 9: Meat, Poultry Fish Unit 10 Legumes Unit 11 Non-caloric sweeteners (If time permits)	Lab 8, lab manual	Quiz 9 due on Dec 4 by 6:00 PM (1%) **Assignment Due on Nov 27 by**
Dec 11	Wrap-up	Lab 9, lab manual	Take home written lab exam (10%) due at 11:55 PM on Dec 11.

			Lab conduct marks released (10%)
Dec 12-22	Final exam period	**Comprehensive**	TBA on Aurora 35% Format: May contain MCQs, Fill in the blanks, single-sentence-answer questions, and short answer questions (3-5 sentences) Points: 100 Time allowed: 120 minutes. Weight: 25% Paperless, need a computer to attempt the test. (**Please contact your instructor by Dec 8 if you cannot bring a computer to the exam**)
		Total	100%

Course Evaluation/Assessments

Summary



Assessment Descriptions

Lab quizzes (10%): Nine quizzes must be completed as per the schedule given above. Each quiz will contain multiple choice questions and True/false questions only. You will be allowed one attempt per quiz. Upon completion of a quiz, you will be able to see the questions you answered incorrectly.

Lab conduct (10%): You must attend all labs (9). Missing one lab = loss of 50% of the lab conduct marks. Missing 2 labs = loss of 100% of the lab marks. Missing three or more labs = F in the course. The TAs will evaluate your lab conduct such as professionalism, food safety, personal safety, work ethics, following instructions, wearing lab coat, hair restraints etc. You will lose a mark every time you fail to follow the protocols.

Lab exam (10%): A take-home lab exam will be due by 11:55 PM on Dec 11, 2023. Available on November 27, Monday at 8:30 am on UMLearn>Assessments>Quizzes>Lab exam. There may be multiple-choice, short answer questions, including scenario based critical thinking questions.

Assignment (10%): It is a group assignment.

Group enrolment: On Umlearn>Communication>Groups>Assignment groups, you will be able to enrol in a group of your choosing. Please read the instructions provided in the group description on UMLearn before you enrol. Any student who has not enrolled in a group by September 25 will be automatically enrolled in a random group. Group enrolment will start on Friday, Sept 8 at 11:30 am.

As a courtesy to your fellow students, please remain respectful while enrolling in the groups. If a person has already enrolled in a group, please check with them if you can join their group. If not, please choose a different group.

Assignment submission: The assignments **must be submitted as a group** on UMLearn>Assessments>Assignments>Assignment submission folder.

After submission, you may revise your assignment if needed and resubmit before the due date. We will evaluate your most recent submission. Please name the assignment file with each member's last name and the initial of the first name, and group number. Please use this example to name the file. Group1SDuaTAndersonYLi for group 1, team members Snehil Dua, Taylor Anderson, and Yang Li.

Email or paper submissions will not be accepted.

Learning outcomes:

Upon successful completion of this assignment, you will be able to

- Demonstrate your ability to work collaboratively.
- Research a food processing/preservation related topic.
- Demonstrate scientific rigor in your research.
- Present important information with clarity in the form of a poster or a pamphlet.
- Write professionally to communicate science to public.

Assignment topics

- Prepare a poster or a pamphlet on any one of the following. The content for the three sets of topics is different. Maximum two groups will be allowed to choose the same topic. First come first serve.

Set A (new technologies in food preservation)

1. Food preservation by irradiation
2. High Pressure food preservation.
3. Lyophilization (can students use the lab freeze dryer)
4. Pulsed electric field treatment.
5. Nanotechnology
6. Chemical preservatives

Set B (Home preservation, using lab products as examples)

1. Canning
2. Pickling
3. Conventional dehydration
4. Preservation of fruit by making a Jam

Set C (Comparing preservation methods)

1. Compare the nutritional quality and shelf-life of a vegetable (such as green peas) that is fresh, frozen, canned or dehydrated.
2. Compare fresh meat packaged in vacuum package, gas-flushed package, and conventional package.
3. Compare freeze dried apple slices, conventionally dehydrated apple slices, and fresh apple slices.
4. Compare jam, low sugar jam, and fresh fruit (choose any fruit)

I am willing to consider a different topic if you propose it to me ahead of time.

Assignment structure

Must include information that is scientifically sound and will be of use to public.

Title: The poster title should be informative, short, attractive, and truthful.

Authors' names: You must provide your names as authors (APA format)

Content: According to the topic chosen

Set A topics: Must include the scientific principles of preservation for the technique/method you are writing about. Must write about the advantages and disadvantages of the technology. Must write about the application of the technology in specific types of food. Must write about the impact of processing by the particular technology on the nutrition value of the food.

Set B: Must include the scientific principles of preservation for the technique/method you are writing about. Must write about the advantages and disadvantages of the method of preservation. You must use at least one picture from the product made in the lab. You must write about the impact of processing by the technology on the nutrition value of the food.

Set C: The comparison must include the pros and cons of each product, the principles of preservation where applicable, the shelf-life of the products (Perishable, semi-perishable and imperishable), and the storage of the products.

References: No in-text citation but a list of references must be provided.

Guidelines

- Use relevant headings of the sections.
- Put the section in a sequence such that there is good flow.
- Use only relevant graphics.
- Don't make the publication too wordy.
- Don't use too many colors and font sizes.
- Font type should be consistent.
- The poster/presentation should look organized and appealing.
- Include name(s) of the creators.
- Citation (bibliography included).
- Please ensure that there are no typos, spelling errors etc.
- Please use only scientifically accurate information. It is expected that you use credible sources of information.
- Please work as a team. In your life and careers, you will be expected to work as a team. You must demonstrate that you can be a good team member. It is an important soft skill.
- Please be aware that your posters/pamphlets may be displayed on the department display board in Human Ecology Building.

The assignment rubric(s) will be available on UMLearn.

Midterm test (25%): The midterm test will be paperless. You must be present in the class to attempt the test. If you attempt the test but were absent in the class, it will be reported as an incident of academic dishonesty. If you are unable to bring a computer to the class, you must inform me (your instructor) by Nov 3 so that I can make alternative arrangements for you. Please see the course schedule above for the exam date, syllabus, and format.
Final exam (35%): The final exam will be paperless. You must be present in the examination room to attempt the test. If you attempt the test but were absent in the examination room, it will be reported as an incident of academic dishonesty. If you are unable to bring a computer to the exam room, you must inform me (your instructor) by Dec 8 so that I can make alternative arrangements for you. The syllabus and format are given in the course schedule above.
Final exam will be scheduled by the Registrar's office. They will release the schedule on Aurora later in the term. Please do not make requests to me asking to schedule your exam at a different date/time. I do not have authority to do so.

Assignment Feedback

The **online quizzes** will be graded automatically. You will be able to view the questions you answered incorrectly, after the quiz has closed for all students.

The **midterm test** will be graded within 10 days of the test. If you wish to review your exam, please drop in during my office hours no later than 15 days after you receive your marks for the test. Online feedback will not be available.
The assignments will be graded by the TAs. You should expect the feedback on UMLearn in about one week after the hard deadline.

Labs/Tutorials

Expectations

You must attend all nine labs. Missing one lab will results in a loss of 50% marks of the lab conduct. Missing two labs will result in 100% marks of the lab conduct marks.
If you are sick on the day of your lab, you will have the opportunity to do a virtual lab for maximum up to two labs.
Missing three or more in-person labs will result in F grade in the course.
grade in the course.
You are required to wear a clean, white laboratory coat or uniform and suitable non-slip shoes in the lab. Hair coverings are mandatory and will be provided by the lab instructor during the first lab section. You must bring the hairnet to every lab session. If you forget to bring it, you may get a new one for $1.00. No cellphones, electronic devices, jewellery, watches, gum, food or drinks will be allowed to be brought into the lab. Hands must be washed thoroughly before beginning any food preparation (no nail polish, gel or acrylic nails are allowed).
Following these guidelines or other guidelines provided by the lab TA, or arriving in time for the lab, and attending and participating in all the labs will help you get the 10% "lab conduct" marks.

Lab Schedule

Date	Lab Content & Teaching Strategies	Required Readings or Pre-Class Preparations			
			Type of Assessment	Due Date	Value of Final Grade
Week of Sept 11		•			
Week of Sept 18	Lab 1 (Food preparation Techniques and safety)	Manual Lab 1 and • Safe cooking temperature • Safe defrosting Safe food storage	Quiz 1	due on September 18 by 6:00 PM	(2%)
Week of October 2	Lab 2 (Dehydration)	Manual Lab 2	Quiz 2	due on October 2 by 6:00 PM	(1%)
Week of Oct 16	Lab 3 (Pickling)	Manual Lab 3	Quiz 3	due on Oct 16 by 6:00 PM	(1%)

Week of Oct 23	Lab 4 (Canning)	Manual Lab 4	Quiz 4	due on October 23 by 6:00 PM	(1%)
Week of Oct 30	Lab 5 (Starch)	Manual Lab 5	Quiz 5	due on October 30 by 6:00 PM	(1%)
Week of Nov 6	Lab 6 (Bread)	Manual Lab 6	Quiz 6	due on Nov 6 by 6:00 PM (1%)	(1%)
Week of Nov 20	Lab 7 (Egg and milk)	Manual Lab 7	Quiz 7	due on Nov 20 by 6:00 PM	(1%)
Week of Nov 28	Lab 8 (Meat, fish, poultry and legumes)	Manual Lab 8	Quiz 8	due on Nov 27 by 6:00 PM	(1%)
Week of Dec 4	Lab 9 (Cakes and cookies)	Manual -lab 9	Quiz 9	due on Dec 4 by 6:00 PM	(1%)

Grading

Indicate your grading scale. You may also want to include statements regarding the following: Please do not request me to give you opportunities for extra credits.
I will follow the following grade scheme. For example, it you score 79.96, your score will be rounded up to 80. If you score 79.6, your score will not be rounded up to 80.

Letter Grade	Percentage out of 100	Final Grade Point
A+	90-100	4.5
A	80-89.9	4.0
B+	76-79.9	3.5
B	70-74.9	3.0
C+	65-69.9	2.5
C	60-64.9	2.0
D	50-59.9	1.0
F	Less than 50	0

Voluntary Withdrawal

The last day to drop the class and receive 100% refund

The last day to withdraw with no refund.

If you do not drop the course by the deadline, you would be assigned a final grade. The withdrawal courses will be recorded on official transcript. Please to refer to the Registrar's Office web page for more

information. I am willing to discuss your progress and strategies for improvement prior during my office hours the withdrawal date.

Expectations

Please refer to the Respectful Work and Learning Environment Policy (https://bit.ly/3aMl7nE) of our university.

- I expect you to take notes in the class. The slides provide only the main points for each lecture. Additional information will be provided during the lecture. Please add such information to your slides.
- In the class, please pay attention to the lecture and ask me to repeat/clarify anything that is not clear. Please avoid asking your classmates to clarify during a lecture.
- If you have questions during the class, please ensure that those questions are directly related to what is being discussed at that time.
- Please ask questions related to assignments/tests/labs etc. either at the start of the class or at the end. Refrain from asking about these during a lecture.
- I expect that you join the class in time and not leave until the class is over. If you must arrive late or leave early, please do so without disturbing others.
- Where group work is assigned, I expect that you work as a team, with each member contributing equitably. Being able to work collaboratively is an important skill. In this course you will get opportunities to develop this skill.
- Please be respectful to one another. It is acceptable to disagree with one another, but it is unacceptable to be disrespectful.
- In the lab, all members of a group must participate fully. Some of you might have more experience in cooking while others might be hesitant. The lab time is an opportunity for all students to learn. Do your best to follow the instructions but don't fear making mistakes.
- Please be safe. When in doubt, ask your TA.

Course Policies

Academic Integrity

This course policy is designed to promote your learning and intellectual development and to help you reach course learning outcomes.

- The knowing use of generative artificial intelligence (genAI) tools, including ChatGPT and other AI writing and coding assistants, for the completion of, or to support the completion of, an examination, term test, assignment, or any other form of academic assessment, may be considered as academic misconduct in this course.
- Representing as one's own idea, or expression of an idea, that was AI-generated may be considered academic misconduct in this course.
- The University of Manitoba's policy for academic integrity is located within the Student Discipline Bylaw and Student Academic Misconduct Procedure. Please refer to the policy and procedures as listed in the UM Policies section below.

- You are expected to compete your coursework and programs of study with integrity by making a commitment to the six fundamental values of honesty, trust, fairness, respect, responsibility, and courage.
- If a test/assignment is individually assigned, you must not work collaboratively.
- Academic integrity looks like referencing the work of others that you have used and completing your assignments independently unless otherwise specified. **Copying and pasting from other sources will be considered plagiarism.** Please paraphrase and provide references. Be very judicious in the use of quotations. Quotations are used only when something has been written very artistically or technically such that paraphrasing it may lead to the loss of its meaning. Another reason to use quotations would be when you are stating something an author has said but you don't quite agree with the statement. Or when you want your point of view to be validated by an authority, you may use quotations. In all other cases, paraphrase.
- Group members must ensure that a group project adheres to the principles of academic integrity. This means that all students are required to check that all sourced material has been cited and referenced.
- Do not share course materials (e.g., notes, exam questions, assignment instructions, article) that have been created by the instructor or were authored by another person. Unpermitted sharing of such materials with your peers or with note-sharing companies, such as One Class, Course Hero, or Chegg (or other similar websites), is a violation of Copyright Law.
- Do not submit lab reports or other types of assignments already graded in another course.
- Plagiarism, duplicate submission, cheating on quizzes, tests, and exams, inappropriate collaboration, academic fraud, and personation are violations of the Student Discipline Bylaw and will lead to the serious disciplinary action. Visit the Academic Calendar, Student Advocacy, and Academic Integrity web pages for more information and support.

Covid-19 policy (https://umanitoba.ca/covid-19)

- If you test positive for Covid-19, please do not come to the University.
- Your instructor and TAs will teach remotely via Cisco WebEx in they test positive but are feeling well enough to teach. If they are unable to, they my find a substitute to teach. If a substitute can not be found, we may assign online activities for you to complete to make up for the class/lab.

Assignment Extension and Late Submission Policy

Weekly lab quizzes: The quizzes will remain open until Dec 8, 11:55 PM. The due dates are provided in the lab schedule. You will be able to complete a quiz late, i.e. after the due date but before December 8, 11:55 PM. If you complete more than two quizzes late, your total lab quiz score of 10% will be penalized with a 10% penalty. This penalty will be applied during the time of final grade submission.

Midterm test: Please complete the self-declaration form provided on UMLearn and submit it on UMLearn>Assignments> self declaration form with 48 hours of the scheduled date for the test. Your exam will be re-scheduled as per the schedule above.

Assignment: Please complete the self-declaration form provided on UMLearn and submit it on UMLearn>Assignments> self declaration form with 48 hours of the scheduled date. Upon considering your request, I may grant an extension to your group.

Final Exam: Please be aware that the final exam is scheduled by the Registrar's office (RO). You instructors DO NOT have the authority to take any student's exam at a different date/time. If you are unable to write the final exam as scheduled by the RO, you must submit a formal request for deferral to your home faculty. If your request is granted, the exam will be re-scheduled by FHNS department sometime in January 2023.

Accessibility

The University of Manitoba is committed to providing an accessible academic community. Students Accessibility Services (SAS) (https://umanitoba.ca/student-supports/accessibility) offers academic accommodation supports and services such as note-taking, interpreting, assistive technology and exam accommodations. Students who have, or think they may have, a disability (e.g., mental illness, learning, medical, hearing, injury-related, visual) are invited to contact SAS to arrange a confidential consultation.
520 University Centre
(204) 474-7423
Student_accessibility@umanitoba.ca

Attendance

I will strongly advise that you attend all classes, but I do recognize that circumstances may arise due to which you may have to miss a class. When you attend a class, you will have the opportunity to take notes, and get clarifications. If you must miss a class, please request your classmates to help you complete your notes. After studying the notes of a missed lecture, if something is unclear, please visit me during my office hours to seek clarifications. Please do not expect me to repeat the entire lecture for you. You must first study the notes yourself before you seek clarifications.

Recording Class Lectures

My notes and lectures are my copyright material. No audio or video recording of lectures or presentations is allowed in any format, openly or surreptitiously, in whole or in part without permission from me (Snehil Dua). Course materials (both paper and digital) are for your private study and research.

Class Communication

You are required to obtain and use your University of Manitoba email account for all communication between yourself and the university. All communication must comply with the Electronic Communication with Student Policy: http://umanitoba.ca/admin/governance/governing_documents/community/electronic_communication_with_students_policy.html.
When you email me, please indicate the course number in your email. I teach multiple courses and will not be able to respond to your email if you do not mention the course number.
Please check the syllabus and UMLearn announcements to see if your question has been answered there. If not, please email me. I will try my best to respond within 24h on weekdays.

Referencing Style

Please use APA format wherever applicable.

Technology Use

Please read Respectful Work and Learning Environment policy (RWLE) (https://bit.ly/3OxGtnd)
It is the general University of Manitoba policy that all technology resources are to be used in a responsible, efficient, ethical, and legal manner.
In my class, you may use computers, tablets etc. for note taking. Please use technology only for course related activities during the class.
You must bring a computer a tablet to attempt your tests and exams. You will not be allowed to attempt tests on cellphones.

Using Copyrighted Material

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UM Policies

- Schedule A (PDF) (https://bit.ly/3NVSToL)

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