CHEM 1320: Winter 2021 Course Syllabus

Updated – November 27, 2020

There is a bit more information in this syllabus as compared to what's printed in the lecture manual.

University of Manitoba

Course Title & Number:	CHEM 1320: University 1 Chemistry: Introduction to Organic Chemistry
Term and Year:	Winter 2021
Number of Credit Hours:	3.0
Prerequisites:	CHEM 1300 or CHEM 1301 (min. grade of C) Note: Students are not permitted to hold CHEM 1320 concurrently with CHEM 2210 or CHEM 2211. In order to take CHEM 2210 (Introductory Organic Chemistry), you must enroll in CHEM 1310 and NOT CHEM 1320.

Instructor Contact Information

Course and Laboratory Instructor:	Dr. Horace Luong
Office Hours or Availability:	https://zoom.us/j/6446459525 (times are posted on UM Learn)
Office Phone No.	204-474-7916
Email:	Horace.Luong@umanitoba.ca I will return your administrative e-mails within 1 business day and phone calls within 2 business days. For chemistry questions, please see me during office hours or post your question on the UM Learn discussion forum.
Contact:	My preferred method of contact is either email or office hours.

COURSE DESCRIPTION

U of M Course Calendar Description

Structures, properties and reactions of organic molecules.

General Course Description

The course content will consist of an introduction to the reactions and properties of the main types of organic functional groups. The understanding of organic reactions will be aided by the discussion of mechanistic and structural features.

Course Goals

Students will learn the structures of organic molecules and develop an understanding and be able to explain the reactivity through discussing their reaction mechanisms of various functional groups.

Course Learning Objectives

Please consult the lecture manual for a list of learning objectives.

COURSE MATERIALS AND TECHNOLOGY

Course required materials:

Required textbook: "Organic Chemistry with Biological Applications" (**3th Edition**) by John McMurry.
Lab Manual: CHEM 1320 Laboratory Manual (2021 Edition)
Course workbook: CHEM 1320 Lecture Workbook (2021 Edition)
Safety glasses, mask, lab coat (can be purchased through CGSA or bookstore)
(Optional) Molecular model kit (use permitted during examinations)
(Optional) OWLv2 – online homework system
(Optional) iClicker remote (students can use their phones to access the iClicker system during lab)

Course Technological Requirements

Students enrolled in this online course must ensure they satisfy the following minimum technological requirements:

- A computing device where one can create and edit documents,
- An internet connection capable of streaming videos and downloading software, and
- Access to a web-cam and microphone.

This course will heavily rely on UM Learn for the posting of notes, grades, tests, lecture videos and other course materials. Please be sure to frequently check the site for updates.

EXPECTATIONS AND POLICIES

I EXPECT YOU TO:

- Attend classes Monday, Wednesday and Friday on Webex (link posted on UM Learn) from 11:30 am - 12:20 pm CST. The sessions are recorded and made available for students to watch later through UM Learn. The course content is covered through recommended textbook readings as well as online videos. The lecture periods will be used to go through select problems and address student questions.
- Keep up with class content.
- Attend all in-person laboratory sessions.
- Treat your instructor, teaching assistant and classmates with respect.

Professional Conduct

We recognize that these are unusual circumstances and some adjustments need to be made when working virtually. At the same time, we do want to remind you that University policies, such as the Respectful Work and Learning Environment policy, still apply, as do basic expectations around how students will engage with each other and all members of the University. This means that when participating in classes, online meetings, etc., students are expected to behave professionally, and follow the same basic norms as they would in person, such as being properly clothed, not being impaired, and participating respectfully. Essentially, if you wouldn't do it in an in-person class, don't do it in a virtual setting.

Please familiarize yourself with the UM Respectful Work and Learning Environment (RWLE)

Section 2.5(c) of the Student Non-Academic Misconduct and Concerning Behaviour Procedure describes types of inappropriate or disruptive behaviour.

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.

I expect you to follow these policies around Class Communication and Academic Integrity.

Student Accessibility Services:

The University of Manitoba is committed to providing an accessible academic community. Students Accessibility Services (SAS) 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.

Student Accessibility Services
520 University Centre
Phone: (204) 474-7423
Email: Student_accessibility@umanitoba.ca

Medical Notes

Students who are unable to fulfill a course requirement for medical reasons will not be required to submit medical notes.

If you are unable to meet an academic requirement for your course(s), please do the following:

- For term work (e.g., lab reports) extensions, please contact me at least 24 hr prior to the due date.

- Contact an academic advisor in your faculty of registration for a missed final exam (scheduled in the final examination period). For final exams, students must contact me and an academic advisor within 48 hours of the date of the exam. You must use your U of M email address and include your full name, student number, and course number within 48 hours of the date of the missed examination.

Please note that circumstances that result in missing multiple tests may require medical documentation (e.g., Authorized Withdrawal, Tuition Fee Appeal, Leave of Absence, or accessibility-related accommodations). Students are advised to speak with an academic advisor in their faculty/college/school of registration in this instance.

Student Privacy

This course is delivered remotely using a video conferencing platform, and you may be required to install University approved software on your device and you may be required to have and use a webcam. During videoconferencing, your personal information, in the form of your name, image, and any questions or answers you pose during classes, may be collected under the authority of The University of Manitoba Act. The information you provide will be used by the University for the purpose of supporting student learning.

Exams for Winter term courses may be invigilated online. If your exam is invigilated online, you may be required to install University approved software on your computer and you may be required to have and use a webcam while taking the exam. During proctoring, your personal information, in the form of your name and image may be collected under the authority of The University of Manitoba Act. Your personal information will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2. If you have any questions regarding your online lectures or assessments, please contact me.

Recording Synchronous Sessions/Online Lectures

This material is copyrighted by Horace Luong, 2021. No audio or video recording of this material, lectures, or presentations is allowed in any format, openly or surreptitiously, in whole or in part without permission of Horace Luong. Course materials (both paper and digital) are for the participant's private study and research, and must not be shared. Violation of these and other Academic Integrity principles, will lead to serious disciplinary action.

Students in this course will be learning under a pedagogical method called "flipped classroom" and "blended learning". There is scientific literature to support that this is an effective way of teaching organic chemistry. For this method to work effectively, students have to play a more active role each week compared to the traditional classroom setting. The course content is divided into ten modules. During the lecture periods, the instructor will perform problem solving related to that days' module content.

For each module, you will need to do the following before coming to class (in the recommended order):

- Watch ALL the videos on UM Learn associated with the module prior to the day of the module (**up to 30 minutes**)
- Read the assigned sections after watching the videos (up to 48 pages)
- Attempt the assigned chapter exercises

Dr.Luong suggests devoting 4-6 hours weekly for CHEM 1320 lecture material. It helps to dedicate the same time every week to the activity so that it's part of a routine. By learning the material over time it just means that exam time will be less hectic.

YOU CAN EXPECT ME TO:

- Answer administrative emails within 1 business day and phone calls within two business days.
- Answer course content questions in the UM Learn discussion forum or during office hours
- Provide feedback on your tests within two weeks of completion.
- Be active in the course during our scheduled class times
- Offer a number of office hours each week should you wish to ask me questions about the course content.

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.

Monday	Wednesday	Thursday	Friday
Jan 18 Lecture: Introduction	**Jan 20** Lecture: Review (Module 0)	**Jan 21** Lab: Rotation A Exp 1-day 1	**Jan 22** Lecture: Module 1 Lab: Rotation A Exp 1-day 1
Jan 25 Lecture: Module 1	**Jan 27** Lecture: Module 2	**Jan 28** Lab: Rotation B Exp 1-day 1	**Jan 29** Lecture: Module 2 Lab: Rotation B Exp 1-day 1
Feb 1 Lecture: Module 3	**Feb 3** Lecture: Module 3	**Feb 4** Lab: Rotation A Exp 1-day 2	**Feb 5** Lab: Rotation A Exp 1-day 2 **Test 1: 11:30 am-12:10 pm** **(Up to and including Module 2)**
Feb 8 Lecture: Module 4	**Feb 10** Lecture: Module 4	**Feb 11** Lab: Rotation B Exp 1-day 2 **Report 3 Due, 2:30 pm**	**Feb 12** Lab: Rotation B Exp 1-day 2 Lecture: Module 5
Feb 22 Lecture: Module 5	**Feb 24** Lecture: Module 5	**Feb 25** Lab: Rotation A Exp 2	**Feb 26** Lab: Rotation A Exp 2 **Test 2: 11:30 am-12:10 pm** **(Up to and including Module 4)**
Mar 1 Lecture: Module 6	**Mar 3** Lecture: Module 6	**Mar 4** Lab: Rotation B Exp 2 **Report 2 Due, 2:30 pm**	**Mar 5** Lecture: Module 7a Lab: Rotation B Exp 2
Mar 8 Lecture: Module 7a	**Mar 10** Lecture: Module 7b	**Mar 11**	**Mar 12** **Test 3: 11:30 am-12:10 pm** **(Up to and including Module 6)**
Mar 15 Lecture: Module 7b	**Mar 17** Lecture: Module 8	**Mar 18**	**Mar 19** Lecture: Module 8 Lab: Rotation A Exp 3
Mar 22 Lecture: Module 8	**Mar 24** Lecture: Module 9	**Mar 25**	**Mar 26** **Test 4: 11:30 am-12:10 pm** **(Up to and including Module 7)**
Mar 29 Lecture: Module 9	**Mar 31** VW Deadline Lecture: Module 10	**Apr 1** **Report 3 Due, 2:30 pm** **Lab Performance Marks Due, 4 pm**	**Apr 2** Good Friday (holiday)
Apr 5 Lecture: Module 10	**Apr 7** Lecture: Module 10	**Apr 8**	**Apr 9** **Test 5: 11:30 am-12:10 pm** **(Up to and including Module 8)**
Apr 12 Lecture: Module 10	**Apr 14** Tutorial	**Apr 15**	**Apr 16** Tutorial

Voluntary Withdrawal

Here are some important dates from the Registrar's Office:

January 29, 2021 – Last date to drop Winter Term courses and receive a 100% refund
January 30, 2021 – Last date to add Winter Term courses
March 31, 2021 – Winter term Voluntary Withdrawal (VW) deadline

Students who do not drop the course by March 31, 2021 will be assigned a final grade. Withdrawal courses will be recorded on student's transcript. Please refer to the Registrar's Office web page for more information.

COURSE ASSESSMENT

In Class Tests:

Five in class tests will be administered in the course on the following days during the class session:

Test	Date and Time	Content
1	Friday Feb 5, 11:30-12:10 pm CST	Up to and including Module 2
2	Friday Feb 26, 11:30-12:10 pm CST	Up to and including Module 4
3	Friday Mar 12, 11:30-12:10 pm CST	Up to and including Module 6
4	Friday Mar 26, 11:30-12:10 pm CST	Up to and including Module 7
5	Friday April 9, 11:30-12:10 pm CST	Up to and including Module 8

Coverage:

Although the in-class tests will mainly be focused on the "newer" (most recent) modules, since the course content continually builds, there may be some content from earlier modules.

To prepare for the tests, make sure to study the relevant module videos, read the textbook, practice the assigned problems in the textbook and course lecture manual.

Format:

The in-class tests are administered as quizzes through UM Learn. The questions are a mix of question types (multiple choice, drawing, written response, etc.) Each question will be of similar value and each test will have up to 20 questions. Students will be given three questions at once and once a student moves from the question page they will not be allowed to move back.

Some questions will ask you to draw an image so it will be to your benefit to figure out how to quickly take a picture and attach an image to your quiz. There is a "fake in-class test" for you to try out the functions.

The tests will be designed to take up to 40 minutes. Students have until 12:20 pm CST to submit their responses. Answers submitted after this time will not be marked!

With the frequency of tests, if a student misses a test, there will be no make-up tests. Students who miss a test will have that counted as the one dropped. If more than one test is missed, then each missed test following the first will be given a grade of zero.

Final Examination:

All students are required to write the final examination scheduled by the Registrar's Office for April during the final exam period. If the final exam is missed due to medical or other compassionate reasons, then deferrals can only be issued by the student's home faculty or University 1 as appropriate. The three-hour final examination will be cumulative with approximately equal emphasis on all chapter and lecture material covered in the course.

Test and Final Examination Rules:

For the tests and final exam, students are **ONLY** allowed to use their textbook, molecular model kit, notes and lecture workbook. Students must complete the tests individually and not have access to tutors and tutoring websites during the duration of the test. Students who contravene the test or exam regulations will be subjected to academic discipline according to the student discipline bylaw.

Grading

The evaluation for CHEM 1320 is as follows (100% total):

In Class Tests (Best 4 of 5, 8% each)	32%
Final Examination (3 hr)	53%
Laboratory Component	15%

A final letter grade will be assigned based on your final percentage grade as follows:

Percentage Score	Letter Grade	Grade Point Value
90.0<	A+	4.5
80.0 – 89.9	A	4.0
73.0 – 79.9	B+	3.5
66.0-72.9	B	3.0
59.0-65.9	C+	2.5
52.0-58.9	C	2.0
45.0-51.9	D	1.0
<45.0	F	0.0

Students should note that none of the grades (examinations or laboratory) will be marked on a curve or have any form of statistical treatment applied to enhance the grades.

Laboratory Program

The CHEM 1320 laboratory program content will be comprised of three experiments and students will submit three reports. Each report relates to each of the experiments. In this manual are the procedures for the experiments and students are expected to watch the online videos of the experiment being performed and take notes of the observations and data. Those observations and data will be used to write the reports. To ensure the smooth running of the term, all students will have common report due dates. Students will also be expected to perform the hands-on version of the experiments to get the practical experience.

Students who are properly prepared are expected to be able to finish each experiment (and taking all the appropriate safety precautions) within the allotted three hour laboratory period. Many of the experiments will be about teaching organic chemistry techniques. On UM LEARN are videos for students to watch the theory and technique BEFORE coming into the laboratory. Don't be the annoying lab partner/neighbor constantly asking for directions. Before each experiment, students will need to prepare their "lab notes" which will: 1) show that they have thought about what chemicals they will be using, 2) show that they've looked up the hazards to the chemicals will be used, 3) is source of information during the experiment and for the iClicker pre-lab quiz at the beginning of the period.

Many of the concepts taught in the lecture will also be reflected in the laboratory experiments. For the final examination, students are responsible for both the lecture and laboratory material.

All students registered in the laboratory must buy a CHEM 1320 laboratory manual (2021 edition). The CHEM 1320 laboratories will be held in room 264, 280, and/or 290 in the Parker Building. Room and bench number will be assigned according to student name and be posted on UM Learn by January 21 (IGNORE WHAT IS WRITTEN ON AURORA!).

Labs start January 21 & 22 for rotation A and January 28 & 29 for rotation B. Students will be divided into the two rotations to ensure there will be physical distancing in the laboratory.

Laboratory Evaluation

The laboratory evaluation is comprised of prelab quiz performance, observations, in-lab performance and three laboratory reports.

The marks are divided as follows (total marks = 184):

OBSERVATIONS (16 marks)
- Experiment 1 - 8 marks
- Experiment 2 - 4 marks
- Experiment 3 - 4 marks

PRE-LAB ASSESSMENT (iClicker for B01+B02) (9 marks)
- In-Lab Performance (3 marks each experiment x 3 weeks = 9 marks)

LABORATORY REPORTS (150 marks)
- Laboratory Report 1 - 50 marks
- Laboratory Report 2 - 50 marks
- Laboratory Report 3 - 50 marks

A pre-lab quiz (iClicker) will be given at the beginning of every in-person lab period. Students will need to use either a registered iClicker remote (version 2) or the iClicker Reef app installed on their phones.

Students will be submitting three lab reports (two written and one video) for the term. There are common report due dates for all students and the reports will be written based on data and observations collected from the online videos.

Reports NOT submitted before the 2:30 pm deadlines are considered late and a deduction of 1 mark/hour will be applied to the report; up to a maximum of 5 marks for 24 hours and 25 marks for one week late (equating to a ~50% deduction). No reports will be accepted after one week and a report grade of zero will be given. ALL LATE REPORTS are to be submitted to the regular report folder. Tips: 1) aim to finish and submit reports early just in case technical problems arise. 2) Students are encouraged to submit their incomplete work up until your final submission just in case something adverse should happen to their computer or file, they can recover their work from UM Learn. All reports must be completed and submitted individually (that is, no partnered submissions). The answer to some of these questions can be found by reading the relevant sections in the lab manual and textbook. It might also be useful to consult the shelves of organic chemistry texts in the library.

Laboratory Grade Appeals

It is a departmental policy that **an appeal on the grading of a laboratory report must be made to Dr.Luong through an online form within two weeks of the return of the report.**

Wearing of eye protection at all times, face mask and appropriate footwear (no sandals, flip-flops, crocs, flats or anything else which exposes the foot surface – socks do not provide protection) is compulsory.

Laboratory attendance is compulsory and satisfactory attendance and completion of laboratory work (a lab grade of 60% or greater). Withdrawal from the lecture part of the course does also require withdrawal from the laboratory part.

Assignment Feedback

Feedback on tests will be a combination of automated feedback as well as formative. We will aim to provide feedback and a grade within two weeks of the test.

Academic Integrity

Academic integrity is taking responsibility for and being honest with your work and respecting the work of others. Since you are a member of the university community, we want you to learn what that responsibility and honesty entails and how we respect the work of others.

The Faculty of Science continues to uphold high standards of academic integrity. We know that our students support us in this endeavour and we count on each and every one of you to do your part. Same academic standards apply online, remote learning, and in class education. We expect all students to strictly adhere to instructions from their professors regarding what resources can and cannot be used during exams, to follow all rules professors decide to set.

To aid professors in ensuring that all forms of assessments have been administered fairly, the University will be electronically monitoring tests, quizzes and examinations, included, but not limited to overseeing chat-rooms, relevant predatory web-sites and, in so doing, we will analyze scholastic evidence of individual exams.

E-monitoring tools will include one of the following: Respondus Lockdown Browser & Respondus Monitor, WebEx, Zoom or Microsoft Teams.

For students, in exceptional circumstances, who cannot participate in an e-proctored exam, in-person written or oral exams may be administered. The University of Manitoba adheres to the Provincial health and safety recommendations and those will be strictly followed if an in-person examination is administered.

Please carefully review information with regards to academic integrity: be aware; be proactive; be smart and be honest.

Academic Integrity Message from Associate Dean Krystyna Koczanski: https://youtu.be/Ok-lilm4SeE

Plagiarism

Copying another student's examination/test, laboratory reports, or assignments, or an instructor's answer sheet from a previous year is plagiarism. Students quoting other sources of information in a laboratory report or other assignment must give proper credit. Plagiarism and other forms of cheating are prohibited. The full definition of plagiarism and the possible penalties associated with it are outlined in the General Calendar of the University.

Cheating

The possession of unauthorized materials during an examination or test is considered cheating and subject to action by the Student Discipline By-Law. Students found with unauthorized material during a chemistry examination will be given a grade of zero (0) on that examination and further penalties may apply.

The list of suggested minimum penalties assessed by the Faculty of Science for acts of academic dishonesty is available on the Faculty of Science webpage: Faculty of Science – Suggested Minimum Penalties for Acts of Academic Dishonesty

All Faculty members (and their teaching assistants) have been instructed to be vigilant and report every incident of academic dishonesty to the Head of the Department.

LEARNER SUPPORT

Writing and Learning Support

The Academic Learning Centre (ALC) offers writing and learning supports to help you throughout your academic program. These supports are offered online during the Covid-19 pandemic.

Make an appointment with an ALC 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. The ALC also has an English as an Additional Language (EAL) specialist available to work with students on improving their English-language academic writing skills.

Consult an ALC learning specialist or attend an academic skills workshop to improve your time management, learning strategies and test-taking strategies. Get support in select courses by making an appointment with an ALC content tutor. The ALC also offers peer-facilitated study groups called Supplemental Instruction (SI) for certain courses that students have typically found difficult. In SI study groups, students ask questions, compare notes, discuss content, solve practice problems, and develop new study strategies in a group-learning format.

In addition to one-to-one and group sessions, you can also find writing and study tip sheets and videos on the ALC website.

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/

Contact the Academic Learning Centre by calling 204-480-1481 or emailing academic_learning@umanitoba.ca.

University of Manitoba Libraries (UML)

Research begins at UM Libraries. Learn at the Libraries is a great place to start, with information for students on academic writing, how to search the library, evaluating resources, and writing citations. 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 locating appropriate resources or managing citations, 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 online. When working remotely, students can also receive help online through Ask Us! chat. For further detail about the libraries' services and collections, visit the Libraries' web site. Regularly check our COVID-19 Update page for available library services.

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

Student Counselling Centre

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 UMSU University Centre or S211 Medical Services Building
(204) 474-8592

Student Support Case Management

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.

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

520 UMSU University Centre
(204) 474-7423 (Student Support Intake Assistant)

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/
(204) 474-8411 (Business hours or after hours/urgent calls)

Health and Wellness

Contact our Health and Wellness Educator if you are seeking information on health topics, including physical and mental health concerns, alcohol and substance use harms, or sexual violence. You can also access peer support from a *Healthy U* peer health educator.

Health and Wellness Educator
https://umanitoba.ca/student/health-wellness/welcome-about.html
britt.harvey@umanitoba.ca
469 UMSU University Centre
(204) 295-9032

Sexual Violence Resource Centre

Contact SVRC if you have experienced sexual violence or are seeking information about how to help somebody else. SVRC provides inclusive, survivor-centred, trauma-informed services, such as consultation, referrals, safety planning, and a range of on-site supports, including counselling by Klinic.

Sexual Violence Resource Centre
https://umanitoba.ca/student-supports/sexual-violence-support-and-education
svrc@umanitoba.ca
537 UMSU University Centre
(204) 474-6562 (Sexual Violence Intake and Triage Specialist)

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 is one important source of information. View the sections *University Policies and Procedures* and *General Academic Regulations*.

Grade Appeals

If you have questions about your grades, talk to me. 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/

Academic Integrity

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 me 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.

Violent or Threatening Behaviour
http://umanitoba.ca/admin/governance/governing_documents/community/669.html

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/

Intellectual Property

For information about rights and responsibilities regarding Intellectual Property view the policy: https://umanitoba.ca/admin/governance/governing_documents/community/235.html

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/

Academic Program Questions

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

Using Copyrighted Material

Please respect copyright. We will use copyrighted content in this course. University guidelines state that copyrighted works, including those created by instructors of the course are made available for private study and research and must not be distributed in any format without permission. Since it is illegal, do not upload copyrighted works to a learning management system (such as UM Learn), or any website, unless an exception to the Copyright Act applies or written permission has been confirmed. 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. For more information, see the University's Copyright Office website at http://umanitoba.ca/copyright/ or contact um_copyright@umanitoba.ca