

STAT 1000 Section A05
Basic Statistical Analysis 1
Winter 2023

Time Thurs. 7:00 - 9:45 p.m.
Location Robert Schultz Lecture Theatre
CRN 50084

Instructor Jenna G. Tichon
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Preferred Form of Address: Dr. Tichon
Pronouns: she/her

Web Pages UM Learn: <http://umanitoba.ca/umlearn>
R Download (Windows): <https://muug.ca/mirror/cran/bin/windows/>
R Download (MacOS): <https://muug.ca/mirror/cran/bin/macosx/>
R Studio: <https://www.rstudio.com/products/rstudio/#download>
iClicker Student: <https://student.iclicker.com>

Office Hours: Monday: 1:00 - 2:00 p.m.
Wednesday: 9:00 - 10:00 a.m.
Thursday: 5:00 - 6:00 p.m.

If the above times are not convenient for you, please email or speak to me to arrange an alternate time to meet. I am available for Zoom meetings by appointment but you must use your U of M email address. I will do my best to return all email sent during the work week within 24 hours. While I have listed my office phone, please avoid using it unless there is an emergency and you are aware that I am in my office.

Territory Acknowledgment

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.

Calendar Description

(Lab required) This course is not recommended for students in certain programs (see the description of STAT 1150). An introduction to the basic principles of statistics and procedures used for data analysis. Topics to be covered include: gathering data, displaying and summarizing data, examining relationships between variables, sampling distributions, estimation and significance tests, inference for means. May not be held with STAT 1001, STAT 1150, STAT 2220. Prerequisite: Any grade 12 or 40S Mathematics, or equivalent.

Teaching Philosophy and Goals

It is the desire of the Department of Statistics to present this course in a manner that emphasizes and illustrates the statistical analysis arising from “real-world” applications. Whenever possible, we will attempt to bring real-life examples and data into the classroom. Upon completion of this course students can proceed in many directions: to further intensive study of statistics, to one or more additional courses in statistics, to the use of statistical methods in other fields of study, or to being a consumer of statistical information in daily life. It is our objective to serve all of these diverse directions.

The course is designed to include basic topics deemed crucial for problem formulation and understanding of the foundations of statistical thinking and reasoning. The concepts of statistical analysis will be stressed. The course will place an emphasis on the development of critical thinking skills.

Evaluation

End of Class Reflections (best 8 of 10)	(8/3)%
Tutorial Worksheets (best 4 of 5)	(8/3)%
iClicker Tutorials (best 4 of 5)	(8/3)%
Assignments (best 2 of 3)	7%
Quizzes (best 3 of 4)	15%
Midterm Test*	25% or 30%
Final Examination*	40% or 45%

*If your midterm grade is higher than your final exam grade, your midterm will be worth 30% and your final exam will be worth 40%. If your final exam grade is higher than your midterm grade, your midterm will be worth 25% and your final exam will be worth 45%.

If you miss a second assignment, quiz, R tutorial or iClicker tutorial due to illness or another valid reason, and provided that you have submitted a self-declaration form to your instructor within 24 hours of both missed due dates, the weight of the second assessment will be transferred to your final exam. (See Page 14 of the course outline for an explanation and link to the required form.) A third missed assignment, quiz, R tutorial or iClicker tutorial will be assigned a grade of zero.

Subject to the caveat in the paragraph below, the following are the minimum percentage grades required to receive each of the various letter grades: A⁺ (90%), A (80%), B⁺ (75%), B (70%), C⁺ (65%), C (60%), D (50%).

There is an **additional requirement** for obtaining a C in the course: **To get a grade of C or better, you must obtain at least 50% on the final exam or an average grade of at least 50% on the midterm and final exam.**

Software

This course will make use of the statistical software R and RStudio. Both of these programs are free to use and are available for both Windows and MacOS systems. R is one of the most popular statistical software programs, and throughout the course, we will utilize R to help with our data analysis. We will use R through the RStudio environment, which will neatly organize and display your work. Finally, RMarkdown (a component of RStudio) will be used to format the documents that you submit (both in the form of tutorial worksheets and your assignments).

To download R, follow one of the links below (depending on your operating system):

Windows systems: <https://muug.ca/mirror/cran/bin/windows/>

MacOS systems: <https://muug.ca/mirror/cran/bin/macosx/>

Once you have downloaded and installed R, you may access RStudio through the link below:

<https://www.rstudio.com/products/rstudio/#download>

Detailed installation instructions will be provided on your *UM Learn* page.

Exam Information

The midterm test will be held **Monday March 6 from 5:30 p.m. – 7:30 p.m.** and will cover Units 1 – 4 in the course outline. The final exam will be 3 hours in duration and will be scheduled by the Student Records Office. The final exam will cover Units 1 – 7, with emphasis on Units 5 – 7. Students missing the midterm test for a valid reason will be permitted to write a deferred midterm at a later date.

Both the midterm and the final examination will contain multiple-choice questions (worth 70% – 75% of the exam) and a written component (worth 25% – 30% of the exam).

The midterm and final exam are **closed book**. However, for both the midterm and final exam, you will be permitted to prepare **one** page of notes (one regular 8.5” x 11” piece

of paper with writing on only on one side). You can write notes, formulas, examples, or anything else you want on these pages. Your notes must be hand-written, and must be prepared by you – you are not permitted to use notes written by another student or anyone else.

For quizzes and exams, you will also need a **non-programmable scientific calculator**, and any statistical tables provided by your instructor. For quizzes, you should print these tables and have them with you. (You will only need the tables for Quiz 3 and Quiz 4.) For the midterm and final exam, the tables will be provided to you.

Quizzes

There will be four quizzes throughout the term, which will be written on *UM Learn*. Each quiz will consist only of multiple-choice questions. Quizzes will be open from **12:01 a.m. on Tuesday until 11:59 p.m. on Wednesday** on the dates below. **You can enter the quiz any time during these two days**, and once you begin, you will have **45 minutes** to write the quiz.

Quizzes are scheduled for the following dates, and will tentatively cover the material in the units listed below:

	Dates	Coverage
Quiz 1	January 31 & February 1	Unit 1
Quiz 2	February 14 & 15	Units 2 & 3
Quiz 3	March 21 & 22	Units 4 & 5
Quiz 4	April 4 & 5	Unit 6

The quizzes are worth 15% of your final grade, and **only the best 3 of 4 quizzes will count towards your final grade** (i.e., your lowest quiz mark will be dropped). **There will be no make-up quizzes – if you have to miss a quiz for any reason, that will count as your lowest quiz mark, which will be dropped.**

For the quizzes:

- You will need a non-programmable scientific calculator.
- During your quiz, you may consult your course notes or any other material posted online by your instructor (i.e., the quizzes are “open book”).
- You may **not** consult any outside resources (online or otherwise) while writing the quiz.
- You must complete the quiz **individually**. You may **not** consult with anyone while writing the quiz. In particular, communicating with your classmates by phone, email or social media during the test, as well as accessing online tutoring websites are considered academic misconduct.

- For any students who are members on an online chat group: During the two-day period when quizzes are held, you may use these rooms to communicate with each other about the course, but you are **not** permitted to discuss specifics of the quiz until everyone has finished writing it (Wednesday at 11:59 p.m.). We also ask that any student joining a chat group uses their real name.

Textbook

There is **no required textbook** for this course. You will be provided with detailed notes and all the material you need.

UMLearn

All course material will be posted on UMLearn in the Contents section. All important dates can be found on the calendar and I will make class announcements through the news feed on the course website. All grades will be posted in the UMLearn Gradebook

In addition, there will also be discussion forums available. For each class I will open up a discussion forum where I will post the material covered that class, any announcements, and suggestions for preparation for the next class. Please be in the habit of checking it after every class. If you have questions about anything during the lecture or any announcements, you can ask directly on the forum for the relevant class. There will also be a discussion forum opened up for each lab section where you can ask questions of your T.A. or your fellow lab mates.

All discussion will be monitored closely by me. Please be courteous in posing questions and replying to questions on the board. Your best effort should be made to make clear questions in complete English sentences.

Expectations: I Expect You To

In my class I expect you to:

- Attend lectures and listen attentively.
- Participate in small group activities when asked.
- Use technology respectfully as outlined in the syllabus.
- Come prepared the class with paper, writing utensils, a scientific calculator, and any needed statistical tables.
- Arrive to your exams with writing utensils, a scientific calculator, and a ruler if appropriate.

- Do your utmost to arrive on time and be as quiet as possible should you unavoidably need to arrive late or leave early.
- Not talk to your neighbours while I am lecturing.
- Ask questions during my lecture as needed and interrupt me if I write something incorrect on the overhead.
- Be respectful of your lab T.A.s and extend to them all courtesies you would extend to me.
- Be mindful of my time outside of class and allow me sufficient time to answer emails or look in to your concerns.
- Follow all policies in the syllabus and consult it as needed.
- Come to me with any constructive feedback that would improve the running of the course.
- Not come to class when you are feeling ill.
- Look to the class folder on UMLearn and review all material if you miss class, as well as connect with a fellow classmate to get any missed notes.

Expectations: You Can Expect Me To

As your instructor you can expect me to:

- Treat you with respect inside and outside of the classroom.
- Arrive early to class and remain for a few minutes afterwards to answer questions.
- Come prepared to my lectures.
- Be available during my office and make my best attempt to provide sufficient notice if an office hour needs to be moved or canceled.
- Answer your questions thoughtfully and follow up if needed.
- Listen to your feedback/concerns and do my best to take reasonable requests in to account.
- Set assessments that are reasonable and contain questions that match the learning objectives for the course.
- Be passionate about my subject and what I teach.

Should I be ill, I will work with my Department to find a substitute to continue teaching the class in-person. In the event a suitable instructor cannot be found, I may give the lecture synchronously or provide asynchronous content through Zoom or UMLearn for up to 5 days. An email will be sent to students' UM email and a posting will be made on UMLearn the night before class, or as soon as possible, if this is the case.

E-mail

To schedule an appointment outside of office hours or to ask a question that would not be suitable for the discussion forums (it involves your personal information or the answer would not be of interest to other students) you may email me at my university email address. Please note that if your question is answered on the course outline (which will be posted on UMLearn), or in the discussion posts, I will simply direct you to find the answer yourself. This is not because I want to be unhelpful but because I teach three different classes and I have over 460 students as well as many other service commitments. Time spent answering emails with easily searchable answers is time I am not able to spend productively helping everyone. The subject line of your emails should contain "STAT 1000 A05". If you send an email without information on what class you are in, I will email back asking for the class without responding to your question, resetting the 24-hour reply window. All emails should start with an opening salutation, be written in complete English sentences and be signed with your name and student number. If you are asking a question about a practice problem, please include a screenshot of the question, the solution (if applicable), and whatever work you have attempted. Please note that I will not divulge grades over email. All emails received during the work week will be replied to within 24 hours. While I will generally check my work emails over the weekend in case there is an emergency, you can expect a reply to non-urgent matters received over the weekend by Monday at noon.

Office Hours

My office hours are listed at the top of the course outline. You do not need to make an appointment and may just show up to ask any questions that you may have. This is the perfect time to ask questions about course material, your assignment, review your coursework, or receive help with R. If you can not make my scheduled office hours, please email me to make an appointment. I am also available for meetings over Zoom by prior arrangement.

Tutorials

Tutorials will begin the week of January 16 – 20. (There are no tutorials the first week of classes, the week of the midterm, during the Winter Term break, or during the week of April 10 – 12.) There will be two different types of tutorial: R tutorials, and iClicker tutorials.

In the first **R tutorial**, your TA will introduce you to R and RStudio, and show you what the software looks like. However, it is expected that you will have R and RStudio installed prior to your first tutorial, and that you will have RMarkdown set up. There will be a detailed installation and setup guide on your *UM Learn* page.

In your R tutorials, your TA will give a demonstration on that day's content, which will be focused on the application of the R statistical software to course material that has been covered recently in class. Associated with each R tutorial is a worksheet that will contain questions related to that day's demonstration. The worksheet will be submitted electronically through Crowdmark, and will be due by 11:59 p.m. on the following day.

If you can, you should **bring a laptop to your R tutorials**. Note that whatever machine you bring must be able to run R and RStudio: this means either a Windows computer (running Windows 10/11) or a MacOS computer (running MacOS 10.15 or higher); most tablets and Chromebook will not be sufficient. If you do not have access to a machine that can run RStudio, you may either use one of the computers in 311 Machray Hall, borrow a laptop from the lending locker at the Elizabeth Dafoe Library (see <https://umanitoba.ca/libraries/laptops>), or complete the worksheet at home.

So long as you make a reasonable effort on your worksheet, you will receive a grade of at least 50%. However, to receive full marks on your worksheet, you must complete all the questions correctly. Note that only the **best 4 of 5** R tutorial grades will be count towards your final grade (i.e., the lowest grade will be dropped, meaning that you can miss one R tutorial with no penalty).

In the **iClicker tutorials**, the iClicker classroom response system will be used in order to enhance your understanding of the material and promote participation. Your T.A. will go through multiple-choice iClicker questions. Each iClicker question will be worth two marks; you will be awarded one mark just for answering (a participation mark), and one additional mark if you get the correct answer. Each tutorial will be weighted equally and only the **best 4 of 5** iClicker tutorial grades will count towards your final grade (i.e., the lowest grade will be dropped, which means you can miss one iClicker tutorial with no penalty). **You should bring your cell phone or an internet enabled device that runs a web browser or the iClicker Student app to each class. You can use a laptop, iPhone/iPad (iOS 10+), or Android (OS 5.0+) device.**

You will need to make a free iClicker Student account either through their app or their website, <https://student.iclicker.com>. Once registered, you will need to add your tutorial section for this class in your app or web profile.

Assignments

There will be three assignments in the course, which will make use of of the R statistical software. Your final submission will be formatted with RMarkdown, and submitted to Crowdmark for grading. Only the **best 2 of 3** assignment grades will count towards your

final grade (i.e., the lowest grade will be dropped, which means you can miss one assignment with no penalty).

For the R tutorial worksheets and the assignments:

- You may speak to your classmates about worksheets and assignments, but you may not directly show your code/output to anyone.
- To be clear, you can help a classmate by directing them to a similar example in the notes or tutorial files, but you can not look directly at someone else's work or show them your work.
- Sharing your work or R code with someone, either directly or online (such as in a Telegram chat room) will be considered an act of academic dishonesty, as will copying someone else's work.
- The only exception to this rule is that you are permitted to work with other students and talk about the code for your worksheet **while you are in your actual tutorial**. However, each student must submit their own worksheet.
- If you need help with a worksheet or an assignment, please go to the Statistics Help Centre in Room 311 Machray Hall, where there are graduate students in Statistics available to help you. (See the schedule on the next page.)

For the iClicker tutorials:

- When the TA puts a question up, you are permitted to discuss the question and answer with your classmates. (iClicker tutorials are not intended to be “tests”; they are intended to help you review the previous week's material and assess your understanding.)
- You must be present in your tutorial to participate with the iClicker questions. Answering questions while not present in your tutorial will be considered an act of academic dishonesty.
- While questions are being asked, you may not discuss them with anyone by text or online. Sharing answers or discussing questions by text or online (such as in a Telegram chat room) will be considered an act of academic dishonesty.
- You are not permitted to disclose any information about the tutorial questions with students in other sections. Questions may vary slightly from section to section, but it is not appropriate to tell students who have not yet had their tutorial in any given week about the specific questions that are being asked; this will be considered an act of academic dishonesty.

Practice Questions

You will be provided with many practice questions in this course. In the **Practice Problems** folder on *UM Learn*, you will find written-answer questions for each unit, as well as detailed solutions. These problems will help you practice and learn the course material, and to prepare for the long-answer questions on the midterm and final exam.

In the **Practice Multiple Choice Questions** folder on *UM Learn*, you will find many multiple choice questions for each unit. The letter answers for these questions are at the end of each file. In addition, videos will be posted for each unit, in which an instructor goes over the detailed solutions for each question. These questions will help you practice and learn the course material, and to prepare for the multiple choice questions on the quizzes, midterm and final exam.

Although they are not for marks, students are strongly encouraged to try these practice problems on a regular basis.

Statistics Help Centre

In Room 311 Machray Hall (which contains several computers), graduate students and senior undergraduate students in statistics are available to help you with any questions you have about the course, as well as the installation of R and RStudio. The Help Centre is open at the following times (from January 12 to April 12):

Monday	9:30 a.m. – 2:30 p.m.
Tuesday	9:30 a.m. – 2:30 p.m., 4:30 p.m. – 7:00 p.m.
Wednesday	9:30 a.m. – 2:30 p.m.
Thursday	9:30 a.m. – 2:30 p.m., 5:30 p.m. – 7:00 p.m.
Friday	9:30 a.m. – 2:30 p.m.

The Help Centre will also have online access, which will take place in the form of an open Zoom call. It is strongly recommended that you go to 311 Machray Hall if you are able, as the capacity of the online offering will be limited. The links and schedule are given below:

Tuesday	3:00 p.m. – 7:00 p.m.	https://umanitoba.zoom.us/j/61950565450
Saturday	1:00 p.m. – 5:00 p.m.	https://umanitoba.zoom.us/j/66187591920

The Help Centre will be closed on holidays and for the Winter term break (Feb. 20 – 24).

STAT 1000 Course Schedule

Week	Dates	Quizzes/Midterm	Tutorials	Assignment Due Dates
Week 1	Jan. 9 – Jan. 13		No Tutorial	
Week 2	Jan. 16 – Jan. 20		Tutorial 1 R	
Week 3	Jan. 23 – Jan. 27		Tutorial 2 iClicker	
Week 4	Jan. 30 – Feb. 3	Quiz 1 (Unit 1) Jan. 31 & Feb. 1	Tutorial 3 R	
Week 5	Feb. 6 – Feb. 10		Tutorial 4 iClicker	Assignment 1 Due February 10
Week 6	Feb. 13 – Feb. 17	Quiz 2 (Units 2 & 3) February 14 & 15	Tutorial 5 R	
Winter Term Break	Feb. 20 – Feb. 24		No Tutorial	
Week 7	Feb. 27 – Mar. 3		Tutorial 6 iClicker	Assignment 2 Due March 1
Week 8	Mar. 6 – Mar. 10	Midterm (Units 1 – 4) March 6 5:30 – 7:30 p.m.	No Tutorial	
Week 9	Mar. 13 – Mar. 17		Tutorial 7 R	
Week 10	Mar. 20 – Mar. 24	Quiz 3 (Units 4 & 5) March 21 & 22	Tutorial 8 iClicker	
Week 11	Mar. 27 – Mar. 31		Tutorial 9 R	
Week 12	Apr. 3 – Apr. 7	Quiz 4 (Unit 6) April 4 & 5	Tutorial 10 iClicker	
Week 13	Apr. 10 – Apr. 12			Assignment 3 Due April 10

Course Outline

Unit 1 – Examining Distributions

- types of variables: quantitative, categorical (nominal, ordinal)
- graphs: bar charts, pie charts, frequency distributions, histograms, time plots
- examining distributions, shape (skewed, symmetric)
- describing distributions with numbers: mean, weighted mean, median, quartiles, percentiles, interquartile range, range, variance and standard deviation
- five-number summary and quantile boxplots
- outliers
- the $1.5 \times \text{IQR}$ rule for suspected outliers, outlier boxplots
- resistant measures

Unit 2 – Correlation & Regression

- association, explanatory variable, response variable
- examining scatterplots
- correlation
- least squares criterion and least squares regression line, prediction
- slope, intercept, r^2
- residuals
- outliers, influential observations
- association vs. causation, lurking variables
- extrapolation

Unit 3 – Sampling & Experimental Design

- populations and samples
- voluntary response sample, convenience sample
- simple random sample
- stratified random sample
- multistage sample
- systematic sample
- census
- undercoverage, nonresponse
- observational study vs. experiment
- factors, factor levels, treatments
- placebo effect, control group
- principles of experimental design
- completely randomized design
- randomized block design

Unit 4 – Density Curves & Normal Distributions

- continuous variables, density curves
- continuous uniform distribution
- normal distributions
- 68–95–99.7 rule
- standardizing observations (z -scores)
- normal distribution calculations

The midterm test covers material from Units 1 – 4.
The test is on **Monday March 6, 2023** from 5:30 p.m. – 7:30 p.m.

Unit 5 – Probability & Sampling Distributions

- randomness, definition of probability
- sample space
- basic probability rules
- probability distributions
- sampling distribution of a sample mean
- Central Limit Theorem
- sampling distribution of a sample proportion

Unit 6 – Inference for a Single Population

- estimating with confidence
- confidence interval for a population mean (σ known)
- margin of error
- effect of sample size, confidence level, standard deviation
- effect of population size
- sample size calculation for estimating a population mean
- hypothesis tests for a population mean (σ known)
- hypotheses, test statistic, P -value, statistical significance
- two-sided tests and confidence intervals
- confidence intervals and hypothesis tests for a population mean (σ unknown)
- confidence intervals and hypothesis tests for a population proportion
- sample size calculation for estimating a population proportion

Unit 7 – Inference for the Means of Two Populations

- Matched pairs t procedures (dependent samples)
- *Inference for comparing means of two populations (independent samples, equal population variances)
- *Inference for comparing means of two populations (independent samples, unequal population variances)

*Time Permitting

The final examination covers material from Units 1 – 7, with emphasis on Units 5 – 7. The exam is 3 hours in duration and will be scheduled by the Student Records Office.

Academic Integrity

It is important that you understand what constitutes academic dishonesty and that you are familiar with the very serious consequences. The following link describes various types of academic dishonesty (including plagiarism, cheating, inappropriate collaboration and examination impersonation), and offers several resources to help students understand and avoid academic dishonesty:

<http://umanitoba.ca/student-supports/academic-supports/academic-integrity>

The Student Discipline Bylaw, which describes the potential consequences of academic dishonesty, can be found at the following link:

https://umanitoba.ca/governance/sites/governance/files/2021-09/Student%20Discipline%20Bylaw%20-%202021_09_01.pdf

An academic integrity and student conduct tutorial can be found at the following link. For this course, it is recommended in particular that you view the parts on Tests & Exams and Inappropriate Collaboration.

http://umanitoba.ca/student/resource/accessibility/files/AI-Student-Conduct-Tutorial/story_html5.html

All students are required to complete a short Academic Integrity quiz in *UM Learn*. If you receive a score of 100% on this quiz, you will receive a 1% bonus towards your final grade in the class. The quiz must be completed by **Monday January 30 at noon**. You cannot receive credit for this course if you do not complete this quiz.

Voluntary Withdrawal

The voluntary withdrawal date is **March 22** (by which time you will have received your marks for the first two quizzes, the midterm test and the first two assignments). If you are unlikely to be successful in the course, or are not achieving the grade that you are aiming for, you should consider a VW from the course. Students enrolled in the course after the VW deadline will be assigned a final grade.

Authorized Withdrawal

In some instances, medical or compassionate circumstances arise in a student's life that prevent them from performing as they would in normal circumstances. If you are in this position, please contact a Faculty academic advisor to discuss your options. Be prepared to provide documentation, which supports your situation.

Copyrighted Material

All course notes, assignments, tests, exams, practice questions and solutions are the intellectual property of your instructor or the Department of Statistics. **The reproduction, posting or distribution of these materials is strictly forbidden without their consent.** It is **illegal** to upload any course material to any website. For more information, see the University's Copyright Office website at <http://umanitoba.ca/copyright>.

Recording of Class Lectures

Your instructor holds copyright over the course materials, presentations and lectures which form part of this course. **No audio or video recording of lectures or presentations is allowed in any format** without permission from your instructor.

Class Communication

The University requires all students to activate an official University email account. Please note that all communication between you and your instructor must comply with the Electronic Communication with Students Policy. Please see

http://umanitoba.ca/admin/governance/governing_documents/community/electronic_communication_with_students_policy.html

You are required to obtain and use your U of M email account for all communication between yourself and the university.

Professional Conduct

Students in the University community can freely express their thoughts, opinions, and beliefs; however, they must observe the Respectful Work and Learning Environment Policy (<https://umanitoba.ca/about-um/respectful-work-and-learning-environment-policy>) and treat each other, staff, and faculty with respect. Students who are alleged to have breached the Respectful Work and Learning Environment Policy will be investigated and disciplined according to the Student Non-Academic Misconduct and Concerning Behaviour Procedure.

Academic Accommodations

Student Accessibility Services

Students who have, or think they may have, a disability (e.g., mental illness, learning, medical, hearing, injury-related, visual) are encouraged to contact Student Accessibility Services to arrange a confidential consultation. Instructors are notified by Student Accessibility Services what accommodations their registered students require, which will help the instructor determine fair, feasible and reasonable academic accommodations without compromising academic standards. This takes time and planning, so reach out at the start of term.

SAS students can write their exams and tests in spaces organized by the SAS Exam Centre; however, they must register with the SAS Exam Centre a few weeks in advance. Please be sure to do so to receive the accommodations.

Student Accessibility Services

<http://umanitoba.ca/student-supports/accessibility>

520 University Centre

204-474-7423

Student.accessibility@umanitoba.ca

Medical Notes and Other Documentation

The Self-Declaration for Brief and Temporary Absences Procedure and Policy is effective as of September 1, 2022, and therefore students will not be required to present medical or other documentation for absences due to extenuating circumstances of five days (120 hours) or less; however, you must complete the form at the following link:

<https://umanitoba.ca/sites/default/files/2022-09/Self%20Declaration%20Fillable%20Form-%20FINAL%20for%20Website.pdf>

You must submit the form to your instructor in lieu of any medical or other documentation. Please note that further documentation may be requested from students who claim multiple temporary absences or absences for more than five days. You only need to submit this form if you miss an assessment (i.e., you do not need to inform your instructor if you have to miss a lecture). Note that personal vacations or work obligations are **not** considered valid excuses to miss assessments.

Final Exams

If you have conflicting scheduled final exams, or if you miss a final exam due to illness or some other valid reason, **you must contact an academic advisor in your home faculty** (<http://umanitoba.ca/academic-advisors/>) as soon as possible to apply for a deferred exam. Deferred final exams are **not** arranged through your instructor or the department. Note that the granting of a deferred exam is not necessarily guaranteed.

Health and Safety

The University of Manitoba is committed to maintaining a safe learning environment for all students, faculty, and staff. Should campus operations change because of health concerns related to the COVID-19 pandemic or other campus-wide emergency, it is possible that this course will move to a fully remote delivery format. Should the instructor be required to stay at home for an extended period and an alternate instructor not be available, the course may move temporarily to a remote delivery format.

Mask Wearing

In a face-to-face environment, our commitment to safety requires students to observe all COVID guidelines set by the University (<https://umanitoba.ca/coronavirus>). While on campus and in class, you must wear masks as stipulated in current University policies, procedures, and guidelines. The University highly recommends the use of KN-95 masks; the minimum requirement is a ATSM Level 2 Medical mask. Both mask types are available at many locations on campus. Students who fail to comply are subject to disciplinary action in accordance with the Student Discipline Bylaw and the Non-Academic Misconduct and Concerning Behaviour Procedure. If you do not follow masking requirements, you will be asked to leave the learning space and may only return to the class already in progress when you have complied with this requirement. Repeated issues will result in disciplinary action as previously noted. **Students should not eat or drink during class time.**

Illness

Remember: **STAY HOME IF YOU HAVE SYMPTOMS OR ARE ILL.** If you received a positive COVID test result, or if you have symptoms without testing, you must follow the instructions at <https://umanitoba.ca/covid-19/health-safety>. Specifically,

- You should **isolate for 5 days** after your symptoms started and until you have no fever and your other symptoms have improved over the past 24 hours.
- If you don't have symptoms and test positive, you should **isolate for 5 days** after your test date.

Recall that your lowest quiz grade, and your lowest R tutorial and iClicker tutorial grades will be dropped. **The purpose of this policy is that we know you may be unable to complete an assessment sometime during the term, either due to illness or some other valid reason.**

If you become ill while at the university, you should leave the classroom, lab, or workspace immediately. Once at home, complete the MB self-assessment and follow the directions that are provided. Please remain off-campus until cleared to return in accordance with self-assessment, testing results, and UM recommended isolation procedures.

Mental Health Support

For 24/7 mental health support, you can 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 University Centre or S207 Medical Services

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.

Student Support Intake Assistant: <http://umanitoba.ca/student/case-manager/index.html>

520 University Centre, Fort Garry Campus

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 the university's Health and Wellness Educator if you are interested in peer support from Healthy U or information on a broad range of health topics, including physical and mental health concerns, alcohol and substance use harms, and sexual assault.

Health and Wellness Educator:

<https://umanitoba.ca/student/health-wellness/welcome-about.html>

britt.harvey@umanitoba.ca

469 University Centre, Fort Garry Campus

204-295-9032

Live Well @ UofM

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

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 (<https://umanitoba.ca/registrar/academic-calendar>) is one important source of information. View the sections of 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/>.
- The University is committed to a respectful work and learning environment. You have the right to be treated with respect and you are expected to conduct yourself in an appropriate respectful manner.

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 **your** registered faculty/college or school for questions about your academic program and regulations.

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