

For Summer 2022

How to succeed in your science courses?

The Faculty of Science is committed to delivering the high-quality education our students have come to expect. We also want to ensure that you set yourself up for success. We want you to succeed!

#1. Registration Revision Period: Use the [Registration Revision Period](#) to evaluate course syllabus. During the registration revision period you will be able to drop/add courses without any financial consequence. Speak directly with instructors if you have any questions specific to their course.

#2. Evaluate Workload: Take time to consider the workload associated with the course schedule you are planning. Be realistic about other commitments and distractions that are part of everyday life and make your course selection decisions accordingly. Please consider watching this presentation from the Academic Learning Centre for [Managing Your Time Effectively](#). If you want to discuss anything, talk to an Academic advisor in your faculty – [Academic advising](#).

#3. Commitment to Study: Summer courses are fast paced courses compared to regular term. For an average course, you should aim to commit at least three hours of studying for every hour of lecture. Make sure you keep up with studying on a consistent basis.

#4. Reach Out for Help: If you experience issues learning the course material, reach out to your instructor, teaching assistants, supplemental instruction leaders or [Academic Learning Centre](#) for the course as soon as possible. Most content builds on previous content and deficiencies in understanding will cascade issues throughout the course.

#5. Learn Efficiently, Learn to Take Notes: During the pandemic, many lectures were delivered asynchronously so students had a chance to review lecture videos when they did not catch something during the lecture. Lectures are delivered in-person this summer term therefore students will not have the luxury of rewinding a lecture. Therefore, you may want to review some [note-taking tips](#) offered by the [Academic Learning Centre](#) which can help you learn efficiently.

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](#) 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](#).

Masking in Classes

The wearing of masks is mandatory for all activities on all UM campuses and while participating in UM-sanctioned activities off-campus. Please visit [Latest COVID-19 Recovery Updates](#) for the most up-to-date policy on acceptable mask type. Therefore, masks must be worn while you are attending lectures or

participating in lab. Please do not eat in class. Brief, infrequent sips of a beverage are acceptable. Your compliance is appreciated. Security Services may be involved if there are non-compliant students followed by investigation under the [Student Discipline Bylaw](#), as outlined in the [Student Non-Academic Misconduct and Concerning Behaviour Procedure](#), and could result in disciplinary action being imposed.

Academic 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 [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.

Course syllabi will usually state the possible academic accommodations at the discretion of the course instructor which may include, but not limited to:

- Granting an extension to the assignment or lab report due date
- Granting a make-up quiz, test, or exam
- For courses with multiple quizzes, the one missed quiz would be removed from the quiz grade and the overall quiz mark would be calculated from the remaining quizzes
- Delegating the weight of the test or midterm to the final exam

Short-Term Academic Accommodations

As we emerge from the pandemic, the University still has the health and safety of its community at top of mind. Since your summer classes are held in-person, please make sure you follow the [University's COVID-19 Health and Safety Protocols](#). Notably, exercise [good hand hygiene](#), [stay home if you are ill](#) and you must wear a [mask](#) when attending lecture/labs and on campus.

- For students who are ill and test positive for COVID-19:
 - o Please check this webpage for the most up-to-date protocols: [COVID-19 health and safety protocols](#). At the time of writing this document, the protocol is as follows:
 - Do not travel to the University and follow all Manitoba Public Health directives
 - Complete the [COVID-19 case reporting form](#)
 - Students who are symptomatic or test positive for COVID-19 must self-isolate and contact their instructor to make arrangements for extensions, deferrals or make-up assignments.
- If you miss a lab due to illness (COVID-19 or others), contact your instructor within 24 hours to let them know and to plan for make-up session(s). If you miss lectures due to illness, reach out to your instructor and/or classmates to see if they have notes to share with you.
- Students who usually require short-term/incidental academic accommodations have a temporary (issue lasting up to five days) physical or mental illness preventing them from participating to their full capacity.
- Students who have short-term academic accommodation requests must contact the course instructor as soon as possible.
- The summer session course content is delivered very quickly and therefore if you miss more than one week of classes, you should seriously consider withdrawing from the course. Please talk to one of your faculty's [Academic advisors](#) before withdrawing.

Long-Term Academic Accommodations

- Students with long-term academic accommodations are usually registered with [Student Accessibility Services](#). The long-term academic accommodations are usually to accommodate long term physical or mental illness and accommodations can be in the form of notetaking, interpreting, assistive technology, and assessment accommodations.

Medical Notes

The [Self-Declaration for Brief and Temporary Absences Procedure](#) and [Policy](#) will be effective on September 1, 2022. Until then, students may complete the [COVID-19 missed work form](#) in lieu of a medical note when a student is unable to complete a scheduled test, assignment, or exam, due to a brief absence caused by extenuating circumstances.

Students are required to contact their instructor or academic advisor by email to inform of the missed work and make arrangements for extensions, deferrals, or make-up assignments. Please follow these guidelines if you are unable to meet an academic requirement for your courses:

- Contact your instructor for term work such as a class, quiz, midterm/test, assignment, lab
- Contact an advisor in your faculty of registration for a missed final exam (U1 students – go to [University 1](#); for Science students fill out the Final Exams Form on the [Academic Advising website](#); for all other faculties, visit: [Academic advising](#))
- Inform your instructor/advisor as soon as possible, do not delay. Note for final exams, students must contact within 48 hours of the date of the final exam.
- Email your instructor/advisor from a U of M email address, and include your full name, student number, course number, and academic work that was missed within 48 hours of the date of the missed examination.

Voluntary Withdrawal (VW) and Authorized Withdrawal (AW) Policies

VW: Students have the opportunity to [voluntarily withdraw \(VW\)](#) from this class up to June 7, 2022 (May-June classes), July 21, 2022 (for May-August classes) and August 2 (for July-August classes) ([in the event of date discrepancies, please follow the dates on the Important Dates and Deadlines webpage](#)). By then, you will have received feedback to allow you to assess your progress and determine if you are achieving the grade you are aiming for in this course. If you are unlikely to be successful in the course, or not achieving the grade that you are aiming for, you should consider a VW from the course. You should contact your instructor to review your progress in more detail, or you may discuss the VW option with a Faculty academic advisor. Students enrolled in the course after the VW deadline will be assigned a final grade.

AW: At times 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.

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 you, our students, support us in this and we count on every one of you to do your part. We expect all students to strictly adhere to instructions from their professors regarding what resources can and cannot be used for assessments, to follow other rules the professors wish to set, and to adhere to the academic conduct standards of the University and Faculty.

Students who transgress academic integrity rules will be investigated and disciplined (if justified) according to the [Student Discipline By-Law](#) and [Student Academic Misconduct Procedure](#).

The list of suggested minimum penalties assessed by the Faculty of Science for acts of academic dishonesty is available on the [Faculty of Science website](#).

Using Copyright material

Please respect copyright. We will use copyrighted content in this course. No audio or video recording of the lectures is allowed in any format, openly or surreptitiously, in whole or in part without permission from the instructor. University guidelines state that copyrighted works, including those created by the course instructor, 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.

For more information, see the University's Copyright Office website at <http://umanitoba.ca/copyright>.