

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 want to ensure that you set yourself up for success and do well in all of your courses!

#1. We recommend that you consider the stated requirements for each of your courses.

While we are making reasonable accommodations for students, you will want to plan ahead accordingly and be flexible.

#2. Use the [Registration Revision Period](#) (September 9-22/23, 2020) to evaluate the course syllabus. Some courses will have interactive activities and assessments such as tutorials, online labs, and online quizzes at scheduled times throughout the term in addition to/in lieu of examinations. Make sure that your current situation will allow you to participate in courses to the fullest. ***This is particularly important for students who will be joining us from different time zones.***

Note: *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.

#3. Take time to consider the workload associated with the course schedule you are planning. Remote learning has its challenges and your ability to adapt and be flexible in this context is very important. Be realistic about other commitments and distractions that are part of everyday life, and make your course selection decisions accordingly. If you want to discuss anything, academic advisors are available – email: sciadv@umanitoba.ca to request an appointment.

#4. Be aware of and maintain Professional Conduct and Academic Integrity at all times.

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) [http://umanitoba.ca/admin/governance/media/Respectful Work and Learning Environment RWLE Policy - 2016_09_01.pdf](http://umanitoba.ca/admin/governance/media/Respectful_Work_and_Learning_Environment_RWLE_Policy_-_2016_09_01.pdf)

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

([https://umanitoba.ca/admin/governance/media/Student Non-Academic Misconduct and Concerning Behaviour Procedure - 2018_09_01.pdf](https://umanitoba.ca/admin/governance/media/Student_Non-Academic_Misconduct_and_Concerning_Behaviour_Procedure_-_2018_09_01.pdf)).

Course Technological Requirements

Students enrolled in the 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.

Medical Notes

Students who are unable to fulfill a course requirement for medical reasons will not be required to submit medical notes. However, students are required to contact their instructor or academic advisor by email to inform them of the missed work and make arrangements for extensions, deferrals, or make-up assignments.

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

- Contact your instructor for term work such as a class, quiz, midterm/test, assignment, lab report at least 24 hr prior to the due date
- Contact an advisor in your faculty of registration for a missed final exam (scheduled in the final examination period)
- Inform your instructor/advisor as soon as possible. For **final exams**, students must contact within 48 hours of the date of the 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.

Please note that circumstances that result in missing multiple course assignments/tests/classes 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 [advisor in their faculty/college/school of registration](#) in this instance.

Voluntary Withdrawal (VW), Authorised Withdrawal (AW) and Limited Access Policies

VW: Students have the opportunity to voluntarily withdraw (VW) from a class on or before **November 23, 2020**. By then, you will have received feedback so you can assess your progress. If you are not likely to pass the course, or achieve your desired grade, you should consider a VW. You may contact the instructor of the course 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.

http://umanitoba.ca/u1/know_yourself/573.html

AW: At times medical or compassionate circumstances arise that prevent a student from performing as they would under normal circumstances. If you are in this position you should contact a Faculty academic advisor to discuss your options. Be prepared to provide documentation supporting your situation.

http://www.umanitoba.ca/student/resource/student_advocacy/authorized-withdrawal/index.html

Limited Access Policy: At present, Limited Access does not apply to students who have previously been subject to this restriction for three consecutive terms. Students will be able to register to repeat a course (or equivalent) during their initial registration time.

<https://umanitoba.ca/student/records/academicpolicychanges/limitedaccessfaq.html>

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>

UM Respondus Student Guide

<https://universityofmanitoba.desire2learn.com/d2l/le/content/6606/viewContent/1463719/View>

The Student Discipline By-Law may be accessed at:

http://umanitoba.ca/admin/governance/media/Student_Discipline_Bylaw_-_2009_01_01.pdf

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.

<https://universityofmanitoba.desire2learn.com/d2l/le/content/6606/viewContent/1463719/View>

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

Students Accessibility Services

If you are a student with a disability, please contact SAS for 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 <http://umanitoba.ca/student/saa/accessibility/>

Ways to stay engaged!

Your university experience is not only about learning course content but also about connecting with others and establishing a network during your time here. Don't let this opportunity slip away - reach out to your professors, instructors, teaching assistants as well as classmates. These connections will be helpful for your future endeavors.

Even though much of this term's academic experience is remote, there are ways for you to connect with others in our community. Here are some suggestions:

For academic Resources, please explore: <https://www.sci.umanitoba.ca/students/undergraduate-students/academic-resources/getting-help-with-courses/>

To get involved with the Faculty of Science Students' Community, connect with Science Student Association as well as various discipline-specific groups. <https://www.sci.umanitoba.ca/students/undergraduate-students/student-life-and-resources/student-council-associations-and-groups/>

There are so many great opportunities available for research in the Faculty of Science. Gain first-hand experience in our labs as a summer research assistant. <https://www.sci.umanitoba.ca/students/undergraduate-students/current-students/undergraduate-research-opportunities/>