



THE UNIVERSITY OF WINNIPEG

DATE: APRIL 8, 2018(REVISED APRIL 12)
TO: ALL FACULTY MEMBERS
FROM: Dr. Catherine Taylor, Acting Dean of Arts
Dr. Hugh Grant, Acting Dean of Business and Economics
Dr. Ken McCluskey, Dean of Education
Dr. Jan Stewart, Acting Dean of Kinesiology
Dr. Doug Goltz, Acting Dean of Science
Dr. Mavis Reimer, Dean of Graduate Studies
RE: DEAN'S RECOMMENDATIONS FOR 2018 SPRING TERM COURSE OUTLINES

Instructors, please add the following points of information to your course packages for all students. This can be embedded into the course outline or provided in a separate document. Thank you.

1. When it is necessary to cancel a class due to exceptional circumstances, instructors will make every effort to inform you via uwinnipeg email, as well as the departmental assistant and Chair/Dean so that class cancellation forms can be posted outside classrooms.
2. Your uwinnipeg email address will normally be used for course related correspondence.
3. Please note that withdrawing before the VW date does not necessarily result in a fee refund.
4. Class make-up days are scheduled
 - At the end of term for courses that conflict with holidays:
May 29 for classes normally held Victoria Day (May 21) for 4 and 8 week classes beginning May 1
July 26 for classes normally held on July 2 when the University is closed in lieu of Canada Day;
August 14 for Jump Start classes normally held on August 6 when the University is closed for Terry Fox Day.
5. No classes: May 30 for courses in the 8 week term May 1 – June 27
June 13 for courses in the 12 week term May 1 – July 26
6. *Avoiding Academic Misconduct.* Uploading essays and other assignments to essay vendor or trader sites (filesharing sites that are known providers of essays for use by others who submit them to instructors as their own work) involves “aiding and abetting” plagiarism. Students who do this can be charged with Academic Misconduct.
7. *Avoiding Copyright Violation.* Course materials are owned by the instructor who developed them. Examples of such materials are course outlines, assignment descriptions, lecture notes, test questions, and presentation slides. Students who upload these materials to filesharing sites, or in any other way share these materials with others outside the class without prior permission of the instructor/presenter, are in violation of copyright law and University policy. Students must also seek prior permission of the instructor /presenter before photographing or recording slides, presentations, lectures, and notes on the board.
- 8 [Add if relevant to course] *Research Ethics.* Students conducting research interviews, focus groups, surveys, or any other method of collecting data from a person, including family members, must obtain the approval of the appropriate ethics committee before commencing data collection. Exceptions are research activities in class as a learning exercise. For submission requirements and deadlines, see <http://www.uwinnipeg.ca/research/human-ethics.html>.

Instructors, for you information:

- 1) Please inform your DA and Chair/Dean of your office hours and indicate them on course outlines.
- 2) You're strongly advised to: i) include teaching outcomes specific to each course, and ii) reference the University of Winnipeg library video tutorial "Avoiding Plagiarism" <https://www.youtube.com/watch?v=UvFdxRU9a8g>
- 3) Please make every reasonable attempt to: i) mark and return assignments/tests/exams to students in a timely fashion, normally within 2 weeks, and ii) ensure that students do not have to write term tests or examinations on the date of a religious holiday. Alternate arrangements are to be made when conflicts do arise.
- 4) Students conducting research interviews, focus groups, surveys, or any other method of collecting data from any person, including a family member, must obtain the approval of the appropriate ethics committee before commencing data collection. Exceptions are research activities in class as a learning exercise. For submission requirements and deadlines, see <http://www.uwinnipeg.ca/research/human-ethics.html>.