



# THE UNIVERSITY OF WINNIPEG

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**DATE:** JULY 10, 2018

**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. Doug Goltz, Acting Dean of Kinesiology  
Dr. Doug Goltz, Acting Dean of Science  
Dr. Manish Pandey, Dean of Graduate Studies

**RE:** DEAN'S RECOMMENDATIONS FOR 2018 FALL and 2018-19 Fall/Winter TERM COURSE OUTLINES

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Instructors, please add the following five 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. (Note: the bold italicized statement in #2 is so highlighted to signal a change in wording.)

1. When it is necessary to cancel a class due to exceptional circumstances, instructors will make every effort to inform students via uwinnipeg email (and/or using the preferred form of communication, as designated in this outline), as well as the Departmental Assistant and Chair/Dean so that class cancellation forms can be posted outside classrooms.

***2. Students are reminded that they have a responsibility to regularly check their uwinnipeg e-mail addresses to ensure timely receipt of correspondence from the university and/or their course instructors.***

*[Please use this space to identify the mode of communication you prefer, if other than uwinnipeg e-mail.]*

3. Please note that withdrawing before the VW date does not necessarily result in a fee refund. (November 12 is VW date for classes that begin in September and end in December).

4) No make-up classes scheduled.

5) No classes:

October 8, 2018	Thanksgiving
October 7-13, 2018	Mid-term reading week
November 11, 2018	Remembrance Day
Dec 22/18-Jan 2/19	University closed
February 16-22, 2019	Winter Mid-term reading week

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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>.
- 5) Classes start September 4, 2018; December 3, 2018 lectures end for Fall Term; January 7, 2019, lectures begin 2019 term; April 5, 2019 lectures end for 2018-19 Fall/Winter and Winter Term.