



# THE UNIVERSITY OF WINNIPEG

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**DATE:** MARCH 20, 2023  
**TO:** ALL FACULTY MEMBERS  
**FROM:** Dr. Doug Goltz, Dean of Science and Acting Dean of Kinesiology  
Dr. Hugh Grant, Dean of Business and Economics  
Dr. Laurie Hellsten, Dean of Education  
Dr. Glenn Moulaison, Dean of Arts  
Dr. Manish Pandey, Acting Dean of Graduate Studies  
Dr. Shauna Labman, Executive Director, Global College  
**RE:** DEANS' RECOMMENDATIONS FOR COURSE OUTLINES (SPRING/SUMMER 2023)

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Instructors, please add the following points of information to your course packages for all students. These can be embedded into the course outline or provided in a separate document. Several Departments have developed course outline templates that include the items below (and Senate requirements) to facilitate both outline development and DRC review.

1. Please indicate mode of delivery: in-person, hybrid online, online synchronous, online asynchronous. Method of submission of graded work should also be specified, as well as the type of equipment/resources authorized for use in tests/exams.
2. Students can find answers to frequently ask questions related to remote learning here: <https://www.uwinnipeg.ca/covid-19/remote-learning-faq.html>.
3. If you assign a grade for participation, please set clear expectations for students, depending on the mode of delivery.
4. When it is necessary to cancel a class due to exceptional circumstances, every effort will be made to inform students via UWinnipeg email (and/or using the preferred form of communication, as designated in this outline).
5. Students have the responsibility to regularly check their UWinnipeg e-mail addresses to ensure timely receipt of correspondence from the University and/or their course instructors.  
*[Identify the mode of communication you prefer, if other than UWinnipeg e-mail.]*
6. Please note that withdrawing before the VW date does not necessarily result in a fee refund.
7. The first day of class is [date]. Last class will be held on [date]. Make-up classes will be held on [*list the dates*]. Evaluation period is [*dates*].

[See <https://www.uwinnipeg.ca/academics/calendar/docs/dates.pdf> for all dates]

8. **Regulations, Policies, and Academic Integrity.** Students are encouraged to familiarize themselves with the "Regulations and Policies" found in the University *Academic Calendar* at: <https://uwinnipeg.ca/academics/calendar/docs/regulationsandpolicies.pdf>. Particular attention should

be given to subsections 8 (“Student Discipline”), 9 (“Senate Appeals”), and 10 (“Grade Appeals”). Please emphasize the importance of maintaining academic integrity, and to the potential consequences of engaging in plagiarism, cheating, and other forms of academic misconduct. Even “unintentional” plagiarism, as described in the UW Library video tutorial “Avoiding Plagiarism” (<https://www.youtube.com/watch?v=UvFdxRU9a8g>) is a form of academic misconduct. Similarly, 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) is a form of misconduct, as it involves “aiding and abetting” plagiarism. More detailed information can be found here:

*Academic Misconduct Policy and Procedures:* <https://www.uwinnipeg.ca/institutional-analysis/docs/policies/academic-misconduct-policy.pdf> and <https://www.uwinnipeg.ca/institutional-analysis/docs/policies/academic-misconduct-procedures.pdf>.

Clear expectations for assignments, tests, and exams should be set for students to avoid instances of “unintentional” misconduct. For instance, if an exam is “take-home”, students should be advised on permitted resources, being able to collaborate (or not) with other students, *etc.*

9. **Respectful Learning Environment.** Students are expected to conduct themselves in a respectful manner on campus and in the learning environment irrespective of platform being used. Behaviour, communication, or acts that are inconsistent with a number of UW policies (*e.g.* *Respectful Working and Learning Environment Policy* <https://www.uwinnipeg.ca/respect/respect-policy.html>, *Acceptable Use of Information Technology Policy* <https://www.uwinnipeg.ca/institutional-analysis/docs/policies/acceptable-use-of-information-technology-policy.pdf>) could be considered “non-academic” misconduct. More detailed information can be found here:

*Non-Academic Misconduct Policy and Procedures:* <https://www.uwinnipeg.ca/institutional-analysis/docs/student-non-academic-misconduct-policy.pdf> and <https://www.uwinnipeg.ca/institutional-analysis/docs/student-non-academic-misconduct-procedures.pdf>.

Instructors whose mode of delivery includes Zoom or a similar platform should clarify expectations for appropriate “remote classroom” behaviour or decorum (being on time, muting/unmuting, raising hand, reacting, *etc.*), and make appropriate allowances in order to respect the privacy of students (*e.g.* clarifying need to have video on/off).

10. **Copyright and Intellectual Property.** Course materials are the property of the instructor who developed them. Examples of such materials are course outlines, assignment descriptions, lecture notes, test questions, and presentation slides—irrespective of format. 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, for example, photographing, recording, or taking screenshots of slides, presentations, lectures, and notes on the board. Students found to be in violation of an instructor’s intellectual property rights could face serious consequences pursuant to the *Academic Misconduct* or *Non-Academic Misconduct Policy*; such consequences could possibly involve legal sanction under the *Copyright Policy* ([https://copyright.uwinnipeg.ca/docs/copyright\\_policy\\_2017.pdf](https://copyright.uwinnipeg.ca/docs/copyright_policy_2017.pdf)).

11. **Research Ethics.** Students conducting research interviews, focus groups, surveys, or any other method of collecting data from any person, including a family member, must obtain research ethics approval before commencing data collection. Exceptions are research activities done in class as a learning exercise. For submission requirements and deadlines, see <http://www.uwinnipeg.ca/research/human-ethics.html>

- 12. Privacy.** Students should be reminded of their rights in relation to the collecting of personal data by the University (<https://www.uwinnipeg.ca/privacy/admissions-privacy-notice.html>), especially if Zoom is being used for remote teaching (<https://www.uwinnipeg.ca/privacy/zoom-privacy-notice.html>) and testing/proctoring (<https://www.uwinnipeg.ca/privacy/zoom-test-and-exam-proctoring.html>).
- 13.** The University of Winnipeg affirms the importance of student mental health and our commitment to providing accessible, culturally appropriate, and effective services for students. Students who are seeking mental health supports are encouraged to reach out to the Wellness Centre at [studentwellness@uwinnipeg.ca](mailto:studentwellness@uwinnipeg.ca) or 204.988.7611. For community-based mental health resources and supports, students are encouraged to dial 2-1-1. This program of United Way is available 24/7 in 150 languages.
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*Instructors, for your information:*

1. Please inform your DA and Chair/Dean of your contact hours and indicate them on course outlines.
2. You are strongly advised to include teaching outcomes specific to each course.
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.