THE UNIVERSITY OF WINNIPEG

DATE: JULY 2025

TO: ALL FACULTY MEMBERS

FROM: Dr. Hugh Grant, Dean of Business and Economics
Dr. Tabitha Wood, Acting Dean of Science
Dr. Laurie Hellsten, Dean of Education
Dr. Kyle Devine, Dean of Graduate Studies
Dr. Shauna Labman, Executive Director, Global College
Dr. Tracy Whalen, Dean of Arts

RE: DEANS' RECOMMENDATIONS FOR COURSE OUTLINES (F/W/FW 2025-26)

Instructors, the first 12 points are recommended for inclusion in course outline templates prepared by Departments or DRCs with minor modification (e.g., items 1, 4, and 6). The remaining 8 points are reminders for instructors and DRCs.

Recommended for Inclusion in Course Syllabi

1. *INSTRUCTORS: We recommend choosing one of the following two options. Please delete the one you do no use. We recommend significant classroom discussion around academic integrity whichever option you choose. If you are choosing option A, you can adapt the paragraph to your preferred style guide (Chicago etc).*

   Academic Integrity and AI Text-generating Tools

   A) Students must follow principles of academic integrity (e.g., honesty, respect, fairness, and responsibility) in their use of material obtained through AI text-generating tools (e.g., ChatGPT, Bing, Notion AI). Suspected misuse of AI may result in a report to the Senate Academic Standards and Misconduct Committee. If AI tools are used, students must cite them. According to the MLA (https://style.mla.org/citing-generative-ai/), "you should

      a. cite a generative AI tool whenever you paraphrase, quote, or incorporate into your own work any content (whether text, image, data, or other) that was created by it
      b. acknowledge all functional uses of the tool (like editing your prose or translating words) in a note, your text, or another suitable location
      c. take care to vet the secondary sources it cites"

   B) The use of AI tools in this course is prohibited. This includes all forms of generative AI, like ChatGPT, Claude, Gemini, etc., as well as AI writing and paraphrasing tools, such as Grammarly, Quillbot, etc. If you are unsure if the use of a specific technology is permitted, ask the instructor prior to using the tool for coursework. Suspected misuse of AI may result in a report to the Senate Academic Standards and Misconduct Committee.

2. A permitted or necessary change in mode of delivery may require adjustments to important aspects of course outlines, like class schedule and the number, nature, and weighting of

assignments and/or exams.

3. In order to ensure a safe and comfortable learning environment for everyone, we kindly ask that all students refrain from wearing or using scented products while attending class.

4. Students have the responsibility to regularly check their University of Winnipeg 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.]*

5. Please note that withdrawing before the VW date does not necessarily result in a fee refund.

6. The first day of class is [*date*]. Last class will be held on [*date*]. The VW date is [*date*] .Make-up classes will be held on [*list the dates*]. Evaluation period is [*dates*].

7. **Regulations, Policies, and Academic Integrity**. Students are encouraged to familiarize themselves with the Regulations and Policies found in the 2025-26 Academic Calendar. Particular attention should be given to subsections 8 (Student Discipline, including Academic Misconduct Policies and Procedures), 9 (Senate Appeals), and 10 (Grade Appeals). Please be mindful of the importance of maintaining academic integrity and the potential consequences of engaging in plagiarism, cheating, and other forms of academic misconduct. Even unintentional plagiarism 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. An updated and expanded U of Winnipeg library site outlining principles of Academic Integrity can be found at https://library.uwinnipeg.ca/use-the-library/help-with-research/academic-integrity.html.

8. **Sexual Violence and Human Rights Advisor (SVHRA)**

    Students who have experienced Sexual Violence can access support from the SVHRA. The SVHRA receives disclosures and can support students with on and off-campus reporting. In collaboration with the Sexual Violence Response Team (SVRT), the SVHRA also provides fast-track referrals to Student Wellness, academic accommodations, security support, and other on and off campus supports. The SVHRA and SVRT operate within a confidential, survivor-centered, and trauma-informed framework.

    Disclosures may be made in-person, email, by text, by phone, or Zoom/Teams.

    5Ri55, 5th Floor (Rice Centre)
    204.230.6660 – *call or text (confidential line)*
    svrt@uwinnipeg.ca
    uwinnipeg.ca/respect/sexual-violence

9. **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](#).

10. **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 could be considered non- academic misconduct. See the [Respectful Working and Learning Environment Policy and Procedures](#) and Acceptable Use of Information Technology [Policy](#). More detailed information is outlined in the Non-Academic Misconduct Policy and Procedure: https://www.uwinnipeg.ca/policies/docs/policies/student-non-academic-misconduct-policy.pdf and https://www.uwinnipeg.ca/policies/docs/procedures/student-non-academic-misconduct-procedures.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, click [here](#).

12. **Privacy** A guide to the basic requirements for the collection, use, and disclosure of personal information may be found [here](#). The Privacy and Policy Procedures may be found [here](#). Students should be aware of their rights in relation to the collecting of personal data by the University, especially if [Zoom](#) is being used for remote teaching and [testing/proctoring](#).

13. Students can find answers to updates and frequently asked questions related to COVID-19 [here](#).

Important reminders for Instructors and DRCs*:*

1. Please inform your DA and Chair/Dean of your contact hours and indicate them on course outlines.

2. When it is necessary to cancel a class due to exceptional circumstances, every effort should be made to inform students via University of Winnipeg email (and/or using the preferred form of communication, as designated in this outline).

3. If you assign a grade for participation, please set clear expectations for students, depending on the mode of delivery.

4. You are strongly advised to include teaching outcomes specific to each course.

5. 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.

6. The method of delivery and submission of graded work should be specified, as well as the type of equipment/resources authorized for use in tests/exams.

7. Clear expectations for assignments, tests, and exams should be set for students to avoid instances of misconduct. For instance, in the case of take-home exams, students should be advised on permitted resources, being able to collaborate (or not) with other students, etc.

8. In addition to providing links on their course outlines, instructors are encouraged to discuss the Respectful Working and Learning Environment Policy with students.

Instructors whose mode of delivery includes Zoom or a similar platform should clarify expectations for appropriate remote classroom behaviour or decorum (e.g., 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).