



THE UNIVERSITY OF WINNIPEG

DATE: **OCTOBER 25, 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: DEANS' RECOMMENDATIONS FOR 2019 Winter 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. (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. (Friday March 15 is VW date for classes that begin in January and end in April).

4) No make-up classes scheduled.

5) Calendar dates:

February 18	Louis Riel Day (U closed)
February 17-23	Reading week
Friday April 5	Last day of lectures
April 9-23	Winter-term evaluation period

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.

Instructors, for your 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) MONDAY JANUARY 7, 2019, lectures begin 2019 term; April 5, 2019 lectures end for 2018-19 Fall/Winter and Winter Term.