

THFM-4041-601 (6 credit hours)  
**Special Studies: Designing the Productions**  
**(Amanda Jones)**

F/W 2025/26  
Meeting times: TBD  
Room: TBD  
Delivery: In-person

Instructor: Adam Parboosingh  
Office: 3T12  
Phone: 204-786-9380  
Office Hours: TBD  
E-Mail: a.parboosingh@uwinnipeg.ca

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### **COURSE DESCRIPTION**

This advanced course in design continues the development of design skills on both theoretical and practical projects.

The student will undertake the scenery design for the 2nd production, ***The Weight of Ants** by David Paquet, translated by Leanna Brodie*, opening February 2026. And designing the costumes for the 3<sup>rd</sup> production, **TBD**. Please see designer's responsibilities below along with the design schedule for the production. Schedules can change depending on the needs of the production.

During the first semester, the student will assist in the scenery design for the first UW production of the year, Tony Kushner's **A Bright Room Called Day**. They will assist in creating technical drawings and models for the production.

### **EXPECTATIONS: COMMUNICATION and MEETINGS**

Students have the responsibility to regularly check their Winnipeg e-mail addresses to ensure timely receipt of correspondence from the University and/or their course instructors.

It is the student's responsibility to respond to email correspondences prior to or during the next working day. Any correspondence that requires your design input that is not answered within this time frame will reflect in a grade deduction. See below for breakdown of responsibilities. Any design input missed due to unresponsive emails will be decided by the instructor or the director.

Agreed upon meetings will be scheduled at least a week in advance if not further. It is the student's responsibility to provide their course and/or work schedule to the production team. It is also the student's responsibility to be available, at the best of their ability, for meetings concerning the production. Missing agreed upon meetings will be reflected in a grade deduction.

After multiple occurrences of missing meetings and/or email correspondences, the student and the instructor will meet to discuss if it is appropriate for the student to remain as a member of the design team and/or the course.

### **TEXT**

- Production #2 - *The Weight of Ants* by David Paquet, translated by Leanna Brodie
- Production #3 - *TBD*

Recommended:

Boritt, Beowulf. *Transforming Space Over Time: Set Design and Visual Storytelling with Broadway's Legendary Directors*. Applause Theatre & Cinema Books, Imprint of Globe Pequot, 2022.

**EVALUATION****Design Assistant on UW#1 Production: 10% of the total course**

Design Assistant assignments

- Assist in building production model with theatre .....
- Assist in creating props list .....
- Attend production meetings .....
- Attend appropriate rehearsals .....

**Design Assignments on UW# 2 & 3: Each Production is weighted the same.**

Design Assignment to include these projects:

Designer/Director Collaboration (20% in total) including...

- Research images .....
- Preliminary collaboration .....
- Rehearsal collaboration .....
- Technical rehearsal collaboration .....
- Attendance at meetings .....

Preliminary/Concept Design Communication (10%) including...

- Appropriate design preliminaries .....
- Sketches or preliminary elevations .....
- Model work, preliminary light plot .....
- Costume plot .....
- Lighting cue synopsis .....

Completed Design Communication (30%) including....

- Ground Plan & Center Line Vertical Section .....
- Technical Drawings
  - Elevations, Details .....
- Coloured Rendering(s) and/or Production Model .....
- Properties and Set Dressing lists w/ visuals .....
- Costume renderings, hair & makeup designs, accessories list .....
- Lighting plot including paperwork .....

Production Shop Collaboration (30%) including....

- Construction shop, props, scenic painting .....
- Costume shop .....
- Lighting shop .....
- Department and Production Meetings .....

**TOTAL..... 100%**

Work not submitted will be graded as 0%.

Design Schedule for Production #2- *The Weight of Ants*:

- Start of Director / Student Designer meetings – early to mid-September
- Design Concept Meeting – Friday, October 31, 2025
- Preliminary Design Meeting – Friday, November 14
- Final Design Meeting – Friday, December 5, 2025

- Start of build – Monday, January 5, 2026
- Tech rehearsals – Sunday, February 1, 2026
- Opening – Tuesday, February 10, 2026

#### Design Schedule for Production #3- *TBA*

- Start of Director / Student Designer meetings - early to mid-November
- Design Concept Meeting – Friday, January 9, 2026
- Preliminary Design Meeting – Friday, January 23, 2026
- Final Design Meeting – Friday, February 6, 2026
- Start of build – Monday, February 23, 2026
- Tech rehearsals – Sunday, March 22, 2026
- Opening – Tuesday, March 31, 2026

#### Other Important Dates

- Fall Reading Week - October 12 to 18, 2025.
- Voluntary Withdrawal date - February 13, 2026
- Spring Reading Week - February 15 to 21, 2026

### CONVERSION SCALE

For the calculation of the final grade the following conversion table will be used:

A+	90 – 100%	GPA	4.5	C+	65 – 69.9%	GPA	2.5
A	85 – 89.9%	GPA	4.25	C	60 – 64.9%	GPA	2.0
A-	80 – 84.9%	GPA	4.0	D	50 – 59.9%	GPA	1.0
B+	75 – 79.9%	GPA	3.5	F	below 50%	GPA	0
B	70 – 74.9%	GPA	3.0				

### DEFINITIONS OF GRADING DESCRIPTIONS

**A+ Exceptional.** Thorough knowledge of concepts and/or techniques and exceptional skill **AND** great originality in the use of those concepts/techniques in satisfying the requirements of an assignment or course.

**A Superior.** Thorough knowledge of concepts and/or techniques and exceptional skill **OR** great originality in the use of those concepts/techniques in satisfying the requirements of an assignment or course.

**A- Excellent.** Thorough knowledge of concepts and/or techniques together with a high degree of skill and/or some elements of originality in satisfying the requirements of an assignment or course.

**B+ Very Good.** Thorough knowledge of concepts and/or techniques together with a fairly high degree of skill in the use of those concepts/techniques in satisfying the requirements of an assignment or course.

**B Good.** Good level of knowledge of concepts and/or techniques together with considerable skill in using them to satisfy the requirements of an assignment or course.

**C+ Competent.** Acceptable level of knowledge of concepts and/or techniques together with considerable skill in using them to satisfy the requirements of an assignment or course.

**C Fairly Competent.** Acceptable level of knowledge of concepts and/or techniques together with some skill in using them to satisfy the requirements of an assignment or course.

**D Barely Passing.** Minimum knowledge of concepts and/or techniques needed to satisfy the requirements of an assignment or course.

## **F Failing**

### **STUDENT PARTICIPATION POLICY**

Theatre & Film are communal art forms in which a number of interdependent artists and crafts people co-operate to create a work of art. This fact is necessarily transferred to the learning situation, and is reflected in many of the Department's courses. Consequently, it is the Department's policy that students are required to: complete homework such as reading, line-learning, script analysis, prop lists, design drawings, etc.; attend classes; attend rehearsals, meetings or shoots both within and outside of class times; and, in short, exhibit commitment towards the inevitably shared endeavours of our field of study.

Any student failing to fulfil these requirements is harmful to the progress of dedicated students and may, after due warning, be asked to withdraw from any individual Departmental course.

### **COURSE CONTENT NOTE**

Dramatic Literature depicts a wide variety of human action, both elevated and base, public and private, physical and psychological, sexual and non-sexual, etc. The Department of Theatre and Film will not undertake to censor the subject matter of dramatic works.

Students who have concerns about dealing with the full range of content and style in drama/film are urged to discuss these concerns with the course instructor.

### **KNOW YOUR RIGHTS**

#### **Human Rights and Diversity**

All students are encouraged to visit the University's Human Rights and Diversity website (<https://www.uwinnipeg.ca/respect/index.html>) to familiarize yourself about your rights, the University's policies, and resources in place to support you. This site includes links to the University's Sexual Violence Policy and Procedures (<https://www.uwinnipeg.ca/respect/sexual-violence-policy-and-procedures.html>), as well as resources for getting and providing support and clear steps for disclosing or reporting sexual violence.

#### **Sexual Violence Resources on Campus**

From the UW Human Rights & Diversity website:

*The University takes all disclosures and reports of sexual violence seriously; survivors of all backgrounds and experiences will be treated with dignity, respect, and care. If you have experienced sexual violence, there are trained staff to help you in whatever way suits you best."*

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, 5<sup>th</sup> Floor (Rice Centre)

204.230.6660 – *call or text (confidential line)*

[svrt@uwinnipeg.ca](mailto:svrt@uwinnipeg.ca)

[uwinnipeg.ca/respect/sexual-violence](https://www.uwinnipeg.ca/respect/sexual-violence)

**Disclosing** is telling a member of the UW Community that you have experienced sexual violence. This could be someone you trust or feel comfortable with, like a professor, coach, another staff person, or a member of the Sexual Violence Response Team (**SVRT**). A disclosure can be made in order to receive support, accommodation, or to be connected to other resources. The Sexual Violence Response Team (**SVRT**) is a small team of specially trained, well-situated staff that coordinates and organizes services for survivors in a confidential manner. For example, if you personally do not feel comfortable talking to your professors about extensions or deferring work, they would be able to arrange changes for you without telling the professor why you need accommodation.

**Contact SVRT by phone at 204-230-6660.** [You can find more information on disclosing here.](https://www.uwinnipeg.ca/respect/sexual-violence/get-support.html)  
(<https://www.uwinnipeg.ca/respect/sexual-violence/get-support.html>)

**Reporting** is making a statement to the **Human Rights & Diversity Officer (HRDO)** with the intention of seeking remedy, sanction, or consequences through the university. Once a report is made, the **HRDO** will review your report and discuss your options. Your options could include an investigation process, or informal resolution (if you wish to resolve it without an investigation). The **HRDO** can still connect you with support, accommodation, or external organizations while the investigation is taking place.

**You can contact the HRDO by phone at 204-988-7508** or by email at [hrdo@uwinnipeg.ca](mailto:hrdo@uwinnipeg.ca).

**You can report online here »** ([https://uwinnipeg.qualtrics.com/jfe/form/SV\\_4ONi2EP1gcXjyBv](https://uwinnipeg.qualtrics.com/jfe/form/SV_4ONi2EP1gcXjyBv))

## **PUBLIC HEALTH CONSIDERATIONS**

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.

Should public health and university regulations require it, the schedule and content of the course may be subject to change on short notice. Every effort will be made to inform students of these changes, to deliver the course content in the best way possible under the circumstances, and to evaluate students fairly.

## **HEALTH AND ACCESSIBILITY SERVICES**

Life happens to everyone. If you are experiencing a crisis in your life, or if you have a physical or mental health issue, communicate with your Professor or Accessibility Services – let us know so we can provide support or direct you to those who can. The earlier we know, the earlier we can discuss what resources might be available. Students with documented disabilities, or temporary or chronic medical conditions requiring academic accommodations for tests/exams/presentations (e.g., private space or more time) or during lectures/labs (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 204-786-9771 or [accessibilityservices@uwinnipeg.ca](mailto:accessibilityservices@uwinnipeg.ca) to discuss appropriate options. All information about a student's disability or medical condition remains confidential. If you are registered with Accessibility Services, do not assume that Accessibility Services (AS) has informed your instructor that you have registered with them. Please see <http://www.uwinnipeg.ca/accessibility>. If you do not register with AS, you cannot be granted special consideration (e.g. extra time to write exams/tests, attendance issues because of physical or mental health conditions, etc.).

The University of Winnipeg promotes a scent-free environment. Please be respectful of the needs of your fellow classmates and your instructor by avoiding the use of scented products while attending on-campus lectures and labs. Exposure to perfumes and other **scented products (such as lotion)** can trigger serious

health reactions in persons with asthma, allergies, migraines or chemical sensitivities. We are asking for your cooperation to create a scent-free environment **on campus** by students, faculty and staff.

### **"THE REAL THING" LECTURE SERIES**

During the FW terms, the Department of Theatre and Film presents a series of lectures held on Wednesdays during the free period (12:30-13:20). This series will feature speakers from a range of areas in the performing arts: technical, performance, design, management, film, directing, playwriting, etc. and are open to all students. The speakers will specifically address issues related to "the business of the business."

**Lectures will take place in-person in the Theatre, Wednesday 12:30 – 13:20 on the following dates (subject to change):**

- **12:30 pm Wednesday, October 9, 2025**
- **12:30 pm Wednesday, November 12, 2025**
- **12:30 pm Wednesday, January 28, 2026**
- **12:30 pm Wednesday, March 4, 2026**

Guests will be announced prior to each lecture.

***REAL THING LECTURES MANDATORY ATTENDANCE FOR SENIOR AND HONOURS STUDENTS:*** Attendance at EVERY lecture is mandatory for ALL Honours students in Theatre (that is, anyone taking 4000-level courses in any area), as well as students in THFM-3101 Acting III Advanced Practice, THFM-3201 Styles in Design, and THFM-3801 Production II. Please note that other instructors may require attendance as well. Sign-in sheets are posted outside the theatre before each lecture.

All students are encouraged to attend these fun and informative lectures. Please see our department website regularly for information.

### **ORIENTATION ASSEMBLY**

**WEDNESDAY, SEPTEMBER 24, 2025 12:30 pm – 1:20 pm**

**Our THFM Orientation Assembly in the Theatre** welcomes students to the new term; introduces our new students to faculty and other students; provides information about the department, its various activities and those of its professors, TAFSA, and the UWSA; and delivers news about what's coming up.

**ALL STUDENTS ARE ENCOURAGED AND WELCOME TO ATTEND!**

### **TAFSA**

All students enrolled in at least one theatre or film class are automatically members of TAFSA, the Theatre and Film Students' Association.

TAFSA offers lively social interaction for U of W students, to ensure their academic career is as fun and memorable as possible! TAFSA aims to provide a safe and welcoming environment where Theatre and Film students can meet and enjoy shared interests. TAFSA's mission is to bring Theatre and Film students together, improve student life and enjoyment, and advocate for students. TAFSA also hosts events where students can network and showcase their skills.

Please find out more at TAFSA's meetings, held every second Monday in the Fall/Winter terms from 12:30-13:20 pm. It's a great opportunity for students to connect with other like-minded people and a way to get involved in the department events. Visit the TAFSA Instagram account at **@tafsauw** or email them at [tafsa.uw@hotmail.com](mailto:tafsa.uw@hotmail.com) or come by the office, OT02B off the basement student lounge.

### **BUILDING SECURITY**

The Asper Centre for Theatre and Film (home to the Department of Theatre and Film) is open from 8:00 am to 4:00 pm weekdays only. Students are permitted to be in the building between 8:00 am and 10:00 pm seven days per week (except statutory holidays when the University is closed) **BUT PLEASE NOTE:** outside of regular building hours, it is **MANDATORY** that everyone in the building (students, faculty and community renters) **EITHER** carry an access card **OR** have a booking confirmation form in their possession (hard copy or electronic). **ALL EVENING STUDENTS in the building for classes must have a UW ID card.** If a Security Guard checks and you do not have proper accreditation, **you may be evicted.**

When the external ACTF doors are locked, access to the building is through Security using the video intercom at the building entrance to the left of the front door.

These rules are in place to protect our students and our equipment; please respect them.

All interior studios and labs are locked outside of building hours. Evening and weekend access can be added to your student card by visiting Melinda in the Department office, 3T03.

***SECURITY PHONE (General, non-emergency, Safe Walk and Safe Ride): 204-786-9272***  
***SECURITY EMERGENCY NUMBER: 204-786-6666***

The Asper Centre for Theatre and Film is equipped two phones (one by the House Manager's office in the lobby, one in the basement by the elevator) to contact Security.

Students are encouraged to visit the UW Security Services webpage for complete information about campus security and emergency procedures: <https://www.uwinnipeg.ca/security/index.html> and to download the UW Safe App: <https://www.uwinnipeg.ca/security/uw-safe-app.html>.

### **ONLINE CLASSES**

Instructors whose mode of delivery includes Zoom or a similar platform will 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).

**Performance classes online:** No eating, chewing gum, or wearing a mask during on-line work.

### **RECORDING ON-LINE CLASSES**

Should a class be held online, the instructor may choose to record a zoom or video class if there are online connectivity issues, absences, or to post to Nexus for later review. If a lecture is recorded, students will be given notice (via the course outline or on a case-by-case basis) that their personal information may be captured; informed of how long the recording will be retained; and whether the recording will be used for evaluation of any kind. Students will also be given the option to turn off their cameras/microphones and use pseudonyms to remain anonymous (except where class participation is required).

Students with concerns or who wish to seek alternate arrangements may discuss the matter with the instructor. Access to recordings will be limited to the academic staff, students, and others with a legitimate need. Recordings containing student personal information will not be posted publicly, but only on UW-approved servers.

**No student is allowed to disseminate recordings outside of the class or post recordings publicly. Access to the recordings will be limited to the instructor and the students.**

### **ELECTRONIC COURSE OUTLINE ADDENDA**

**Department Website:** <https://theatre.uwinnipeg.ca> or <https://film.uwinnipeg.ca>

Please refer to the website for department information, but particularly regarding:

**Fire and Safety Information for ACTF:** Students must check our website and review the [Fire Safety Instructions in the Asper Centre for Theatre and Film](https://www.uwinnipeg.ca/theatre-film/docs/fire-evacuation-procedures_2020.pdf) ([https://www.uwinnipeg.ca/theatre-film/docs/fire-evacuation-procedures\\_2020.pdf](https://www.uwinnipeg.ca/theatre-film/docs/fire-evacuation-procedures_2020.pdf)) and [Access Card/Building Use Policy](https://www.uwinnipeg.ca/theatre-film/rentals/access-card-and-building-use-policy.html) (<https://www.uwinnipeg.ca/theatre-film/rentals/access-card-and-building-use-policy.html>).

**Room Bookings for Class Assignment Work:** Students may book rehearsal room space class-related work or outside projects. Priority will be given to class assignment work. Please see our website links to *Room Booking Instructions* and electronic *Online Room Booking Form* found on our department website at <https://www.uwinnipeg.ca/theatre-film/rentals/access-card-and-building-use-policy.html>. Please read and note all instructions carefully. Room booking availability is subject to change according to public health and university policies.

### **GENERAL NOTES**

- Students can find answers to frequently asked questions related to the University's Covid-19 policies for the 2025-26 year here: <https://www.uwinnipeg.ca/covid-19/index.html>
- **Students should check their UWinnipeg e-mail addresses daily as this is the most direct way instructors and the University will contact students regarding such things as important information about health and safety, policies and registration, and Faculty will contact you about changes to class schedules, cancelled classes, etc.**
- **This course outline should be considered a guideline only. Time constraints and other unforeseen factors may require that some topics be omitted or covered in less detail than indicated.** 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.
- Archival records such as video/sound recordings and photographs may be made or taken during class or lab times. The University uses such materials primarily for archival, promotional, and teaching purposes. Promotional use may include display at open houses or conferences, or use in advertising, publicity, or brochures. In reading and accepting the terms in this course outline, students acknowledge consent for such use by the University. Should a student not wish to convey such consent, they should withdraw from this course immediately.
- Unless necessary for accessing class, cellular phones should be turned off during classes and examinations. Texting is not permitted in class.

- Any student attending a test or final examination may be required to present proof of identity; photo identification is preferred.
- It is the student's responsibility to retain a paper or digital copy of **ALL** assignments submitted for grading; in the event of loss or theft, a duplicate copy is required.
- When it is necessary to cancel a class due to exceptional circumstances, instructors will make every effort to inform students via UWinnipeg webmail (and/or using the preferred form of communication, as designated by the instructor), as well as the Departmental Assistant and Chair/Dean. ***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.***
- Students may choose not to attend classes or write examinations on holydays of their religion, but they must notify their instructors at least two weeks in advance. Instructors will then provide opportunity for students to make up work or examinations without penalty. A list of religious holidays can be found in the 2025-26 Undergraduate Academic Calendar:  
<https://www.uwinnipeg.ca/academics/calendar/docs/important-notes.pdf>
- Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams or during lectures/laboratories are encouraged to contact Accessibility Services (AS) at 204.786.9771 or <https://www.uwinnipeg.ca/accessibility-services/> to discuss appropriate options. All information about a student's disability or medical condition remains confidential.
- Reference to the appropriate items in the Regulations & Policies section of the *Course Calendar*, including Senate appeals and academic misconduct (e.g. plagiarism, cheating) <https://www.uwinnipeg.ca/academics/calendar/docs/regulationsandpolicies.pdf>. Instructors should become familiar with the procedures for dealing with alleged academic misconduct at <https://www.uwinnipeg.ca/policies/docs/procedures/academic-misconduct-procedures.pdf> and <https://www.uwinnipeg.ca/policies/docs/policies/academic-misconduct-policy.pdf>
- **Respectful Learning Environment.** All students, faculty and staff have the right to participate, learn, and work in an environment that is free of harassment and discrimination. 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>
- The UW Respectful Working and Learning Environment Policy may be found at <https://www.uwinnipeg.ca/respect/>.
- **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>.

Important information is outlined in the Academic Misconduct Policy and Procedures: <https://www.uwinnipeg.ca/policies/docs/policies/academic-misconduct-policy.pdf> and <https://www.uwinnipeg.ca/policies/docs/procedures/academic-misconduct-procedures.pdf>.

- **Academic Integrity and AI Text-generating Tools.** 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). If an instructor prohibits the use of AI tools in a course, students may face an allegation of academic misconduct if using them to do assignments. If AI tools are permitted, 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”

#### **PLEASE CONFIRM WITH YOUR INSTRUCTOR ABOUT THIS CLASS'S POLICY ON AI TOOLS.**

- **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](#).
- **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](#).
- **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](#).
- 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.

- 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.

### **2025-26 VOLUNTARY WITHDRAWAL DATES**

The voluntary withdrawal dates for 2025-26, without academic penalty:

- **Wednesday, November 12, 2025** for Fall courses which begin in September 2025 and end in December 2025
- **Friday, February 13, 2026** for Fall/Winter courses which begin September 2025 and end in April 2026
- **Friday, March 13, 2026** for Winter courses which begin in January 2026 and end in April 2026

**Students are encouraged to speak to the Instructor before withdrawing to explore other options.**

**Please note that withdrawing before the VW date does not necessarily result in a fee refund. Find information about withdrawals at <https://www.uwinnipeg.ca/registration/docs/withdrawal-schedule-fw.pdf>.**

### **2025-26 CAMPUS CLOSURE DATES**

The University is closed for the following holidays:

- Monday, September 1 (Labour Day)
- Tuesday, September 30 (Truth and Reconciliation Day)
- Monday, October 13 (Thanksgiving Day)
- Tuesday, November 11 (Remembrance Day)
- Tuesday, December 23 through Thursday, January 1
- February 16 (Louis Riel Day)
- April 3 (Good Friday)
- April 5 (Easter Sunday)

### **2025-26 READING WEEKS**

- Fall mid-term reading week is October 12-18, 2025
- Winter mid-term reading week is February 15-21, 2026

### **THFM DEPARTMENT OFFICE INFORMATION**

3T03 (3<sup>rd</sup> Floor, Asper Centre for Theatre and Film)  
Office Manager/Student Advisor: Melinda Tallin  
204-786-9955  
[m.tallin@uwinnipeg.ca](mailto:m.tallin@uwinnipeg.ca)