

THFM-2201-001 and THFM-2201L-070 and THFM-2201L-071 (3 credit hours)

PRINCIPLES OF DESIGN

Fall, 2022

Lecture: (In-person, Manitoba Hall, 2M67) Friday, 9:30 – 11:20am

Lab (070): (In-person, OT20) Mon, 9:30 – 11:20am

Lab (071): (In-person, OT20) Wed, 9:30 – 11:20am

Instructor: Adam Parboosingh

Office: Zoom

Phone: 204-786-9380

Virtual Office Hours: Tuesdays 1:00 – 2:00pm

or by appointment

E-Mail: a.parboosingh@uwinnipeg.ca

COURSE DESCRIPTION

This course is an introduction to the principles and practice of theatrical design in sets and costumes. Drawing skills are not required but students will learn ways to communicate visual information.

Note: This course can be used towards the Humanities Requirement.

An introduction to the process of design, applying the principles and elements of design to the theatrical production. Students will explore the design process in projects involving analysis, interpretation, observation and presentation of concepts through a variety of visually expressive means.

The course also explores stage terminology so the student will be familiar with stage language and the technical means of realizing a design concept. With lectures and labs as the basis for instruction, the chapter outlines and assignments are structured to teach fundamental design skills in sketching, painting, model building and research. A knowledge of and exposure to these skills is essential to the design process and advanced design courses in the department.

COMMUNICATION

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. Please refrain from using the email, pager or chat function in Nexus due to its limitations. **Communications will only be sent to UW email addresses.**

TEXTBOOK

The following required textbook is accessible for free through the UW Library website as an eBook:

Benedetto, Stephen Di. *An Introduction to Theatre Design*. Taylor & Francis, 2012.

<https://uwinnipeg.on.worldcat.org/oclc/798531484>

Other readings will be available through Nexus.

Access to the UW Library website / databases is necessary: Digital Theatre+ will be used to view previously filmed theatre performances.

LAB SUPPLIES - required for Chapter Outlines and Assignments

Michaels, Staples, Artist Emporium and Dollarama will have many of the supplies listed below at various prices. An image / video of all the tools and supplies will be sent out prior to the first week of class.

Tools

Architectural Scale Ruler

12" Architect's Scale (needs to have 1/8", 1/4", 1/2", 1" scales)

- Metal Ruler
 - 12" Metal ruler with cork on back
- Pencils and eraser
 - Sketching Pencils - 4B, 2B, HB, 2H, 4H
 - Plastic Eraser
- Watercolor or Gouache Paint and Brushes
 - Minimum 12 Colour Watercolor/Gouache Paint Pack
 - Paint brush set
- X-acto Knife with Blades
 - X-ACTO® #1 Precision Knife
 - #1 Precision Knife blades
- Bond Glue and Glue Stick
- Tape
- Painter’s Tape (small roll)

Paper Supply

- Watercolor paper
 - Strathmore® 300 Series Watercolor Pad 11"x15"
- Sketchbook
 - Fundamentals™ Sketch Pad by Artist’s Loft™ 9"x12"
- Illustration Board x 2 sheets
 - Canson® Comic/Manga Illustration Art Board (white) 16"x20"
 - (at Michaels/Artist Emporium)

Other supplies will depend on the individual’s design of the project.

MARK DISTRIBUTION

(An assignment sheet and rubric will be available through Nexus)

Chapter Outlines	Total 15%
Chapter 1 – Theatre Designer’s Job due Sept 23	
Chapter 4 – The artistry of the set due Oct 21	
Chapter 5 – The artistry of costumes due Nov 4	
Quizzes	Total 10%
Chapter 1, 2, 3 quiz due Oct 7	
Chapter 4, 5, 6 quiz due Nov 18	
Visual Vocabulary assignment due Oct 7	Total 10%
Model Building assignment due Oct 28	Total 10%
Costume Rendering assignment due Nov 18.....	Total 10%
Lighting assignment due Nov 25	Total 10%
Final Project (see schedule for due date)	Total 25%
In Course Participation	Total 10%
Total.....	100%

Work not submitted will be graded as 0%. Late projects will be assessed a 10% reduction per day. After 48 hours, you will be assessed zero (0) marks for that project.

Project notes:

- All chapter outlines will be submitted online, it would be ideal for you to have the following software:
 - Presentation program – PowerPoint or Keynote
 - Word processing software – Word or Pages
 - PDF Reader - Adobe Acrobat Reader or Preview
 - Graphic editing software* - Adobe Photoshop, Affinity Photo or GIMP
 - Affinity Photo = is a non-subscription Photoshop equivalent software.
 - GIMP = free, open-source software and available on the OT20 Design Lab computers.

In Course Participation

- Use the below rubric as a guide to be actively engaged in both lectures and labs.

THFM 2201 - PRINCIPLES OF DESIGN - COURSE PARTICIPATION RUBRIC - LECTURE PARTICIPATION					
	Full Engaged (A's)	Well Engaged (B's)	Adequately Engaged (C's)	Barely Engaged (D's)	Unsatisfactory (F's)
CRITERIA	Contributes to almost every class discussion	Contributes frequently to class discussion	Contributes to class discussion regularly but without own insights	Offers opinions without making connections to readings	Makes limited to no contribution to class discussion
	Poses questions and makes comments consistently	Poses questions and makes comments somewhat consistently	Poses questions and makes comments inconsistently	Poses few, if any, questions	Does not pose questions
	Actively engaged as an audience member during lectures and presentations	Mostly, actively engages as an audience member during lectures and presentations	Frequently engaged as an audience member during lectures and presentations	Often disengaged as an audience member during lectures and presentations	Not engaged as an audience member during lectures and presentations
ATTENDANCE	Attended 90-100% of the lectures	Attended 80-90% of the lectures	Attended 60-70% of the lectures	Attended 50% of the lectures	Attended less than 50% of the lectures

THFM 2201 - PRINCIPLES OF DESIGN - COURSE PARTICIPATION RUBRIC - LAB PARTICIPATION					
	Full Engaged (A's)	Well Engaged (B's)	Adequately Engaged (C's)	Barely Engaged (D's)	Unsatisfactory (F's)
CRITERIA	Actively works on assignment during class	Mostly, actively works on assignment during class	Frequently actively works on assignment during class but often is distracted	Is distracted more than actively working on assignment during class	Does not work on assignments during
	Actively prepares for upcoming assignment during class	Mostly, actively prepares for upcoming assignment during class	Will only prepares for upcoming assignment during class if reminded	More often will not prepare for upcoming assignments in class	Does not prepare for upcoming assignments in class
	Actively explores different methods or techniques beyond the demonstrated skills in the lab	Mostly, actively explores different methods or techniques	Sometimes will actively explores different methods or techniques	Rarely will actively explores different methods or techniques	Does not explore different methods or techniques
	Makes connections between readings/lectures and assignments	Makes some connections between readings/lectures and assignments	Makes very few connections between readings/lectures and assignments	Makes limited connections between readings/lectures and assignments	Does not make connections between reading/lectures and assignments

	Actively creates a positive environment by maintaining a clean workspace	Mostly, actively creates a positive environment by maintaining a clean workspace	Sometimes actively creates a positive environment by maintaining a clean workspace	Rarely creates a positive environment by maintaining a clean workspace	Does not clean up their workspace
ATTENDANCE	Attended 90-100% of the lectures	Attended 80-90% of the lectures	Attended 60-70% of the lectures	Attended 50% of the lectures	Attended less than 50% of the lectures

FALL 2022 WEEKLY LAB & LECTURE FOCUS & ASSIGNMENT SCHEDULE

Week #	Lab Focus – Mon/Wed (tools and materials needed)	Lecture Focus - Friday (quiz dates)	Assignments Due
1 (Sept 5 - 9)	No Lab	Chapter 1 – The Theatre Designer’s Job	
2 (Sept 12 - 16)	Introduction to the Design Lab and Chapter Outlines	Chapter 3 – Vocabulary of Visual Thinking	
3 (Sept 19 - 23)	Visual Vocabulary Sketching (pencils, eraser, blending tortillions scale ruler, sketch paper)	Chapter 2 – The History	Chapter 1 Outline due
4 (Sept 26 - 30)	Visual Vocabulary Sketching	Truth and Reconciliation Day No Class	
5 (Oct 3 - 7)	Model Building (pencils, eraser, scale ruler, cutting blade, straight edge, glue)	Chapter 4 – The Artistry of the Set Quiz #1 (Chapter 1, 2, 3)	Visual Vocabulary Assignment due
6 (Oct 10 - 14)	Reading Week		
7 (Oct 17 - 21)	Model Building	Professional Scenic Designer interview	Chapter 4 Outline due
8 (Oct 24 - 28)	Costume Rendering (watercolor or gouache paint, brushes, watercolor paper)	Chapter 5 – The Artistry of the Costumes	Model Building Assignment due
9 (Oct 31 – Nov 4)	Costume Rendering	Professional Costume Designer interview	Chapter 5 Outline due
10 (Nov 7 - 11)	Lighting (pencils, watercolor paints, sketch/watercolor paper)	Remembrance No Class	
11 (Nov 14 - 18)	Lighting	Chapter 6 - The Artistry of the Light Quiz #2 (Chapter 4, 5, 6)	Costume Rendering Assignment due
November 16	Voluntary Withdrawal date		

12 (Nov 21 - 25)	Final Project work	Professional Lighting Designer interview	Lighting Assignment due
13 (Nov 28 - Dec 2)	Final Project work		
14 (Dec 5 - 9)	Final Project Lab – 070 due Tues, Dec 6 Lab – 071 due Wed, Dec 7		

COURSE ENGAGEMENT

This course will consist of the following instructional methods:

- In-person Labs (required attendance)
 - LAB - 070 (Monday - 9:30 to 11:20am) and LAB - 071 (Wednesday - 9:30 to 11:20am) will take place in OT20 (Design Lab) in the Asper Centre.
 - Introduction of each assignment and demonstration of techniques to complete the assignments will take place at the beginning of each lab. The remaining of the lab will be your time to work on either assignment or chapter outlines.
- In-person Lectures
 - LEC - 001 (Friday – 9:30 to 11:20am) will take place in Lockhart Hall (1L06).
- The **voluntary withdrawal date**, without academic penalty, is November 16, 2022.

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				

STUDENT PARTICIPATION POLICY & COURSE CONTENT

Theatre & Film are communal art forms in which a number of interdependent artists and crafts people cooperate 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."

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>)

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

You can report online here » (https://uwinnipeg.qualtrics.com/jfe/form/SV_4ONi2EP1gcXjyBv)

PUBLIC HEALTH CONSIDERATIONS

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 re-

quiring 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 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:

October 5, 2022

November 9, 2022

January 18, 2023

March 1st, 2023

Guests will be confirmed shortly.

MANDATORY ATTENDANCE FOR 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-3110 Screen Acting, THFM-3201 Styles in Design, and THFM-3801 Production II.

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

ORIENTATION ASSEMBLY

WEDNESDAY, SEPTEMBER 14 at 12:30 pm we will hold an *Orientation Assembly* in the Theatre to welcome students to the new term; introduce our new students to faculty and other students; provide information about the department, its various activities and those of its professors; and deliver 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, which plans a number of exciting activities each academic year. Activities organized by TAFSA include regular **Performance Jams, Department parties** and **Socials**; other events have included **DioFest** (a new play festival featuring student written and produced plays), and **24/7** (an event in

which students move into our building and several plays are written, rehearsed, produced, and presented – all in a period of 24 hours!).

Please find out more at TAFSA's meetings, held every second Monday 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 TFSA Instagram account at [@tfsauw](#) or email them at tfsa.uw@hotmail.com.

BUILDING SECURITY

The Asper Centre for Theatre and Film (home to the Department of Theatre and Film) is open from 8:00 am to 6 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.**

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

All 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 with an emergency-only phone to contact Security immediately in the main lobby by the House Management Office. This can be used in an emergency situation to directly connect with the UW Security Services.

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>

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) and *Access Card/Building Use Policy* (<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 2022-23 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.**
- 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 photocopy or computer disk 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 holy days 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 2022-23 Undergraduate Academic Calendar, <http://uwinnipeg.ca/academics/calendar/docs/important-notes.pdf>

Regulations, Policies, and Academic Integrity

Students are encouraged to familiarize themselves with the Regulations and Policies found in the University Academic Calendar at

<https://www.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 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.

Important information is outlined in the 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>.

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 (<https://www.uwinnipeg.ca/respect/respect-policy.html>) and Acceptable Use of Information Technology Policy (<https://www.uwinnipeg.ca/institutional-analysis/docs/policies/acceptable-use-of-information-technology-policy.pdf>). More detailed information is outlined in the 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>).

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).

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 <https://www.uwinnipeg.ca/research/ethics/index.html>

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>).

VOLUNTARY WITHDRAWAL DATES

The voluntary withdrawal dates, without academic penalty:

NOVEMBER 16, 2022 FOR FALL TERM COURSES which begin in September 2022 and end in December 2022

FEBRUARY 14, 2023 FOR FALL/WINTER TERM COURSES which begin in September 2022 and end in April 2023

MARCH 14, 2023 FOR WINTER COURSES which begin in January 2023 and end in April 2023

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.

CAMPUS CLOSURE DATES

The dates the University is closed for holidays, irrespective of campus closure related to COVID-19 or other public directives:

September 5 (Labour Day)

September 30 (Truth and Reconciliation Day)

October 10 (Thanksgiving Day)

November 11 (Remembrance Day)

December 23, 2022 through January 2, 2023

February 20 (Louis Riel Day)

April 07 (Good Friday)