

**THFM-2801-001 & 002 (6 credit hours)
THEATRICAL PRODUCTION I**

The University of Winnipeg acknowledges that we are gathered on ancestral lands, on Treaty One Territory. These lands are the heartland of the Métis people. We acknowledge that our water is sourced from Shoal Lake 40 First Nation.

Tue/Thu 2:30-5:15 pm

Fall/Winter 2022-23

Section 001: Room 1T12

Section 002: Room 0T09

Note: Both Sections will meet in person in room 0T09: Tue, Sept 6th at 2:30 p.m.

Instructors:

Section 001: Aaron Frost

Office: 1T13 Phone: 204-786-9246

E-Mail: a.frost@uwinnipeg.ca

Office hours by appointment

Section 002: Sean Neville

Phone: 204-795-7972

E-Mail: s.neville@uwinnipeg.ca

Virtual office hours by appointment

PREREQUISITE or CO-REQUISITE: NONE: although THFM-1001, THFM-1002 or THFM-1003 are recommended.

The objective of this course is to offer an introduction to technical production in theatre through lectures, projects, and production work. Theatrical Production I is divided into two halves as follows:

1. Stagecraft and Theatrical Facilities, and
2. Sound and Lighting in Production and Electrical Theory for the Theatre Technician.

The course is divided into lecture and lab sessions. Lectures expose students to principles of stagecraft, the handling of lighting and sound equipment, and the study of theatre facilities with an emphasis on proscenium and studio spaces. Considerations of safety in the handling of equipment and materials will be included throughout along with use of the Workplace Hazardous Materials Information System.

EVALUATION Grading is divided evenly between each half of the course.

Assignments distributed over the Stagecraft section (see schedule below)	11%
Scenic construction labs in the 2nd quarter of Stagecraft.....	16%
Stagecraft & Production Test.....	8%
3 tests evenly distributed over the Sound and Lighting section.....	15%
Practical lighting labs	20%
Show volunteering	10%
'Real Thing Lecture' reviews (Pass/Fail)	5%
Performance report (Pass/Fail)	5%
Class participation (5% each term)	10%

Total.....	100%

TENTATIVE SCHEDULES

There is no mid-term exam at the end of the Fall session and there is no final exam during the April exam period. More detailed references to lecture schedule and readings, and activities will be posted on the departmental web site at <https://www.uwinnipeg.ca/theatre-film/index.html> under Student Resources and available through Nexus. **PLEASE NOTE:** because this course is dependent upon production work coordinated with other classes some activities on the following schedule may be subject to change.

LIGHTING AND SOUND BOTH TERMS
(Production Labs listed below are NOT optional unless noted)

<u>Section 002 Fall Dates</u>	<u>Section 001 Winter Dates</u>	<u>Activity / Event</u>
Tue, Sep 27	Thu, Jan 26	Electricity Test
	Wed, Feb 14	Voluntary Withdrawal final date
Mon, Oct 10-Fri Oct 14	Mon, Feb 20-Fri, Feb, 24	Reading Week - No Classes
Tue, Nov 8	Thu, Mar 9	Lighting Test
Sun, Nov 20	Sun, Mar 26	Lab: Lighting Hang Asper Theatre IT15 (counts towards required lab hours)
Mon-Tue, Nov 21-23	Mon-Tue Mar 27-28	Lab: Lighting Focus Asper Theatre IT15 (counts towards required lab hours)
Wed-Mon, Nov 24-28	Wed-Mon, Mar 29-Apr 3	Supplementary Lighting Calls Asper Theatre IT15 (counts towards required lab hours)
Tue, Dec 6	Tue, Apr 4	Sound Test
Sat, Dec 3	Sat, Apr 8	Strike Lights after performance Asper Theatre IT15 (counts towards required lab hours)

STAGECRAFT BOTH TERMS

<u>Section 001 Fall Dates</u>	<u>Section 002 Winter Dates</u>	<u>Activity / Event</u>
Thu, Sep 22	Thu, Jan 26	Theatre Flat Assignment (2%)
Thu, Sep 29	Thu, Feb 2	Studio Flat Assignment (2%)
Thu, Oct 6	Thu, Feb 9	Stock Riser Assignment (2%)
Mon, Oct 10-Fri Oct 14	Mon, Feb 20-Fri, Feb, 24	Reading Week - No Classes
Tue, Oct 18	Tue, Feb 28	Drawing Assignment (3%)
	Wed, Feb 14	Voluntary Withdrawal final date
Thu, Oct 20	Thu, Feb 16	Irregular Riser Assignment (2%)
Mon, Oct 24	Mon, Feb 27	Set Construction Labs begin
Sun, Nov 20	Sun, Mar 26	Set Install
Thu, Nov 24	Thu, Mar 30	Test (8%)
Sat, Dec 3	Sat, Apr 8	Strike Set after performance

STAGECRAFT ASSIGNMENTS

Practical 'Flat' and 'Riser' assignments are done in room 1T12 during lab/class time. The Drawing assignment is homework.

CRITERIA FOR GRADING IN THE SCENIC CONSTRUCTION AND PRACTICAL LIGHTING LABS

During the practical lab sessions, marks will be based on an evaluation of the following criteria:

- Follows direction.
- Works safely.
- Understands equipment.
- Demonstrates the ability to work independently.
- Supports their classmates and is a team player.
- Shows an understanding of the overall process.
- If mistakes are made, learns from them, and does not repeat them.
- Fulfills the required lab hours.

SHOW VOLUNTEERING

Students are expected to volunteer on at least one of the three shows produced by the THFM department. This work is variable and will be worked into the student's schedule. Students are required to keep a log of volunteer hours, duties performed, notes. Volunteer log must be submitted in April. Volunteering work may be estimated at not less than 10 hours.

PERFORMANCE REPORTS

Students will be required to attend the three shows produced by the THFM department and prepare a review of the show. These assignments shall be graded as pass/fail. Viewing and writing about these performances occurs outside of class time. These performances are free.

Production #1: Nov 29 - Dec 3

Production #2: Feb 14 - 8

Production #3: Apr 4 – 8

REAL THING LECTURE REVIEWS (refer to Real Thing Lecture section herein for dates)

Students are expected to attend each Real Thing Lecture and prepare a review of the content. These assignments shall be graded as pass/fail. Late assignments will **not** be accepted unless prior arrangements have been made with the instructor concerned.

CRITERIA FOR GRADING PARTICIPATION

The criteria the instructor considers in assigning participation marks includes the following points:

- **Review Material:** Did the Student review online content.
Did the Student complete online quizzes.
- **Preparation:** Was the student prepared? Were they on time, with required lab equipment, having completed assignments/readings?
- **Quality and nature of the participant's contributions and interactions with others:**
Did the student demonstrate productivity in labs and/or offer help to others?
Were the student's contributions or questions relevant? Did they promote debate?
Did the student respect others, listen well, and respond to others' input?
- **Negatives:** Did the student create distractions, seek attention or appear inattentive during lectures?
Did they engage in facebooking, tweeting, instagraming, texting, emailing, idle conversation and the like.
- **Attendance:** Students should note that missing class sessions will limit their opportunities to participate and demonstrate positive interactions. This will negatively affect the participation mark.

POLICY ON LATE ASSIGNMENTS

All project work and papers must be submitted on time.

Late assignments will **not** be accepted and will be graded as zero unless prior arrangements have been made with the instructor concerned. Work not submitted will be graded as zero.

CONVERSION SCALE The following conversion table will be used to calculate the final grade:

A+	95 – 100%	GPA	4.5	C+	65 – 69.9%	GPA	2.5
A	90 – 94.9%	GPA	4.25	C	60 – 64.9%	GPA	2.0
A-	85 – 89.9%	GPA	4.0	D	50 – 59.9%	GPA	1.0
B+	80 – 84.9%	GPA	3.5	F	below 50%	GPA	0
B	70 – 79.9%	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

MINIMUM WORKLOAD

Lectures and Labs:	5.5 hrs/week plus
Research/Readings:	1.0 hrs/week (estimated as a guideline)

In addition to the above, assignments and the additional production-related lab work may be estimated at not less than 25 hours for the year. This work is variable and will be dependant upon individual production schedules. The student will be advised of schedule details as they become available but should expect that such work will likely involve some evening and weekend time.

Students will be expected to have a notebook, a pencil, personal Safety Goggles, a 16ft. standard (Imperial) tape measure, an Adjustable Wrench, and an Imperial measure (Architect's) scale ruler for every lab session.

COURSE SCHEDULE (subject to change)**Stagecraft Section:**

001	002	Topics covered , Assignments, and Important dates
Sept 6	Jan 5	Introduction to Course, History of Theatre Production
Sept 8	Jan 10,12	Theatre Organization, Stages and Facilities, Knots
Sept 13	Jan 17	Drawings, Scale rulers,
Sept 15	Jan 19	Tape measures, 2D Scenery,
Sept 20	Jan 24	Lumber and Flats, Tools, Tool Safety
Sept 22	Jan 26	Lab : Theatre Flat Assignment
Sept 27	Jan 31	Scene shop, Materials, Demands of Scenery
Sept 29	Feb 2	Lab : Film Flat Assignment
Oct 4	Feb 7	Theatre hardware, 3D scenery
Oct 6	Feb 9	Lab : Stock Riser Assignment
	Feb 14	Handling Scenery
Feb 14	Feb 14	Final date to withdraw without academic penalty
	Feb 16	Lab : Irregular Riser Assignment
Oct 11	Feb 21	Reading Week
Oct 13	Feb 23	Reading Week
Oct 18		Handling Scenery, Due: Drawing Assignment
Oct 20		Lab : Irregular Riser Assignment
Oct 24	Feb 27	Scenic construction labs begin
	Feb 28	Due: Drawing Assignment
Nov 20	Mar 26	Set in day
Nov 24	Mar 30	Test
Nov 29	Apr 4	Tour of Royal Manitoba Theatre Center?
Dec 1	Apr 6	Tour of Royal Manitoba Theatre Center?
Dec 3	Apr 8	Set Strike (tear down) after Final Performance

TEXTS None. Although not required the following can be valuable supplementary references:

1. *Scene Design and Stage Lighting* by R. Craig Wolf and Dick Block
2. *Theatrical Design and Production* by J. Michael Gillette; McGraw Hill.
3. *Electricity for the Entertainment Electrician and Technician*, by Richard Cadena
4. *Scene Technology* by Richard L. Arnold; Prentice Hall, Inc., Englewood Cliffs, New Jersey.
5. *Scene Design, Stage Lighting, Sound, Costumes and Make-up* by W. P. Bellman; Harper & Row
6. *Scenery for the Theatre* by H. Burris-Meyer and B. C. Cole; Little Brown and Company
7. *Stage Scenery, Its Construction and Rigging* by A. S. Gillette and J. M. Gillette; Harper and Row
8. *Backstage Handbook*, by Paul Carter Broadway Press, Louisville, Kentucky
9. *Theatre Crafts International*, a monthly periodical available in the library.

The purchase of season tickets to the Manitoba Theatre Centre (Mainstage) is suggested. Part of our programme includes the study of theatre facilities for which we will be using MTC and its operational techniques as teaching tools. It is important that you observe these techniques as a member of the audience. Special season ticket rates will be available to our students in early Sept.

LAB DRESS REQUIREMENTS

A clean pair of sneakers or soft-soled shoes is recommended for work in lighting and carpentry labs. High heeled-shoes, pumps, jewellery, and excessively baggy clothing are not permitted in the shop or in labs.

A headlamp or small maglite style flashlight as well as an 8" crescent wrench is required for lighting labs. The University of Winnipeg Theatre Dept. can provide these for students however due to covid cleaning and sanitation protocols students are encouraged to bring their own.

PROTOCOL

Professional conduct is expected at all times. The instructor will work with students if frequent absenteeism or lateness becomes disruptive. However, failure to meet reasonable standards of responsible behaviour in relation to classmates and instructors will not be tolerated.

PUBLIC HEALTH COVID CONSIDERATIONS

In the current changing health situation, 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.

Wednesday, FEBRUARY 15, 2023 is the final date to withdraw without academic penalty from courses which begin September 2022 and end April 2023 (2022-23 Fall/Winter Term).

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

STUDENT PARTICIPATION POLICY & COURSE CONTENT

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."

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

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 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 **@tafsauw** or email them at tafsauw@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) (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 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)