

THFM-1010-001 (6 credit hours)

INTRODUCTION TO FILM

Fall 2020 - Winter 2021
8 September 2020 - 23 April 2021
Wednesday 14:30 - 17:15
Online-Synchronous, Room TBA

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Virtual Office Hours: Monday 13:30 - 15:30 or by appointment

COURSE DESCRIPTION

The aim of this course is to explore the mechanics of classical narrative cinema. By examining the myriad of aesthetic, critical, theoretical, and practical components of the form, we will investigate the systems that film uses to communicate ideas, acts as a vehicle for personal expression, and reflects societal indices (often all at once!).

By participating in lectures, screenings, discussions, and practical exercises, students can expect to further their procedural and theoretical understanding of the filmmaking process.

Due to the unexpected nature of this upcoming academic year due to the ongoing COVID-19 pandemic, it is unclear whether the campus and assignment restrictions applied for student and staff safety will be lifted. The University's top priority remains your safety, and as such we will follow best-practice recommendations from the University Health and Safety Office, the province of Manitoba and the Manitoba Media Production Industry (you can find OnScreen Manitoba's guides at <https://onscreenmanitoba.com/covid-19-information-resources/>). For the most part, the materials and theories presented in this course are not affected by the campus shutdown; within the industry, professional production has resumed with safety protocols and best practices applied in accordance with MMPI protocols.

That said, it is an unprecedented time. Some accommodations to the creative output (ie. your films) will be required for the increased safety measures implemented by the University and the industry. We will follow these best-practice guidelines, but you are strongly encouraged to use these as an opportunity to experiment and explore: there is an incredible potential to expand the narrative capacities.

LEARNING OBJECTIVES & OUTCOMES

Students who complete this course will be familiar with the following:

- . Film as an art form: creative, technical, aesthetic elements which comprise the classical narrative film vocabulary
- . Critical analysis of films through editing, directorial, cinematographic and semiological techniques employed by the filmmaker
- . Structural analysis of narrative methodologies, including story structure and genre tropes
- . Historical precedents and seminal works which have key cultural relevance to the art form
- . General understanding of the film production process, including key roles played by various crew members
- . Practical film production techniques through on-set experience

Key topics will include:

- . Critical analysis of the film form
- . Cinematic storytelling methodologies, including structural analysis, character development, thematic devices
- . Visual storytelling through semiotics, rhythm, pattern development
- . Historical and cultural organisation of significant narrative cinematic works
- . Introduction to the film production process, including definitions of key positions
- . Technical introduction to cinematographic, directorial and editorial techniques and processes

TEACHING METHODS & DELIVERY

This course is a combination of lectures, discussions, seminars, and lab exercises. It is expected that students will participate in all aspects of these class components, especially all parts of the Group Film Project / Solo Film Project (pre-production meetings, as well as the Shoot and Editing Sessions).

ATTENDANCE & ETIQUETTE

While acknowledging the online delivery of the majority of this course, every effort will be made to provide synchronous instruction during class time and active participation in all forms of communication is encouraged. As often as possible, lectures and hands-on practical demonstrations will be delivered during regular class schedules, but please be aware that there is a component of these projects which will be done outside of class time including, but not limited to, ideation, concept and development meetings, significant portions of the pre-production stage, research and presentations, the production component of the major project, and significant portions of the post-production stage.

Given our reliance on internet access and technological requirements for this academic year, there will be some flexibility with attendance and participation, with the aim to ensure that every student's needs are met. If frequent absenteeism or lateness become disruptive to the sessions, the Instructor will explore solutions to challenges posed by remote learning. That said, professional conduct will be expected and failure to meet reasonable standards of responsible behaviour will not be tolerated.

As in the film industry, on time is late; early is on time. We begin class promptly at 14.30 and attendance will be recorded. Persistent unexcused absences are subject to a grade penalty. If you cannot attend class for any reason, please contact the Instructor.

- . Private conversations are discouraged during screenings, class discussions, and during lectures.
- . If you use a device for note taking, please be sure that the brightness does not disrupt other students, especially during screenings (this applies for in-person sessions only).
- . Mobile phones will be set to silent or turned off and will NOT be tolerated in class.
- . Should you need to leave prior to the end of class, please inform the Instructor via e.mail prior to the beginning of class.

Students are reminded that plagiarism is a serious academic offence. Please acquaint yourself with the regulations regarding plagiarism, cheating, and examination impersonation, as well as the rules for registration, withdrawals, and appeals, in the University of Winnipeg Calendar.

SUGGESTED TEXTBOOK

- . Barsam, R. & Monahan, D. (2015) *Looking at movies: An introduction to film (6th Edition)*. New York: W. W. Norton & Co.
- . Handouts and readings will be provided throughout the course.

STUDENT EQUIPMENT REQUIREMENTS & COSTS

Students should be aware of the associated costs related to what equipment will be supplied by the university, as well as the requirement of the following personally-sourced equipment. Minimum requirements are listed below:

A (reasonable)
Internet Connection

- . We will be working extensively through remote communication, both for class and during satellite communications. Please be aware of your home connection, and if possible, hardwire your system to your router to maximize the upload / download speed for your connection.
- . Please be aware that there will be some robust file uploading requirements throughout the course; please plan your submission schedules accordingly!

A Camera

- . Minimum requirements include the ability to record in 1920x1080, H.264.
- . This includes anything from a professional camera (ie. an Arri Alexa) to a DSLR or Mirrorless (ie. a Canon EOS or Sony a6500) to your mobile device camera (ie. an iPhone). You will be required to shoot at least one project on your own; having a camera and learning how to use the technology available is essential.
- . Please note: There is equipment which has been reserved for the Group Film Project which would be provided if we are permitted to return to class. At this time, the status of in-person classes is undetermined: more information will be provided as we move through the semester.

GUESTS AND EQUIPMENT DEMONSTRATIONS

When suitable and available, we will introduce professionals to the class to learn from them through their particular insights and experiences. These discussions will be included in our Zoom sessions when possible.

TENTATIVE SCHEDULE

This schedule is tentative and is subject to change with notice.

Week	Date	Class Description & Assignment Launch	Assignment DUE
01	09 September 2020	. Introduction and syllabus review . Lecture & Discussion: film studies in theory and practice	
02	16 September 2020	. Foundations of story, art, design and image making: how we got here	
03	23 September 2020	. Decoding the cinematic vernacular: shot, scene, sequence	
04	30 September 2020	. Technical series: directing (aka steering the ship) 1.02: MEANINGS & MESSAGES	
05	07 October 2020	. Plot versus story	
11 - 17 OCTOBER 2020: FALL READING WEEK - NO CLASSES			
06	21 October 2020	. Communication theory and semiotics 1.01: UNIVERSITY OF WINNIPEG FILM FESTIVAL REVIEW	
07	28 October 2020	. GFP / SFP: script development lecture 2.01: GFP / SFP PRE-PRODUCTION	
08	04 November 2020	. Technical series: editing and its critical role in time-based media	1.01: UNIVERSITY OF WINNIPEG FILM FESTIVAL REVIEW
	11 November 2020	REMEMBRANCE DAY: NO CLASSES	
09	18 November 2020	. Experimental cinema: expanding narratives	

Week	Date	Class Description & Assignment Launch	Assignment DUE
10	25 November 2020	. Workshop: GFP / SFP in-class script development	
11	02 December 2020	. Workshop: GFP / SFP in-class script development	1.02: MEANINGS & MESSAGES
12	08 December 2020	. Fall term review MAKE UP CLASS FOR 11 NOVEMBER 2020	2.01: GFP / SFP PRE-PRODUCTION
7 DECEMBER 2020: FALL SEMESTER CLASSES END 10 - 23 DECEMBER 2020: FALL TERM EVALUATION PERIOD 24 DECEMBER 2020 - 4 JANUARY 2021: UNIVERSITY CLOSED			
13	06 January 2021	. Technical series: cinematography and visual language 1.03: MY FAVOURITE SHOT 2.02: GFP / SFP PRODUCTION	
14	13 January 2021	. Workshop: GFP / SFP camera lab	
15	20 January 2021	. Workshop: GFP / SFP lighting lab	
16	27 January 2021	. Documentary film as narrative	
17	03 February 2021	. Genre and style	
18	10 February 2021	. Technical series: sound design (the most important part of the movie)	
14 - 20 FEBRUARY 2021: WINTER READING WEEK - NO CLASSES			
19	24 February 2021	. 'Truth' and representation in cinema	1.03: MY FAVOURITE SHOT
20	03 March 2021	. Canadian cinema: what are we making? Part I	
21	10 March 2021	. Canadian cinema: what are we making? Part II	
22	17 March 2021	. The current cinematic landscape: what's happening now and what's coming	
23	24 March 2021	. Filmmaking at the University of Winnipeg and the Manitoban film industry	
24	31 March 2021	. Winter term review	2.02: GFP / SFP PRODUCTION
6 APRIL 2021: CLASSES END 12 - 23 APRIL 2021: WINTER TERM EVALUATION PERIOD - NO CLASSES			

COURSE ASSIGNMENTS & GRADING**GRADING & EVALUATION**

Grading will rely on three major exercise components, two exams, and your participation. The assignments are subject to revision with notice, contingent of the students' actual workload and through discussion with the Instructor. Any grading reassignments will be verified by the department head prior to implementation.

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

Letter Grade	A+	A	A-	B+	B	C+	C	D	F
Percentage	90 - 100	85 - 89.9	80 - 84.9	75 - 79.9	70 - 74.9	65 - 69.9	60 - 64.9	50 - 59.9	< 50
GPA	4.5	4.25	4.0	3.5	3.0	2.5	2.0	1.0	0.0

GRADING SCHEMA

The individual grading criteria will be outlined as each assignment is launched, however, students can expect that the following elements will factor into the general academic measure. Please note that this assignment grading matrix is subject to revision.

- a) Concept & Statements
 - i. Has the student demonstrated a measured, considerate process which has led to a cogent argument or statement?
 - ii. Are the supporting elements clearly expressing the argument's intent?
 - iii. Is the statement clearly expressed?
- b) Presentation
 - i. Have the goals of the assignment been satisfied?
 - ii. Has the assignment been reviewed prior to submission for grammatical errors, punctuation, sentence structure, etc.?
 - iii. Does the final format of the deliverable meet the expectations and outlines as defined by the assignment?
- c) Creative
 - i. Has the student pursued the creative components of the work with purpose and direction?
 - ii. Has the student explored appropriate narrative structure and implemented effectively?
 - iii. Does the work reflect the stated intent?

Please note that this assignment grading matrix is subject to revision.

1.00	Research Essays	Start Date	Due Date	Points
1.01	University of Winnipeg Film Festival Review	21 October 2020	04 November 2020	10.0
1.02	Meanings & Messages	30 September 2020	02 December 2020	15.0
1.03	My Favourite Shot	13 January 2021	24 February 2021	15.0
Total, 1.00: Research Essays				40.0
2.00	Group Film Project / Solo Film Project	Start Date	Due Date	Points
2.01	GFP / SFP Pre-Production	28 October 2020	08 December 2020	15.0
2.02	GFP / SFP Production	13 January 2021	31 March 2021	15.0
Total, 2.00: Group Film Project / Solo Film Project				30.0

1.00	Research Essays	Start Date	Due Date	Points
3.00	Tests & Exams	Start Date	Due Date	Points
3.01	Mid-Term Test (date & location to be announced)	10 December 2020	23 December 2020	10.0
2.02	Final Exam (date & location to be announced)	12 April 2021	23 April 2021	10.0
Total, 3.00: Tests & Exams				20.0
4.00	Administrative Details			Points
4.01	Attendance			5.0
4.02	Participation			5.0
Total, 4.00: Administrative Details				10.0
Grand Total, THFM1010-001				100.0

The following projects will comprise the majority of the submitted work for grading throughout the academic year. In each case, a detailed synopsis for the assignment, grading schema, delivery expectations and formats will be delivered to the students at the launch date of each project. These assignments are subject to revision throughout the semester.

1.00: RESEARCH ESSAYS

It is expected that two research essays will be completed: one in the fall term, the second in winter. These essays aim to synthesise topics, methodologies, and subject matter into a coherent reflection of the students' understanding of the narrative cinematic form. Please note that these precise topics are subject to revision with notice.

In order to encourage you to explore the wider filmmaking community from the University, as well as campuses across Manitoba, you are being tasked with screening a series of short films which will be programmed into the University of Winnipeg's Film Festival. After viewing these films, you will be required to write responses to a selection of them by considering your reaction to the storytelling and technical applications based on these topics as discussed in class.

Meanings & Messages encourages students to dive deep into the 'why' of the filmmaking process by exploring the motivations behind (or as a results drawn from) a specific work. How does film tell the story of a time? Is filmmaking useful as a voice to either support or criticize the society in which it was created? The research component of this paper will be more focused on the surrounding ecosystem of the filmmaking process, rather than focused exclusively on the films themselves.

My Favourite Shot challenges students to explore a single shot from a film of their choosing and subject to Instructor approval. By applying cinematographic considerations, semiological analysis, editorial theory, historic (and if appropriate, cultural) reflection, your challenge will be to 'decode' the shot into various symbolic components, analyse and contextualise its implications, and draw conclusions as to the filmmaker's intentions for including it in the finished work.

2.00: GROUP FILM PROJECT / SOLO FILM PROJECT

A major component of the course will be focused on the ideation, development, production, and editing of a short film made within the class. This exercise will offer an introduction to the filmmaking process, though the ideation, development, production, and delivery of a short film: no more than four minutes if in a Group, or two minutes as a Solo project.

This is the Lab component of this class, and it is expected that every student will participate.

Your challenge is to tell an entertaining and dynamic story within the allotted time. Please be advised that as of this writing, the capacity of the university to re-open campus for the Winter 2021 semester is unknown, and as such, you will be informed of the precise direction the project will follow during the Fall 2020 semester. As a general guide, you can expect that there will be some preparatory work during the Fall semester which will lead directly into the Winter term production

component. If we are able to proceed with group work, a detailed schedule for groups to develop, shoot and edit their projects is forthcoming.

Please note: there is a 90.00\$ equipment and supplies fee which included as part of the tuition cost of this class. There may be additional costs related to the GFP, however, it is not required and entirely dependent on the Group members how much, if anything, to spend.

3.00: TESTS & EXAMS

There will be two tests: one at the end of the fall semester and one at the end of the winter. These will both be a review of topics, subjects, methodologies, and themes covered in class. Please note that we will be discussing subjects *beyond* the scope of the textbook: handouts will be available, but attending class is the best preparation for these tests.

Both tests will consist of a series of multiple choice and long-answer questions:

- . The Fall Semester Test will be delivered through Nexus and will consist of a series of open-book short-answer questions which explore your understanding of the topics discussed in class. There will be an estimated 72-hour window for you to complete and submit the test through the Nexus portal.
- . At the time of this writing, it is unknown whether we will be able to write the Winter Semester Exam in person. If we remain online, the format will be similar to the Fall Semester Exam.

DISCLAIMER STATEMENT

This syllabus, schedule and course outline may be amended, altered or changed while the course is underway. The weekly schedule can be altered in response to ongoing concerns of students and participants, however, a class quorum will be required for major scheduling changes. Guest speakers and industry information sessions will be organised throughout the term; the class will be notified and, when possible, consulted about developments and changes.

Further to the Course Content Note, the Instructor reiterates that this is a creative course, where ideas and expressions are encouraged to be developed and explored. As such, critiques are designed to be learning experiences utilizing constructive criticism, NOT open criticism or mockery. Hateful speech will not be tolerated.

UWPG FILMFEST REQUIREMENT

Introduction to Film students are expected to assist in an activity related to the UWpg Film Fest (October 20 – 25, 2020). Specific options for participation will be confirmed in class and on the department website. Students will be expected to complete Electronic Participation Forms (distributed via instructors or available on the department website) which must be submitted to the Film Fest Executive Director or Melinda Tallin (Office Manager/Student Advisor) confirming that you have completed this requirement. **Failure to do so may result in a 5% grade penalty.** No partial marks will be assigned for this credit.

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.

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 six lectures held on Wednesdays during the free period (12:30-13:20); in 20-21, these will be presented online (by Zoom or other platform). This series will feature speakers from a range of areas in the performing arts: technical, performance, design, management, film, directing, playwrighting, etc. These speakers will specifically address issues related to "the business of the business."

The first Lecture will take place at 12:30 pm Wednesday, September 23rd, and features Yolanda Bonnell, a performer and playwright of Ojibwe and South Asian descent, from Fort William First Nation Indian Reserve in Thunder Bay, ON. Now based in Toronto, Yolanda graduated from Humber College's theatre performance program and was named one of NOW Magazine's artists to watch in Summerworks in 2016.

Further guests and dates will be confirmed in September.

Normally, attendance at **EVERY** lecture is mandatory for all Honours students in Theatre (4000-level courses, all areas), as well as students in THFM-3110-001 Screen Acting, THFM-3201 Styles in Design, and THFM-3801 Production II, and any other appropriate 3000-level course being taught in the term.

For the unusual circumstances of 2020-21, attendance is **STRONGLY RECOMMENDED** for all Honours students, 3000-level THFM majors, potential Theatre Honours/Majors and for Film Majors.

Dates and delivery method will be confirmed in September. Please see our department website in the Fall for information.

ORIENTATION ASSEMBLY

Each year in September we hold an *Orientation Assembly* 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. Those considering Honours are strongly recommended to attend. All others are welcome and encouraged to attend.

This September, the Assembly will likely happen via Zoom.

Date and delivery method will be confirmed in late August.

Please see our department website in late summer for information.

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** as well as **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 join TAFSA to find out more at their meetings, every second Monday from 12:30-13:20 pm (by Zoom or other platform in 2020-21). This is a great opportunity for students to connect with other like-minded people and a way to get involved in the department events.

BUILDING SECURITY

To safeguard the health of the UWinnipeg community — and support public health efforts — during the ongoing COVID-19 situation, the UW campus is closed until further notice. All academic instruction and evaluation will continue through alternate delivery.

The Asper Centre for Theatre and Film (home to the Department of Theatre and Film) is **CLOSED** as per Campus policy. Access for students attending in-person labs in our building will be arranged as necessary. All studios and labs are locked 24/7.

NOTE: It is **MANDATORY** that anyone attending labs or rehearsals in the building carry an ID card/student card to verify they are allowed to be on campus. If a Security Guard checks and you do not have proper accreditation, **you will be evicted.**

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

RECORDING ON-LINE CLASSES

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

Students must check our website at <http://uwinnipeg.ca/theatre-film> and read the menu items called *Fire Safety Instructions in the Asper Centre for Theatre and Film* and *Access Card/Building Use Policy*.

Room bookings at the ACTF are suspended until at least December 31, 2020 and possibly longer. However, when we are able to allow students to book rooms again, links to *Room Booking Instructions* and electronic *Online Room Booking Form* can also be found on our department website. Please read and note all instructions carefully.

GENERAL NOTES

- Students can find answers to frequently ask questions related to remote learning here: <https://www.uwinnipeg.ca/covid-19/remote-learning-faq.html>.
- Students should check their UWinnipeg e-mail addresses daily as this is the most direct way instructors and the University will contact students, particularly during the current remote learning environment.
- 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 videotapes, 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 email (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.***
- **Regulations, Policies, and Academic Integrity:** Students are encouraged to familiarize themselves with the "Regulations and Policies" found in the University Academic Calendar at: <https://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 note 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. More detailed information can be found here: 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>.

- **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, notes on whiteboards, 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 <http://www.uwinnipeg.ca/research/human-ethics.html>.
- **Privacy.** Students should be familiar with 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>).

- **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 (e.g., *Respectful Working and Learning Environment Policy* at <https://www.uwinnipeg.ca/respect/respect-policy.html>; *Acceptable Use of Information Technology Policy* at <https://www.uwinnipeg.ca/institutional-analysis/docs/policies/acceptable-use-of-information-technology-policy.pdf>) could be considered “non-academic” misconduct.

More detailed information can be found here:

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> .

- 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 examinations without penalty. A list of religious holidays can be found at <http://uwinnipeg.ca/academics/calendar/docs/important-notes.pdf>

VOLUNTARY WITHDRAWAL DATES

The voluntary withdrawal dates for each term, without academic penalty, are:

- **FALL TERM COURSES:** November 17, 2020 for Fall courses which begin in September 2020 and end in December 2020;
- **FALL/WINTER TERM COURSES:** February 23, 2021 for Fall/Winter courses which begin in September 2020 and end in April 2021;
- **WINTER TERM COURSES:** March 16, 2021 for Winter courses which begin in January 2021 and end in April 2021.

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.