

# FILMMAKING 1 | THFM-2310-050 (6 credits)

Fall/ Winter: 2020/2021  
Tuesday (lecture): 7:00pm - 10:00pm  
Thursday (lab): 7:00pm - 10:00pm  
Classroom: Zoom and in Person  
Credit Hours: 6

Instructor: Milos Mitrovic  
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Virtual Office Time: By Appointment  
Course Section: 1010 - 050

## **Course Description:**

Filmmaking 1 is a course that aims to investigate and explore basic filmmaking techniques and apply these fundamentals to the creation of short narrative films. Through a series of in-person and online lectures, film screenings, in-class exercises, hands on experience and in-depth class discussions the students will familiarize themselves with the essentials needed to explore and develop their visual story-telling ability. The focus of this class will be to create compelling narrative scripts, translating these scripts from written word into narratively cohesive visual sequences, understanding the collaborative nature of narrative filmmaking, and developing technical craftsmanship.

Due to the outbreak of COVID-19, it is strongly suggested that students wear face masks during in-class lectures and labs. Specifics and information regarding face masks and all other COVID-19 related social distancing rules will be addressed in class.

## **Required Reading and Other Requirements:**

Students are required to provide their own portable external hard drives for project storage and editing. The minimum requirement is a 1TB USB2 7200RPM drive formatted for Mac computers. Drives with Fire Wire 800 or Thunderbolt connections are also supported. Students are also required to provide their own SD cards for camera recording. The minimum requirement is 2 (two) SDHC 16GB / Class 10 / 30MB/sec.

It is strongly suggest that students purchase an Adobe Premier license for this class due to this year's limited access of the editing lab.

Due to COVID 19 regulations, Students are encouraged to use their own camera for the in-class and short film assignments. The school can provide gear as well, but students may bring their cameras to class to use during lab assignments and other film work.

## **Recommended texts are:**

Film Directing, Shot by Shot, by STEVEN D. KATZ.  
The Filmmaker's Handbook by S. ASCHER & E. PINCUS

## **Class/Lab Participation and Attendance**

Filmmaking 1 should be a fun, team driven class that is rich with class discussions and participation by all students. This class is designed to familiarize students with various facets of motion picture production, and a large aspect of this is to instill the **NEED FOR PROFESSIONALISM**. Film production invariably requires collaboration between individuals working toward a common goal, often in trying circumstances. Cooperation, communication, and commitment from each student is vital when tackling projects, be it an individual's project or a group project during lab time.

**The class/lab participation and attendance will be marked as follows.**

**Attendance:** each unexcused absence will negatively affect your final participation mark.

**Lab Assigned Group Short Films:** Each Lab assignment will be marked on group participation and completion of assignment. During our lab time, I will demonstrate a film technique then will assign groups to make a short film demonstrating their knowledge of the film technique. Groups will be granted 2 hours on Thursday to shoot their film and will be given 2 hours of editing time to complete their film. Groups will then be asked to present their group lab assignments to the class and will participate in a Q and A with myself and their peers.

With the reality of on-line classes reliance on technology, there will be flexibility around attendance and participation. The goal will be to work with students to make sure their access needs are met. The instructor will work with students if frequent absenteeism or lateness becomes disruptive and explore solutions if the challenges are due to the limitations of remote learning. However, failure to meet reasonable standards of responsible behaviour in relation to classmates and instructors will not be tolerated

**Note:** Students who are joining the Labs via Zoom will be asked to use their own camera/phone to complete the assignment and will be tasked to present their film and Q and A via Zoom.

**Other criteria considered by the instructor for the evaluation of this grade includes:**

- A student's constructive contributions to class discussions and practical group exercises.
- The use of appropriate, RESPECTFUL behaviour and language. For example, a frequently occurring instance of disrespectful conduct is the use of cell phones at inopportune times, like during a screening of a classmate's film.
- The demonstration of an appropriate work ethic when engaging in shared endeavours during the lab assignments: each student is expected to pull their weight.

<b>COURSE EVALUATION</b>	
Class Participation (Lab Assignments and Class Attendance)	20%
Short Documentary (3 - 5 minutes)	5%
Pitch Presentation #1	5%
Script #1 (3 - 5 pages)	10%
Short Film Project #1 (4 - 5 minutes)	15%
Pitch Presentation #2	5%
Script #2	15%
Short Film Project #2 (7 - 10 minutes)	25%
<b>TOTAL</b>	<b>100%</b>

**Conversion Scale**

A+	90 - 100%	GPA 4.5	C+	66 - 69.9%	GPA 2.5
A	85 - 89.9%	GPA 4.25	C	60 - 65.9 %	GPA 2.0
A-	80 - 84.9%	GPA 4.0	D	50 - 59.9%	GPA 1.0
B+	76 - 79.9%	GPA 3.5	F	below 50%	GPA 0
B	70 - 75.9%	GPA 3.0			

Work NOT submitted will be graded as 0.

**CLASS ASSIGNMENTS**

This is a brief description of the assignments that the students will need to submit throughout the academic year. Each assignment will feature its own hand outs with a much more in depth description. Please note that these assignments **are subject to change** throughout the school semester.

**In Class Lab Exercises**

In class exercises and short lab work will go towards your final class participation mark. They are pass/fail assignments that will be assigned every week or 2 weeks depending on time constraints. If you do the work, pull your weight in your groups, show up with a good attitude, finish the in class lab assignments on time and produce quality work, you will automatically pass that specific assignment. If your group is dysfunctional, unwilling to work together, produce work that is uninspired and/or do not finish the work on time you will fail the class lab assignment. Failing a class lab assignment will cause a grade penalty on your class participation mark. Students may lose up to 2% of their class participation mark for each failed assignment.

**Note: Groups will be granted extra time on their lab exercises only if it is due to technical malfunctions and/or any other problems that are out of the hands of the group.**

**Short Documentary**

Students will be tasked to make a short 3 - 5 minute documentary about a moment in their lives. The film must be made using family pictures and voice over narration. The students will compile the pictures, edit and sound edit their project. They will then have to present their film to the class, the screening will be followed up by a brief Question and Answer period.

**Pitch Presentation 1 & 2**

In preparation for the fall and winter term individual short film projects, students will be tasked to create a pitch package of 5 story ideas that they will then present to their classmates. This pitch package will be a PDF document that will include stills from similar works to each project, a brief synopsis and an explanation of why the director believes the each idea is important to them. The instructor and peers will recommend to the student which of the 5 ideas they should make but it is up to the student to decide which 1 film idea they would like to choose to make in the end.

## Scripts 1 & 2

In preparation for the fall and winter term individual short film projects, students will be asked to write 3 drafts of their scripts for the two term short films. There will be a table read that the class will participate in, followed by a discussion about the script where peers will evaluate the script and provide ways in which the filmmaker can add or change their story.

## Individual Short Film Projects

There will be a total of 2 individual short film projects that the students will be tasked to complete. One will be in the fall term, and one will be in the winter term. These short film projects will be narrative in nature - Fall term will be maximum 5 minutes and Winter term will be maximum 10 minutes. Students will then have to present their films to the class, explain why they shot their film the way they did and will have to participate in a short Q and A.

## TENTATIVE SCHEDULE

This schedule is tentative and subject to change with notice.

Week	Date	Class Description & Assignment Launch	Assignment Due
1	08 September 2020	Introduction & Syllabus review	
	10 September 2020	Screenwriting (Script Format, etc) <u>*Assignment #1 Launch: Short Documentary</u>	
2	15 September 2020	Screenwriting (Story Elements)	
	17 September 2020	Intro to the camera   Edit Lab and Editing Breakdown  <u>*Assignment #2 Launch: Pitch Package</u>	
3	22 September	Shots and angles (w/cameras)	
	24 September	Composition, depth of field, 180 degree rule   Edit Lab and Editing Breakdown	
4	29 September	Scene Blocking / Coverage / Camera Movement	<u>*Assignment: Short Documentary</u>
	01 October	Location Sound, lighting   Short Doc Screenings and Q and A	
5	06 October	Camera Exercise (inc. Sound + Lights)	<u>*Assignment: Pitch Package</u>
	08 October	Pitch Presentations and discussion	
6	October 13 - 15	READING WEEK - NO CLASSES	
	20 October	Pitch Presentations and discussion	
	22 October	Coverage Exercise (inc. Sound + Lights) <u>*Assignment #3 Launch: Script #1</u>	
7	27 October	Script Table Read and Discussion	<u>*Assignment #3: Script Draft 1 DUE</u>
	29 October	EDIT LAB Editing Techniques	

Week	Date	Class Description & Assignment Launch	Assignment Due
8	03 November	Script Table Read and Discussion	<u>*Assignment #3: Script Draft 2 DUE</u>
	05 November	EDIT LAB Sound Editing Techniques	
9	10 November	Script Table Read and Discussion	<u>*Assignment #3: Script Draft 3 DUE</u>
	12 November	Action Exercise <u>*Assignment #4 Launch: Short Film #1 (4 - 5 minutes)</u>	
10	17 November 2020	Edit Action Exercise	
	19 November 2020	EDIT LAB - Prep or Edit first film	
11	24 November 2020	Edit Action Exercise	
	26 November 2020	EDIT LAB - Prep or Edit first film	
12	01 December	EDIT LAB - Prep or Edit first film	
	03 December	EDIT LAB - Prep or Edit first film	
13	December 10 - 23 2020	FALL TERM EVALUATIONS - NO CLASSES	
	December 24 2020 - January 4 2021	UNIVERSITY CLOSED - NO CLASSES	
	05 January 2021	EDIT LAB - Prep or Edit first film	
	07 January 2021	EDIT LAB - Prep or Edit first film <u>*Assignment #5 Launch: Pitch Package #2</u>	
14	12 January 2021	Screen first term films and feedback	<u>*Assignment #4: Short Film 1 DUE</u>
	14 January 2021	Screen first term films and feedback	
15	19 January 2021	Pitch Presentations	<u>*Assignment: Pitch Package</u>
	21 January 2021	Pitch Presentations <u>*Assignment #6 Launch: Script #2</u>	
16	26 January 2021	Montage Experiment Prep	
	28 January 2021	Montage Experiment Shoot	
17	02 February 2021	Montage Experiment Shoot/ Edit	
	04 February 2021	Montage Experiment Edit	
18	09 February 2021	Script Table Read and Discussion	<u>*Assignment #6: Script #2 Draft #1 DUE</u>
	11 February 2021	Experimental Film Exercise : Shoot	
19	15 February 2021 - 19 February 2021	READING WEEK - NO CLASSES	
	23 February 2021	Script Table Read and Discussion	
	25 February 2021	Experimental Film Exercise : Edit	<u>*Assignment #6: Script #2 Draft #2 DUE</u>

Week	Date	Class Description & Assignment Launch	Assignment Due
20	02 March 2021	Script Table Read and Discussion	*Assignment #6: Script #2 Draft #3 DUE
	04 March 2021	Green Screen/ Premiere Pro/AE FX *Assignment #7 Launch: Short Film #2 (7 - 10minutes)	
21	09 March 2021	Film Festivals, Film Distribution and Film Grants	
	11 March 2021	EDIT Lab: Class Edits Final Films	
22	16 March 2021	EDIT Lab: Class Edits Final Films	
	18 March 2021	EDIT Lab: Class Edits Final Films	
23	30 March 2021	EDIT Lab: Class Edits Final Films	*Assignment #7: Short Film #2 (7 - 10minutes) DUE
	01 April 2021	Final Film Presentation and Q and A	
24	06 April 2021	<b>Future of Filmmaking:</b> Discussion about Film 2, Film industry/Arts centres information lecture.	

**\*All class assignments, and course evaluation is subject to change depending on time constraints and developments regarding COVID 19.**

### **FILM EQUIPMENT ORIENTATION, COSTS AND REQUIREMENTS**

***IMPORTANT NOTE: All computer hard drives in OT14 will be wiped clean as of Friday, May 7, 2021. If you have any personal project material or lab work which you wish to save on the edit room hard drives, make sure you have saved it to your own hard drive by this date.***

### **COSTS**

This is a practical hands-on course in filmmaking utilizing video and film equipment and students should take note of certain costs involved.

There is a **\$50.00 non-refundable Technology Fee** to help defray the costs of regular equipment maintenance. **You paid this fee with your tuition.**

In addition to the non-refundable Technology Fee, students are required to pay a **\$200 refundable Damage Deposit** for this class. The Damage Deposit is to allow students to borrow department equipment, use our Film Lab including hardware and software, and use of studio and building spaces (when available) for film shoots. If you lose or damage equipment while it is in your care, or damage software/hardware in the film lab, or incur damages to a space, the Damage Deposit will be applied to the costs of repair or replacement, but note: **you are responsible for the total value of the loss even if it is more than this deposit.** Any unused portion of your Damage Deposit will be returned to you, usually by the end of June.

(The deadline for payment of the Damage Deposit will be confirmed shortly; it will likely end of September). If you fail to pay in full **you will not be permitted to sign out or use any equipment or book space (when available) in the ACTF.**

Instructions on the payment of the Damage Deposit will be distributed in the first week of classes.

Once you have paid, send proof of payment to Melinda Tallin at [m.tallin@uwinnipeg.ca](mailto:m.tallin@uwinnipeg.ca).

- You will be required to complete and sign an electronic *Equipment Loan Damage Deposit Agreement*.
- Keep a copy of the Agreement as you must present it (electronically or in print form) to the Equipment Manager the first time you attempt to sign out equipment.

(NB: if you are taking more than one course requiring a Damage Deposit, you only pay the Damage Deposit once during the Fall/Winter term.)

### **MANDATORY FILM EQUIPMENT ORIENTATION SESSIONS**

The Department of Theatre and Film will be hold one or two scheduled Equipment Orientation Sessions in September (dates and method of delivery to be announced).

**ATTENDANCE IS COMPULSORY for students attending THFM-2310 Filmmaking I (both sections).**

Failure to attend one of these sessions will result in:

- your being prohibited from borrowing equipment (without which you cannot pass your course);
- an automatic deduction of \$25 from your Damage Deposit; and
- you will have to meet separately with our Equipment Manager.

Students in THFM-2312, THFM-2314, and THFM-3310 are encouraged to attend particularly if they have not attended before, or as a refresher.

### **STUDENT EQUIPMENT REQUIREMENTS**

- Students are expected to provide their own hard drives for project storage and editing. The recommended minimum drive is a 1TB USB2 7200RPM drive. Thunderbolt and USB drives are supported. Drives must be formatted for Mac computers.
- Students should also have a flash drive available every in-person class/lab to copy assignments and media, and to hand in film work. Please note, they are very unstable storage devices and are not to be used in place of a hard drive.
- Students are required to provide their own media cards on which to record their video assignments. It is advised to bring them to every in-person class/lab. Recommended is a Class 10 16 gig card.
- When possible, students will be expected to work on the Media Lab computers (0T14) on the Apple-based editing software. **CLEANING ORIENTATION WILL BE PROVIDED AND STRICT HEALTH-SAFETY PROTOCOLS WILL BE FOLLOWED.**
- Acceptable editing software includes Adobe Premiere, Apple's Final Cut Pro 7 and Final Cut X, DaVinci Resolve, AVID, iMovie or Windows Movie Maker. Consult your instructor regarding any other editing software.
- Students are required to provide their own headphones.

## **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.

## **COVID 19 CONSIDERATIONS (for classes with in-person labs)**

In a global pandemic, the schedule and content of the course may be subject to change on short notice. Every effort will be made to inform students of these changes, to deliver the course content in the best way possible under the circumstances, and to evaluate students fairly.

## **HEALTH AND ACCESSIBILITY SERVICES**

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

The University of Winnipeg promotes a scent-free environment. Please be respectful of the needs of your fellow classmates and your instructor by avoiding the use of scented products while attending on-campus lectures and labs. Exposure to perfumes and other **scented products (such as lotion)** can trigger serious health reactions in persons with asthma, allergies, migraines or chemical sensitivities. We are asking for your cooperation to create a scent-free environment **on campus** by students, faculty and staff.



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

During the FW terms, the Department of Theatre and Film presents a series of 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, playwriting, 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 23<sup>rd</sup>, 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 in early September.

Please see our department website 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](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.**