

PROPERTIES FOR THE STAGE

Winter/Spring, 2021
Monday, Wednesday, Friday April 26 – May 14
DELIVERED IN PERSON: 1T12, 2T21
Hours: 9 am - 1pm

Instructor: Kari Hagness
Office Hours: TBA
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Prerequisite: THFM-2801-001 Theatrical Production I

COURSE DESCRIPTION

The objective of this course is to offer an introduction to the area of the theatre production department known as "Properties and Set Dressing." We will examine properties and set dressing through demonstrations, projects, and lectures, with the emphasis on hands-on "building" and practicing some basic skills common to Props construction.

The course will be divided into lab and lecture sessions which will take place in the Prop Shop (2T21) and Scene Shop (1T12) of the UW Theatre building. During lectures, students will study the role of the Props Department in the larger context of the theatrical production, relationships with other departments, responsibilities of the department and of the various members in it, as well as how to approach prop-building projects. Reference will be made to professional productions.

During lab sessions typical basic prop-building materials and techniques will be demonstrated and the student will be given the opportunity to experiment with them. Some topics will include carving, glues and solvents, mold making, casting, upholstery, and furniture breakdown. Through lab sessions and assigned projects students will be expected to become familiar with the basic patterns of research, planning, and execution as they relate to props work.

TEXTS

There are two books which are not mandatory, but recommended. They are both excellent texts for the prospective Props Artisan or Manager. They are: "The Prop Building Guidebook for Theatre, Film, and TV, 2nd Edition" (Eric Hart, Focal Press, 2017) and "Prop Building for Beginners: Twenty Props for Stage and Screen" (Eric Hart, Routledge Press, 2021). They examine Props from the point of view of the Artisan and the Manager, and provide valuable advice, tips and links to online resources. Other reference materials will also be suggested.

There will also be some handouts as well, but students will be expected to keep notes.

Reference Sources in Lieu of Texts:

Students must be prepared to use the internet, a library and/or a museum to research projects in specific fields such as weapons, armour, furniture, fine art, musical instruments, toys, food, publications, money, flowers, and so on. The student will be expected to distinguish the difference between genuine historical references and fantasy or cosplay references.

EVALUATION

1.	Class Participation	5%
2.	Script/Props List (due Wednesday, April 28, 2021)	5%
3.	10 Daily Sketches (see details below)	10%
4.	Project #1 Major Prop Research/Build (due Friday, May 14 2021)	20%
5.	Research Project (due Friday, April 30)	5%
6.	Scale Drawing (due Monday, May 3, 2021)	5%
7.	Project #2 Styro carving/scrimming (due Wednesday, May 5, 2021)	10%
8.	Project #3 Small Observation/Build (due Friday, May 7, 2021)	10%
9.	Project #4 In Class Build (Friday, May 7, 2021)	5%
10.	Project #5 In Class Build (Monday, May 10, 2021)	5%
11.	Project #6 In Class Build (Friday, May 14, 2021)	5%

Term Work		85%
Final Written Exam (date to be determined)		15%

TOTAL		100%

Policy on Late Assignments:

Because in theatre Opening Night is the **DROP DEAD DEADLINE**, late assignments will **NOT** be accepted. All project work must be completed on schedule.

Minimum Average Workload:

Lectures/Scheduled Labs	12	hours/week
Research/Projects	6	hours/week

TOTAL	18	hours/week

CONVERSION SCALE

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

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

Work not submitted will be graded as 0%

PREPARATION REQUIREMENTS

Students will be expected to bring materials necessary to take notes.

Access to web-based research, printer

Ability to create and print a document with a table feature is required (eg: Excel, Word, Google Sheets).

Familiarity with an architect's scale ruler.

Paper with ¼" gridded lines are recommended for sketches.

Sharp, thin bladed break-off Olfa (or similar) knife and replacement blades.

Also useful, but not mandatory, is a carpenter's or soft cloth tape measure.

DRESS REQUIREMENTS

Students must come to class dressed appropriately for shop work: prepare to get dirty: there will be exposure to normal shop conditions, which include sawdust, styrofoam chips, paint and other messy materials. Do not wear open-toed or high heeled shoes. (we expect to wear steel-toed shoes at work normally). Please bring a shop coat or apron if desired. Disposable gloves will be available.

EVALUATION DETAILS 2021

In all cases, please think of these assignments from the point of view of someone expecting to make a believable prop to be used by an actor.

1. CLASS PARTICIPATION: prompt attendance is expected for each class. Value 5%

2. SCRIPT ANALYSIS/PROPS LIST: read script with attention to anything pertaining to props, and create a preliminary props list in Word, Excel, Google Sheets, or other software that enables a table format. Script will be provided. Props list must be printed to be handed in. Emailed lists will not be accepted or marked. The object is to imagine how things are used in a scene, even if not stipulated in script, to anticipate the need, and questions for the Designer.

Value 5%

Assigned on April 26, 2021

Due on April 28, 2021

3. 10 DAILY SKETCHES: One to be handed in each Wednesday and Friday, and two to be handed in on Monday May 3 and May 10 for a total of 10. The requirement is to draw neatly a household object, record its measurements, colour, finish, material, and a short description of properties (eg: soft, flexible, brittle, oily, etc). The object is to observe a mundane household object as if you had to make a copy in a different material for a prop.

Value 10%

Assigned at each class, to be handed in the next class. Do not hand all in at once.

4. MAJOR PROPS RESEARCH AND BUILD: A list will be provided of suitable projects to choose from. You will build the project to the best of your abilities, providing your own materials. (You may discuss this with the professor regarding found material in the shop). You must provide research to show that you are recreating a real object, with indication of actual size. IE: please do not "make something up". All projects must be of a portable size. Your project should look like the research chosen, and give evidence that it is sturdy enough for potential use by actor. It does not need to be completely finished, but a portion of it should be, indicating how the rest of the project would be finished. You must hand in the research along with the prop, and any drawings you made to help you when you were building

Suggested suitable projects:

dagger or tomahawk ornamented goblet ornamented box/treasure chest/jewellery box
piece of Jewelry/Crown/chain of office medieval book quiver fancy platter of food

Value 20%

Assigned on April 26, 2021

Due on May 14, 2021

5. RESEARCH PROJECT: Research in depth one prop from script studied previously. There will be a few artifacts suggested in class. Study period appropriate, culturally appropriate objects. Create a document (1-3 pgs.) with pictures (black and white is fine) from the web of similar artifacts, a brief description of the artifact, cost to buy one if available, and thoughts on how to recreate it if unavailable or too expensive. This must be printed to hand in.

Value 5%

Assigned on April 28, 2021

Due on Friday, April 30, 2021

6. SCALE DRAWING OF A FURNITURE PIECE: you will be given a picture and an overall measurement. Using a scale ruler, do a working drawing that could be built from. You must include important measurements. Note any questions that you have for the designer. The goal is to be able to convert a picture of an article into meaningful dimensions that can be worked with for construction. This must be on paper to be handed in.

Value 5%

Assigned on April 28, 2021

Due on May 3, 2021

7. Project #2: SCALING, CARVING AND SCRIMMING EXERCISE. Draw onto Styrofoam provided the item assigned, using what you have learned about scaling a drawing. Carve out of Styrofoam, and then finish and scrim to protect. You are not required to paint the item.

Scale up to use appropriately the Styrofoam provided (15), carve good detail (15), finish and scrim neatly (15).

There will be a drop and kick test, to determine stage life expectancy (15) The object is to practice a skill that is in frequent use in theatre, whether in Props or Scenic Art.

Value 10%

Assigned on April 30, 2021

Due on May 5, 2020

8. Project #3: SMALL OBSERVATION/ BUILDING EXERCISE: Choose a "smaller than a breadbox, bigger than a package of gum" common, everyday household object that can be brought to class, and make a convincing copy out of a different material. Be as neat as you can. NOTE: assignment must be handed in with the original object being copied. Be neat and careful. You may raid the Prop shop for materials if needed.

Value 10%

Assigned on May 3, 2021

Due on May 7, 2021

9. Project #4: In Class: LANTERN WIRING: We will convert an oil or kerosene lamp into a battery-operated lantern.

Value 5%

Assigned on May 7, 2021, to be done in class

10. Project #5: In Class: SIMPLE WEAPON WORKSHOP: make a simple weapon in class, chosen from list provided

Value 5%

Assigned on May 10, 2021, to be done in class

11. Project #6: In Class: BANQUET JUNKYARD CHALLENGE: details to be provided in class, work in teams from ideas provided.

Value 5%

Assigned on May 14, 2021, to be done in class

Course Timetable-April 26- May 14, 2021			
Class	Date	Details	Assignments/Tests See Separate Assignment Sheet for Details and Marking Rubric
1	Monday, APRIL 26, 2021	<p>COURSE OUTLINE: What the course will cover, assignments, and projects,</p> <p>INTRODUCTION TO PROPS: creating a props list, different kinds of props, time-work-flow, relationship to other departments, evaluation</p>	<p><u>ASSIGNED:</u></p> <ol style="list-style-type: none"> 1. Attendance each class Value 5% 2. Script analysis to create preliminary props list. Due in Class 2 Value 5% 3. 10 Daily Sketches—1 to be handed in each Wednesday and Friday, 2 each on following Mondays, for total of 10 Value 10% 4. Major Props Research and Build Due in last class Value 20%
2	Wednesday, APRIL 28, 2021	<p>SCALING A DRAWING FOR CARVING INTO 3-D OBJECTS: grid a design, work up to a full-scale working drawing in two or more planes, transfer to material; use of a scale ruler</p> <p>START CARVING STYROFOAM</p>	<p>Collect Drawings (Assignment #3) Discuss and collect Props List (Assignment #2)</p> <p><u>ASSIGNED:</u></p> <ol style="list-style-type: none"> 5. Research Project of Prop in Script Due in Class 3 Value 5% 6. Scale drawing Due in Class 3 Value 5%
3	Friday, APRIL 30, 2021	<p>CARVING (cont'd)</p> <p>INTRODUCTION TO SCRIMMING: Students will experiment with different scrimming materials and techniques for the object carved in class.</p> <p>MOLDS: why we use them, different types; We will make a simple 1-part mold of object and make first part of simple 2-part mold</p>	<p>Collect Drawings (Assignment #3) Discuss and collect Research Project (Assignment #5)</p> <p><u>ASSIGNED:</u></p> <ol style="list-style-type: none"> 7. Carving and Scrimming Project, Due in Class 5 Value 10%
4	Monday, MAY 3, 2021	<p>MOLDS, cont'd: second half of 2-part mold; clean molds made Friday, cast into molds</p> <p>FOLIAGE: methods of mass-producing leaves, vines</p>	<p>Collect Drawings (Assignment #3) Discuss and collect Scale Drawing (Assignment #6)</p> <p><u>ASSIGNED:</u></p> <ol style="list-style-type: none"> 8. Small Observation/Building Project. Due in Class 6 Value 10%
5	Wednesday, MAY 5, 2021	<p>FINISH 2 PART MOLD: taking mold apart, cleaning, separators, discussion of how to use mold, finishing piece.</p> <p>PAINT, FINISHING, BREAKDOWN: How to achieve the correct finish, with an emphasis on furniture</p>	<p>Collect Drawings (Assignment #3) Collect Carving/Scrimming Project (Assignment #7)</p>
6	Friday, MAY 7, 2021	<p>THINGS THAT COME UP ALL THE TIME: Discussion of some of the more common problems and solutions that come up in a Prop Shop</p> <p>WIRING AN OIL LAMP TO MAKE IT A LANTERN FOR STAGE USE: one of the more common props required is an actor-activated, battery powered period lantern. We will do this in class, to build up UW stock</p>	<p>Collect Drawings (Assignment #3) Collect Small Build Project (Assignment # 8)</p> <p><u>ASSIGNED:</u></p> <ol style="list-style-type: none"> 9. Lantern: This project will be marked based on classroom participation and final result In Class Value 5%

7	Monday, MAY 10, 2021	<p>WEAPONS: Fighting quality, shop made, looking at stock; sharpening, dulling, non-metal; briefly: guns, legality, repros that don't fire, scabbards, sheaths, hangers, racks, armour, helmets, backstage storage, stock storage</p> <p>LEATHER: We will look at different leather samples, and learn how to make a simple belt</p>	<p>Collect Drawings (Assignment #3)</p> <p><u>ASSIGNED:</u></p> <p>10. Weapon: This project will be marked based on classroom participation and final result In Class Value 5%</p>
8	Wednesday, MAY 12, 2021	<p>UPHOLSTERY: students will learn how to cover a simple seat for a plain side chair from stock</p> <p>TIME IN SHOP TO WORK ON FINAL PROJECT</p>	Collect Drawings (Assignment #3)
9	Friday, MAY 14, 2021	<p>FOOD AND DRINK: Food onstage, fake and real, different techniques and materials to make great fake food that actors will love.</p> <p>STAGE BLOOD: we will discuss various kinds, qualities, and make our own washable/edible blood</p>	<p>Collect Drawings (Assignment #3)</p> <p>Collect and Discuss Major Build Project (Assignment #4)</p> <p><u>ASSIGNED:</u></p> <p>11. Banquet Fake Food Challenge: This project will be marked based on classroom participation and final result In Class Value 5%</p>
10	TBD	EXAM	Final exam based on class work, projects, assignments. Value 15%

There may be an opportunity for field trips, depending on host availability. To Be Announced.

When time allows, these other topics will be discussed:

Materials we use: wood, plastics, fibreglass, Styrofoam, wire, thermoplastics, clay and so on:

Paper Props

Props Chemicals: Chemicals, adhesives, solvents commonly used

Prop Shopping: The Etiquette of borrowing/renting; receipts, mileage, phone research, returns

Theatre Hierarchy: The chain of command, etiquette, keeping your own good counsel, designers, team playing,

Seeing the Big Picture

Foliage and Greenery: plants, trees, flowers, grass, rocks, etc

Raked Stages, Revolves: things to consider

Picture Frames: use of mouldings to build up

Fire: torches, flame, "flame"

Building furniture: Carpentry skills needed, importance of finishing, using laminates at times instead of paint

Plumbing

CALENDAR

<u>CLASS 1 --- APR 26</u> OVERVIEW/INTRO TOUR ASS'T #2, #3, #4 ASSIGNED	<u>APR 27</u>	<u>CLASS 2 --- APR 28</u> GRIDDING, SCALE CARVING COLLECT ASS'T #2, #3 ASS'T #5, #6 ASSIGNED	<u>AP 29</u>	<u>CLASS 3 --- APR 30</u> STYRO CARVING, SCRIMMING MOLDS COLLECT ASS'T #3, #5 ASS'T #7 ASSIGNED
<u>CLASS 4 --- MAY 3</u> MOLDS FOLIAGE COLLECT ASS'T #3, #6 ASS'T #8 ASSIGNED	<u>MAY 4</u>	<u>CLASS 5 --- MAY 5</u> MOLDS PAINT FINISHES COLLECT ASS'T #3, #7	<u>MAY 6</u>	<u>CLASS 6 --- MAY 7</u> STUFF WE DO ALL THE TIME WIRE AN OIL LAMP (ASS'T #9) COLLECT ASS'T #3, #8
<u>CLASS 7---MAY 10</u> WEAPONS (ASS'T #10) LEATHER COLLECT ASS'T #3	<u>MAY 11</u>	<u>CLASS 8 --- MAY 12</u> BASIC UPHOLSTERY TIME IN SHOP TO WORK ON PROJECT COLLECT ASS'T #3	<u>MAY 13</u>	<u>CLASS 9 --- MAY 14</u> FAKE FOOD (ASS'T #11) STAGE BLOOD COLLECT ASS'T #3, #4
		<u>EXAM --- TBD</u> IN CLASS/PROPSHOP		

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.

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 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

Normally, 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. These speakers will specifically address issues related to “the business of the business,” and attendance is compulsory for some courses (for example, all Honours level students must attend). This year, the lectures were suspended, but we expect them to begin again in September 2021. Watch our website for information on further lectures as they are planned.

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.

Our Orientation Assembly took place by Zoom in September. Occasionally during the year, other Town Hall type Department-wide meetings may be called; check our website for information as new meetings are planned.

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). Follow TAFSA at @tafsauw on Instagram. 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 this course, without academic penalty, is May 10th, 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.

