

INTRODUCTION TO FILMMAKING 1010-050

Fall/ Winter: 2021/2022
Wednesdays: 6:00pm - 9:00pm
Classroom: Synchronous Zoom Lecture
Credit Hours: 6

Instructor: Milos Mitrovic
Email: m.mitrovic@uwinnipeg.ca
Virtual Office hours: By Appointment
Course Section: 1010 - 050

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

Course Description:

Introduction to Filmmaking is a course that aims to investigate and explore the various aspects of filmmaking and the filmmaking approach, including aesthetic, historical, theoretical, critical, and practical approaches to the cinematic medium. Through a series of live online lectures, the class will seek to teach the very principles that lie at the core of the art form. The course's main objective is to educate and inspire students by teaching them the language of cinema through lectures, screenings, discussions, and practical filmmaking assignments. The class will also explore the relationships that filmmaking has had with society throughout its existence and how it continues to impact society as the medium evolves with the help of cutting-edge technology. All classes will have live lectures over Zoom, with specific lab components are done in person.

Required Reading and Online App Requirements:

Richard Barsam, Dave Monahan, *Looking at Movies: An Introduction to Film*, (6th Edition)

Handouts pertaining to Assignments, Journal Entries, Film Projects, and miscellaneous articles that refer to the language of cinema. Class handouts will be added to nexus.

It is **suggested** that students have access to **NETFLIX, AMAZON PRIME, Kanopy and iTunes Store.**

Learning Objectives:

Students who complete this course will have a good knowledge of the following:

- *The Language of Cinema:* A general understanding of the cinematic world and the vocabulary used to describe important elements and tools at the filmmaker's disposal
- *Film and Theory:* Through screening excerpts and full length films, we will discuss and analyze the complexities and varying structures of films that will provide the viewers with a deep understanding of a filmmaker's intent
- *History of Film:* A general understanding of how filmmaking began and later evolved into what it is today with the help of the screening of seminal works with high cultural relevance to the art form
- *The Pre-Production, Production and Post-Production processes:* How to make a film and the key roles/jobs on set
- *Mechanics of Writing a Screenplay:* How to write a screenplay: the process, structure, techniques and tools used
- *Basics of Film Components:* Editing, Lighting, Shooting and Complexities of Shot Composition

- *Film Festivals*: You will learn what film festivals are and how they work
- *Winnipeg Film Community*: You will have a greater knowledge of the Winnipeg film community and its impact on Canadian cinema, through the visits and guest presentations of various filmmakers, curators and administrators from the Winnipeg film community

Class Participation/ Attendance

Introduction to Filmmaking should be a fun, team-driven class rich with class discussions and participation by all students. Your opinion and analysis are an essential part of the class, so the more you participate in class discussions, the more you will get out of the class. We must all be respectful to each other; there is no such thing as a stupid question or comment in this class! Students that fail to be respectful to their peers or the instructor will be asked to leave for that period.

This class is a variation of lectures that will prepare the students for their Final Film Project. It is required that all students participate and attend all classes.

Class lectures are critical, and the attendance/participation of students is key to creating a healthy discussion period and team environment. Students must attend every class. If a student fails to attend lectures without notifying the instructor, it will result in a grade penalty. With the reality of online 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.

Recording or filming lectures is forbidden unless it has been discussed with the instructor before class start. Please do not photograph the instructor or any student without their permission. If you fail to adhere to this rule, you will be asked to leave the class for that period.

Should you need to leave a discussion or lecture before the end of the class, let me know ahead of time through email. This is a film course, so let's talk about film: Class discussions should be film-related and related to what we are discussing. Any irrelevant, non-film-related topics brought up during class discussion will be shut down immediately.

ZOOM ETIQUETTE

Doing this class on zoom calls for specific etiquette to ensure the instructor is respected and students are respected. The chat log will not be open to everyone; you will message me a question but no one else. Also - please refrain from asking me off-topic questions in the chat during lecture time. Next, although I cannot mandate the cameras in the zoom lecture to be turned on, I do wish to have everyone have their zoom cameras on for the entirety of the class - I find that engagement is much better when everyone has their cameras on, please try to respect this and keep your camera on for the entirety of the class while you are present and listening to the lecture. Finally, please raise your virtual hand if you have a question and do not speak out of turn as it might confuse the instructor and the class.

Academic Dishonesty

Students are reminded that plagiarism is a serious academic offence. You should 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 for 2021-22 (online at www.uwinnipeg.ca)

COURSE EVALUATION	
Class Participation/Attendance	10%
Fall Term Research Essay	10%
Mini Review #1	5%
Mid - Term Test (date and location TBA)	15%
Group Film Project	25%
Winter Research Essay	10%
Mini-Review #2	5%
Final Examination (date and location TBA)	20%
TOTAL	100%

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.

COSTS

There may be certain expenditures in the execution of your film project. Potential costs may include props, art supplies, transportation, wardrobe, etc. It is entirely up to the student how much, if anything, they want to spend.

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.

Research Essays

There will be a total of two research essays that the students will have to complete during the school term. There will be one essay in the Fall term and another one in the Winter term. Students will be shown a specific scene from a film and then asked to create a thesis-based paper investigating the various techniques used to push forth the director's vision. The paper must discuss the various film techniques and film language learned in class.

Mini Film Review

Students will be tasked to write a 500-word mini-review on a film. These journal entries cannot be a simple "I liked the movie" or "I did not like the movie." Instead, the reviews must provide an in-depth analysis of the film and explore and investigate the various elements of cinematic language (motifs, mise-en-scene, shot composition) used by the director to tell the story. The first term Mini-Review assignment will be assigned where students will have to pick one short film from the UW Film Festival and review it. I will be posting the UW film fest dates in class, and students will be asked to attend the screenings (virtually) and then have to review one of the short films in the program. The second term assignment will involve the students reviewing a film of their choice.

Short Film Project

The Short Film Project is the practical, hands-on filmmaking portion of the course. This assignment will allow students to put their knowledge of cinematic language into practice, where they will be tasked with writing and shooting a 2 - 4 minute short, silent film. This assignment will also include a "Pre-Production Package" that the students will have to hand in with their final film. This "Pre-Production Package" will include a final script, storyboard, and shot list. The students will have a chance to work with their groups in November during an in-class lab, where they will need to prep their film and finish up their pre-production package.

Tests

There will be a total of two tests, one in the Fall and one in the Winter. The tests are based on everything the class covered during each term. There will be one class dedicated entirely to a test review during the course's Fall and Winter term. There will be more information on the class tests later in the year.

Class Participation/ Attendance

At the beginning of each class, I will be taking attendance. If you fail to show up to a class without notifying me via email before class starts, you will receive 1 percent off your class participation/attendance mark. You are encouraged to take part in class discussions, but I will not dock you marks if you do not take part in class discussions. However, if your zoom camera is off and I ask for your input on something, and you

do not answer, you will be put into the waiting room and subsequently lose participation and attendance marks for the class. Each time that I ask for your input and it appears that you are not present in class, you will lose one percent on your overall attendance/participation mark.

TENTATIVE SCHEDULE

This schedule is tentative and subject to change with notice.

Week	Date	Class Description & Assignment Launch	Assignment Due
	08 September 2021	Introduction & Syllabus review How we got here: What is film? ... and the early beginnings of the celluloid practise Screening: <i>Variety of Excerpts</i>	
	15 September 2021	It starts with a story: The language of screen-writing and story, elements of a narrative and the 8 sequence method. Feature Film vs Short Film Screening: <i>Get Out</i> <i>Fathers and Sons</i>	
	22 September 2021	The Mechanics of Film Form: The Shot, scene and sequence. The importance of Shot Composition, 180 Degree Rule, 3 Point lighting system + more. Screening: <i>Variety of Excerpts</i> <u>*Assignment: Introduction to the Group Film Project</u>	
	29 September 2021	Cinematography: The Visual Language Explored Screening: <i>Roma</i>	
	06 October 2021	Mise en Scene: Exploration of what makes a scene? Screening: <i>Variety of Excerpts</i>	
	October 10 - 16	READING WEEK - NO CLASSES	
	20 October 2021	UW Film Fest: We will be screening the shorts program at the Virtual UW film fest which will then culminate in the launch of the first term Mini-Review assignment. We will have a discussion about the films after the screening. <u>*Assignment: Mini- Review Journal Entry #1 launch day</u>	

Week	Date	Class Description & Assignment Launch	Assignment Due
	27 October 2021	<p>*Screening of Essay Assignment: Film Theory and Analysis: Analyzing a sequence in a film. We will screen the film sequence for the assignment for this term and you will be provided with an option to the essay. Screening: <i>TBD</i></p> <p><u>*Assignment: Fall Research Essay Launch Day</u></p>	<p><u>*Assignment: Mini- Review Journal Entry #1 Due</u></p>
	03 November 2021	<p>Journey through the Narrative Styles: Realist vs Expressionist vs Classical Narrative Screening: <i>Toby Dammit, Bicycle Thieves, Synecdoche New York</i></p>	
	10 November 2021	<p>Group Film Project Script Development Lecture: Discuss and explore previous group film project films. Break off into groups and begin screen development process. Screening: <i>Variety of Group Film Project Films</i> *Assignment: Group Film Project Screen-play/Shot list/Storyboard Assignment Launch Day</p> <p>Lab 1: In Class Pre-Production</p>	
	17 November 2021	Lab 2: In Class Pre-Production	
	24 November 2021	Lab 3: In Class Pre-Production	<p><u>*Assignment: Fall Research Essay Due</u></p>
	1 December 2021	Fall Term Review: Test Prep	
	December 9 - 22 2021	FALL TERM EVALUATIONS - NO CLASSES	
	December 24 2021 - January 4 2022	UNIVERSITY CLOSED - NO CLASSES	
	12 January 2022	<p>Group Film Project Camera Lab: Guest Instructor and students go through the camera they will be using in their Group Film Project shoots.</p> <p><u>*Assignment: Mini- Review Journal Entry #2 launch day</u></p>	<p><u>*Group Film Project Screen-play/Shot list/Storyboard Assignment Due</u></p>

Week	Date	Class Description & Assignment Launch	Assignment Due
	19 January 2022	Group Film Project Lighting Lab: Guest Instructor and students go through the use of lighting in their project.	
	26 January 2022	The Film Crew Experience: Working with a film crew, Screening: <i>Living in Oblivion</i>	<u>*Assignment: Mini- Review Journal Entry #2 Due</u>
	02 February 2022	Discovering Reality: The Art of Documentary Filmmaking, Screening: <i>Highway 45 and other Various film by Ervin Chartrand</i>	
	09 February 2022	Components of Film Expression: Classical and Formalist Editing, the Kuleshov Effect. Editing Theory Explored - Principles of Picture Editing, realism editing and Adobe Premiere Pro, Hot keys and an introduction to the theory behind the practise with assistance from screening excerpts from contemporary films. Screening: <i>Variety of Montage Excerpts</i>	
	16 February 2022	Sound Design: The Importance of Sound Design and Sound Editing in Film Screening: <i>Berberien Sound Studio</i> <i>*Note: Feb 16 is the Voluntary Withdrawal final date</i> <u>*Assignment: Winter Research Essay Launch</u>	
	February 20 - 26 2022	READING WEEK - NO CLASSES	
	02 March 2022	Beyond Form and Expression: Experimental Filmmaking is explored Screening: <i>Variety of Experimental Films</i>	<u>*Assignment: Winter Research Essay Due</u>
	09 March 2022	True North: Exploring the Impact of Canadian Cinema throughout the years Screening: <i>Atanarjuat: The Fast Runner</i>	
	16 March 2022	Prairie Celluloid: An examination of Winnipeg Filmmaking and the impact it has had on Canadian Cinema. Screening: <i>Tales from the Winnipeg Film Group and Will the Real Dave Barber Please Stand Up</i>	

Week	Date	Class Description & Assignment Launch	Assignment Due
	23 March 2022	Filmmaker next door: Exploring the University of Winnipeg filmmaking scene with visits from past students and screening of their selected works. Screening: <i>Variety of Excerpts</i>	
	30 March 2022	Contemporary Cinema: The future of filmmaking, VR/AR, 3D, IMAX and more. Screening: <i>Frances Ha</i>	
	06 April 2022	Winter Term Review: Test Prep	
	April 7 - 21 2022	WINTER TERM EVALUATIONS - NO CLASSES	

***All class assignments, and course evaluations are subject to change depending on time constraints and developments regarding COVID 19.**

UWPG FILM FESTIVAL REQUIREMENT

Introduction to Film students are expected to attend activities during the UWpg Film Festival (October 19 - 23, 2021). Specific options for participation will be confirmed in class.

STUDENT PARTICIPATION POLICY & COURSE CONTENT

Theatre & Film are communal art forms in which a number of interdependent artists and crafts people cooperate to create a work of art. This fact is necessarily transferred to the learning situation, and is reflected in many of the Department's courses. Consequently, it is the Department's policy that students are required to: complete homework such as reading, line-learning, script analysis, prop lists, design drawings, etc.; attend classes; attend rehearsals, meetings or shoots both within and outside of class times; and, in short, exhibit commitment towards the inevitably shared endeavours of our field of study.

Any student failing to fulfil these requirements is harmful to the progress of dedicated students and may, after due warning, be asked to withdraw from any individual Departmental course.

COURSE CONTENT NOTE

Dramatic Literature depicts a wide variety of human action, both elevated and base, public and private, physical and psychological, sexual and non-sexual, etc. The Department of Theatre and Film will not undertake to censor the subject matter of dramatic works.

Students who have concerns about dealing with the full range of content and style in drama/film are urged to discuss these concerns with the course instructor.

KNOW YOUR RIGHTS

Human Rights and Diversity

All students are encouraged to visit the University's Human Rights and Diversity website (<https://www.uwinnipeg.ca/respect/index.html>) to familiarize yourself about your rights, the University's policies, and resources in place to support you. This site includes links to the University's Sexual Violence Policy and Procedures (<https://www.uwinnipeg.ca/respect/sexual-violence-policy-and-procedures.html>), as well as resources for getting and providing support and clear steps for disclosing or reporting sexual violence.

Sexual Violence Resources on Campus

From the UW Human Rights & Diversity website:

The University takes all disclosures and reports of sexual violence seriously; survivors of all backgrounds and experiences will be treated with dignity, respect, and care. If you have experienced sexual violence, there are trained staff to help you in whatever way suits you best."

Disclosing is telling a member of the UW Community that you have experienced sexual violence. This could be someone you trust or feel comfortable with, like a professor, coach, another staff person, or a member of the Sexual Violence Response Team (**SVRT**). A disclosure can be made in order to receive support, accommodation, or to be connected to other resources. The Sexual Violence Response Team (**SVRT**) is a small team of specially trained, well-situated staff that coordinates and organizes services for survivors in a confidential manner. For example, if you personally do not feel comfortable talking to your professors about extensions or deferring work, they would be able to arrange changes for you without telling the professor why you need accommodation.

Contact SVRT by phone at 204-230-6660. [You can find more information on disclosing here.](https://www.uwinnipeg.ca/respect/sexual-violence/support/index.html) (<https://www.uwinnipeg.ca/respect/sexual-violence/support/index.html>)

Reporting is making a statement to the **Human Rights & Diversity Officer (HRDO)** with the intention of seeking remedy, sanction, or consequences through the university. Once a report is made, the **HRDO** will review your report and discuss your options. Your options could include an investigation process, or informal resolution (if you wish to resolve it without an investigation). The **HRDO** can still connect you with support, accommodation, or external organizations while the investigation is taking place.

You can contact the HRDO by phone at 204-988-7508 or by email at hrdo@uwinnipeg.ca
You can report online here » (https://uwinnipeg.qualtrics.com/jfe/form/SV_4ONi2EP1gcXjyBv)

PUBLIC HEALTH COVID CONSIDERATIONS

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

HEALTH AND ACCESSIBILITY SERVICES

Life happens to everyone. If you are experiencing a crisis in your life, or if you have a physical or mental health issue, communicate with your Professor or Accessibility Services – let us know so we can provide support or direct you to those who can. The earlier we know, the earlier we can discuss what resources might be available. Students with documented disabilities, or temporary or chronic medical conditions requiring academic accommodations for tests/exams/presentations (e.g., private space or more time) or

during lectures/labs (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 204-786-9771 or accessibilityservices@uwinnipeg.ca to discuss appropriate options. All information about a student's disability or medical condition remains confidential. If you are registered with Accessibility Services, do not assume that Accessibility Services (AS) has informed your instructor that you have registered with them. Please see <http://www.uwinnipeg.ca/accessibility>. If you do not register with AS, you cannot be granted special consideration (e.g. extra time to write exams/tests, attendance issues because of physical or mental health conditions, etc.).

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

"THE REAL THING" LECTURE SERIES

During the FW terms, the Department of Theatre and Film presents a series of lectures held on Wednesdays during the free period (12:30-13:20). This series will feature speakers from a range of areas in the performing arts: technical, performance, design, management, film, directing, playwriting, etc. and are open to all students. The speakers will specifically address issues related to "the business of the business."

Pending health guidelines, lectures are planned to be in-person in the Theatre on the following dates:

October 6, 2021

November 10, 2021

January 19, 2022

March 2, 2022

Guests will be confirmed shortly.

MANDATORY ATTENDANCE FOR HONOURS STUDENTS: Beginning in January, attendance at **EVERY** lecture is mandatory for ALL Honours students in Theatre (that is, anyone taking 4000-level courses in any area), as well as students in THFM-3110 Screen Acting, THFM-3201 Styles in Design, THFM-3801 Production II, and THFM-3920 Musical Theatre.

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

ORIENTATION ASSEMBLY

WEDNESDAY, SEPTEMBER 15 at 12:30 pm we will 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.

ALL STUDENTS ARE ENCOURAGED AND WELCOME TO ATTEND! 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. This is a great opportunity for students to connect with other like-minded people and a way to get involved in the department events. Visit the TFSA Instagram account at **@tafsauw**.

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 to the public until further notice. Students, Faculty and Staff must use specific access points to buildings and provide identification upon entry.

Information about access for students can be found at <https://www.uwinnipeg.ca/covid-19/on-campus-learning-faq.html>.

NOTE: It is **MANDATORY** that anyone entering the building and attending classes, labs or rehearsals in the building carry an ID card/student card to verify their vaccination status and that 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.

SECURITY PHONE (General, non-emergency, Safe Walk and Safe Ride): 204-786-9272
SECURITY EMERGENCY NUMBER: 204-786-6666

The Asper Centre for Theatre and Film is equipped with an emergency-only phone to contact Security immediately in the main lobby by the House Management Office. This can be used in an emergency situation to directly connect with the UW Security Services.

Students are encouraged to visit the UW Security Services webpage at <https://www.uwinnipeg.ca/security/index.html> for complete information about campus security and emergency procedures.

RECORDING ON-LINE CLASSES

The instructor of an on-line class may choose to record a zoom or video class if there are online connectivity issues, absences, or to post to Nexus for later review.

If a lecture is recorded, students will be given notice (via the course outline or on a case-by-case basis) that their personal information may be captured; informed of how long the recording will be retained; and whether the recording will be used for evaluation of any kind. Students will also be given the option to turn off their cameras/microphones and use pseudonyms to remain anonymous (except where class participation is required).

Students with concerns or who wish to seek alternate arrangements may discuss the matter with the instructor.

Access to recordings will be limited to the academic staff, students, and others with a legitimate need. Recordings containing student personal information will not be posted publicly, but only on UW-approved servers.

No student is allowed to disseminate recordings outside of the class or post recordings publicly. Access to the recordings will be limited to the instructor and the students.

ELECTRONIC COURSE OUTLINE ADDENDA

Department Website: <https://theatre.uwinnipeg.ca> or <https://film.uwinnipeg.ca>

Please refer to the website for department information, but particularly regarding:

Fire and Safety Information for ACTF: Students must check our website and review the *Fire Safety Instructions in the Asper Centre for Theatre and Film* and *Access Card/Building Use Policy* at <https://www.uwinnipeg.ca/theatre-film/student-resources/loves-labours-lost-production-schedule.html>.

Room Bookings for Class Assignment Work: We expect students will be allowed to book rehearsal room space FOR CLASS-RELATED WORK ONLY. Please see our website links to *Room Booking Instructions* and electronic *Online Room Booking Form* found on our department website at <https://www.uwinnipeg.ca/theatre-film/rentals/access-card-and-building-use-policy.html>. Please read and note all instructions carefully. Room booking availability is subject to change according to public health and university policies.

GENERAL NOTES

- **Students can find answers to frequently asked questions related to the University's Covid-19 policies for the 2021-22 year here: <https://www.uwinnipeg.ca/covid-19/index.html>**
- **Students should check their UWinnipeg e-mail addresses daily as this is the most direct way instructors and the University will contact students, particularly during the current environment of quickly-changing circumstances.**
- **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 webmail (and/or using the preferred form of communication, as designated by the instructor), as well as the Departmental Assistant and Chair/Dean. ***Students are reminded that they have a responsibility to regularly check their UWinnipeg e-mail addresses to ensure timely receipt of correspondence from the university and/or their course instructors.***
- Students may choose not to attend classes or write examinations on holy days of their religion, but they must notify their instructors at least two weeks in advance. Instructors will then provide opportunity for students to make up work or examinations without penalty. A list of religious holidays can be found in the 2021-22 Undergraduate Academic Calendar, <http://uwinnipeg.ca/academics/calendar/docs/important-notes.pdf>

Regulations, Policies, and Academic Integrity

Students are encouraged to familiarize themselves with the "Regulations and Policies" found in the University Academic Calendar at: <https://uwinnipeg.ca/academics/calendar/docs/regulationsandpolicies.pdf>. Particular attention should be given to subsections 8 ("Student Discipline"), 9 ("Senate Appeals"), and 10 ("Grade Appeals"). Please emphasize the importance of maintaining academic integrity, and to 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>.

Respectful Learning Environment

Students are expected to conduct themselves in a respectful manner on campus and in the learning environment irrespective of platform being used. Behaviour, communication, or acts that are inconsistent with a number of UW policies (e.g. Respectful Working and Learning Environment Policy <https://www.uwinnipeg.ca/respect/respect-policy.html>, Acceptable Use of Information Technology Policy <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>.

Copyright and Intellectual Property

Course materials are the property of the instructor who developed them. Examples of such materials are course outlines, assignment descriptions, lecture notes, test questions, and presentation slides—irrespective of format. Students who upload these materials to filesharing sites, or in any other way share these materials with others outside the class without prior permission of the instructor/presenter, are in violation of copyright law and University policy. Students must also seek prior permission of the instructor/presenter before, for example, photographing, recording, or taking screenshots of slides, presentations, lectures, and notes on the board. Students found to be in violation of an instructor's intellectual property rights could face serious consequences pursuant to the Academic Misconduct or Non-Academic Misconduct Policy; such consequences could possibly involve legal sanction under the Copyright Policy (https://copyright.uwinnipeg.ca/docs/copyright_policy_2017.pdf).

Research Ethics

Students conducting research interviews, focus groups, surveys, or any other method of collecting data from any person, including a family member, must obtain research ethics approval before commencing data collection. Exceptions are research activities done in class as a learning exercise. For submission requirements and deadlines, see <http://www.uwinnipeg.ca/research/human-ethics.html>

Privacy

Students are reminded of their rights in relation to the collecting of personal data by the University (<https://www.uwinnipeg.ca/privacy/admissions-privacy-notice.html>), especially if Zoom is being used for remote teaching (<https://www.uwinnipeg.ca/privacy/zoom-privacy-notice.html>) and testing/proctoring (<https://www.uwinnipeg.ca/privacy/zoom-test-and-exam-proctoring.html>).

VOLUNTARY WITHDRAWAL DATES

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

- **FALL TERM COURSES:** November 16, 2021 for Fall courses which begin in September 2021 and end in December 2021
- **FALL/WINTER TERM COURSES:** February 16, 2022 for Fall/Winter courses which begin in September 2021 and end in April 2022
- **WINTER TERM COURSES:** March 16, 2022 for Winter courses which begin in January 2022 and end in April 2022

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.