

PRINCIPLES OF DESIGN

Fall, 2021

Lecture: (Online only) Friday, 9:30 – 11:15am

Lab (070): (In-person, OT20) Mon, 9:30 – 11:15am

Lab (071): (In-person, OT20) Wed, 9:30 – 11:15am

Instructor: Adam Parboosingh

Office: Zoom

Phone: 204-786-9380

Virtual Office Hours: Friday, 9:30 - 11:30am

E-Mail: a.parboosingh@uwinnipeg.ca

COURSE DESCRIPTION

This course is an introduction to the principles and practice of theatrical design in sets and costumes. Drawing skills are not required but students will learn ways to communicate visual information.

Note: This course can be used towards the Humanities Requirement.

An introduction to the process of design, applying the principles and elements of design to the theatrical production. Students will explore the design process in projects involving analysis, interpretation, observation and presentation of concepts through a variety of visually expressive means.

The course also explores stage terminology so the student will be familiar with stage language and the technical means of realizing a design concept. With online pre-recorded lectures and in-person labs as the basis for instruction, the chapter outlines and assignments are structured to teach fundamental design skills in sketching, painting, model building and research. A knowledge of and exposure to these skills is essential to the design process and advanced design courses in the department.

HYBRID ONLINE: ONLINE + LIVE COMPONENTS

Students must be available during the posted lecture times for live streaming and/or group interactions. Some components will also require independent online learning. High speed internet is mandatory. Section material is accessed via nexus.uwinnipeg.ca. All tests, midterm exams and live discussions will be held during the scheduled times at the discretion of the instructor. A device with a webcam (e.g., a smart phone or laptop) is required.

- **Labs** will be **in-person** in **OT20 (Design Lab)** during the specific Monday and Wednesday (9:30 – 11:15am) time. Labs are mandatory.
- **Lectures** will be pre-recorded videos posted to the Nexus site the day. Viewing is mandatory.
- There will be four **Live Meeting via Zoom** on the following Fridays: Sept 10, Oct 8, Nov 5, Nov 22. Each meeting will start at 9:30am. These Zoom meetings are mandatory. A Zoom link will be provided.

COMMUNICATION

Students have the responsibility to regularly check their UWinnipeg e-mail addresses to ensure timely receipt of correspondence from the University and/or their course instructors. Please refrain from using the email, pager or chat function in Nexus due to its limitations.

TEXTBOOK

The following required textbook is accessible for free through the UW Library website as an eBook:

Benedetto, Stephen Di. *An Introduction to Theatre Design*. Taylor & Francis, 2012.

<https://uwinnipeg.on.worldcat.org/oclc/798531484>

Other readings will be available through Nexus.

Access to the UW Library website / databases is necessary: Digital Theatre+ will be used to view previously filmed theatre performances.

LAB SUPPLIES - required for Chapter Outlines and Assignments

Michaels, Staples, Artist Emporium and Dollarama will have many of the supplies listed below at various prices. An image / video of all the tools and supplies will be sent out prior to the first week of class.

Tools

- Architectural Scale Ruler
 - 12" Architect's Scale (needs to have 1/8", 1/4", 1/2", 1" scales)
- Metal Ruler
 - 12" Metal ruler with cork on back
- Pencils and eraser
 - Sketching Pencils - 4B, 2B, HB, 2H, 4H
 - Plastic Eraser
- Watercolour Paint and Brushes
 - 12 Colour Watercolour Paint Pack
 - Paint brush set
- X-acto Knife with Blades
 - X-ACTO® #1 Precision Knife
 - #1 Precision Knife blades
- Bond Glue and Glue Stick
- Tape
- Painter's Tape (small roll)

Paper Supply

- Watercolour paper
 - Strathmore® 300 Series Watercolor Pad 11"x15"
- Sketchbook
 - Fundamentals™ Sketch Pad by Artist's Loft™ 9"x12"
- Illustration Board x 2 sheets
 - Canson® Comic/Manga Illustration Art Board (white) 16"x20"
 - (at Michaels/Artist Emporium)

Other supplies will depend on the individual's design of the project.

MARK DISTRIBUTION

(An assignment sheet and rubric will be available through Nexus)

Chapter Outlines	Total 25%
Chapter 1 – Theatre Designer's Job due Sept 17	
Chapter 3 – Vocabulary of Visual Thinking due Sept 24	
Chapter 2 – Traditions of Stage Design due Oct 1	
Chapter 4 – The artistry of the set due Oct 22	
Chapter 5 – The artistry of costumes due Nov 5	
Chapter 6 – The artistry of light due Nov 26	

Visual Vocabulary: Elements and Principles of Design assignment due Oct 8	Total 10%
Model Building assignment due Oct 29	Total 10%
Costume Rendering assignment due Nov 12.....	Total 10%
Lighting Assignment due Dec 3.....	Total 10%
Final Project due Dec 15	Total 25%
In Course Participation	Total 10%
Total.....	100%

Work not submitted will be graded as 0%. Late projects will be assessed a 10% reduction per day. After 72 hours, you will be assessed zero (0) marks for that project.

In Course Participation

- This includes Lab / Live Zoom attendance, preparedness for lab, attendance at UW productions during semester. See criteria rubrics for details.

Project notes:

- All chapter outlines will be online, it would be ideal for you to have the following software:
 - Presentation program – Powerpoint or Keynote
 - Word processing software – Word or Pages
 - PDF Reader - Adobe Acrobat Reader or Preview
 - Graphic editing software* - Adobe Photoshop, Affinity Photo or GIMP
 - GIMP = a free equivalent to Photoshop.
 - Affinity Photo = is a non-subscription Photoshop equivalent software. (I use this now after 20 years of paying for Photoshop on a yearly basis.)
- To be fair for both lab sessions, all assignments will be submitted online on Fridays with the physical assignment handed in at the beginning of next lab session. Grading of the assignment will be completed with the physical copy. TBD. UGH COVID!!!

FALL 2021 WEEKLY READING & ASSIGNMENT SCHEDULE

Week #	Chapter Reading - Subject Focus	Chapter Outlines & Assignment due dates
1 (Sept 8 - 10)	Chapter 1 - The Theatre Designer’s Job	
2 (Sept 13 - 17)	Chapter 3 - Vocabulary of Visual Thinking	Chapter 1 Outline due Sept 17
3 (Sept 20 - 24)	Chapter 2 - Traditions of Stage Design	Chapter 3 Outline due Sept 24
4 (Sept 27 - Oct 1)	Chapter 4 - The Artistry of the Set	Chapter 2 Outline due Oct 1
5 (Oct 4 - 8)	Professional Scenic Designer interview	Visual Vocabulary assignment due Oct 8
6 (Oct 11 - 15)	Reading Week	

7 (Oct 18 - 22)		Chapter 4 Outline due Oct 22
8 (Oct 25 - 29)	Chapter 5 - The Artistry of the Cos- tumes	Model Building assignment due Oct 29
9 (Nov 1 - 5)	Professional Costume Designer interview	Chapter 5 Outline due Nov 5
10 (Nov 8 - 12)		Costume Rendering assignment due Nov 12
11 (Nov 15 - 19)	Chapter 6 - The Artistry of the Light	
November 16	Voluntary Withdrawal date	
12 (Nov 22 - 26)	Professional Lighting Designer interview	Chapter 6 Outline due Nov 26
13 (Nov 29 - Dec 3)		Lighting assignment due Dec 3
14 (Dec 6 - 7)		
Finals (Dec 9-23)		Final Project due - Dec 15

COURSE ENGAGEMENT

This course will consist of the following instructional methods:

- **In-person Labs** (required attendance)
 - Lab - 070 (Monday - 9:30 to 11:20am) and Lab - 071 (Wednesday- 9:30 to 11:20am) will take place in OT20 (Design Lab) in the Asper Centre.
 - Introduction of each assignment and demonstration of techniques to complete the assignments will take place at the beginning of each lab. The remaining of the lab will be your time to work on either assignment or chapter outlines.
- **Pre-recorded Lectures** (required viewing)
 - Due to the size of the classroom, all lectures will be pre-recorded and viewed remotely. **PLEASE DO NOT ATTEND THE LECTURES IN THE DESIGN LAB.**
 - Chapter lecture videos will be uploaded to Nexus prior to the Friday, 9:30am for viewing. These lectures will help to complete the chapter outlines and assignments.
 - Posted lecture videos will only be available for 72 hours before removed from Nexus.
 - Introduction of chapter outlines will be included in each video.
- **Live Zoom Meetings : Introduction and Professional Interviews**
 - There will be a Live Meeting via Zoom on Friday, September 10 at 9:30am. **This meeting is mandatory.**
 - There will be three Zoom meetings (Oct 8, Nov 5, Nov 22) to meet professional designers. **These Zoom meetings are mandatory.**

FALL 2021 IN-PERSON LABS AND ONLINE ZOOM SCHEDULE

Note: I have the ability to change the schedule to suit the needs of the course or a need to pivot to online remote instruction.

Week	<u>In-Person Labs</u> (0T20 Design Lab) Monday: 9:30 - 11:20am Wednesday: 9:30 - 11:20am	<u>Pre-recorded Lectures / Live Zoom Meetings</u> Friday: 9:30 - 11:20am (Pre-recorded sessions will be available for 72 hours only.)
1 (Sept 8 - 10)	No Lab - Week #1	Live Zoom Meetings - 9:30am Chapter 1 - The Theatre Designer's Job
2 (Sept 13 - 17)	In-Person Labs	Chapter 3 - Vocabulary of Visual Thinking
3 (Sept 20 - 24)	In-Person Labs	Chapter 2 - Traditions of Stage Design
4 (Sept 27 - Oct 1)	In-Person Labs	Chapter 4 - The Artistry of the Set
5 (Oct 4 - 8)	In-Person Labs	Live Zoom Meetings - 9:30am Professional Scenic Designer interview
6 (Oct 11 - 15)	Reading Week	Reading Week
7 (Oct 18 - 22)	In-Person Labs	
8 (Oct 25 - 29)	In-Person Labs	Chapter 5 - The Artistry of the Costumes
9 (Nov 1 - 5)	In-Person Labs	Live Zoom Meetings - 9:30am Professional Costume Designer interview
10 (Nov 8 - 12)	In-Person Labs	
11 (Nov 15 - 19)	In-Person Labs	Chapter 6 - The Artistry of the Light
November 16	Voluntary Withdrawal date	
12 (Nov 22 - 26)	In-Person Labs	Live Zoom Meetings - 9:30am Professional Lighting Designer interview
13 (Nov 29 - Dec 3)	In-Person Labs	
14 (Dec 6)	In-Person Lab Monday: 9:30 - 11:20am only	

The voluntary withdrawal date, without academic penalty, is November 16, 2021.

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				

STUDENT PARTICIPATION POLICY & COURSE CONTENT

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

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

COURSE CONTENT NOTE

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

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

KNOW YOUR RIGHTS

Human Rights and Diversity

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

Sexual Violence Resources on Campus

From the UW Human Rights & Diversity website:

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

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

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