

**THFM-2801-001 & 002 (6 credit hours)  
THEATRICAL PRODUCTION I**

**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**

Tue/Thu 2:30-5:15 pm

Fall/Winter 2021-22

Section 001: Room 1T12

Section 002: Room 1T15

**Note: Both Sections will meet online via Zoom for the first class: Tue, Sept 7th at 2:30 p.m.**

**Hybrid Online: Online + live, in person components**

Instructors:

Section 001: Aaron Frost

Section 002: Randy Harder

Office: 1T13 Phone: 204-786-9246

Phone: 204-999-1049

E-Mail: [a.frost@uwinnipeg.ca](mailto:a.frost@uwinnipeg.ca)

E-Mail: [r.harder@uwinnipeg.ca](mailto:r.harder@uwinnipeg.ca)

Virtual office hours by appointment

Virtual office hours by appointment

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**PREREQUISITE or CO-REQUISITE:** NONE: although THFM-1001, THFM-1002 or THFM-1003 are recommended.

The objective of this course is to offer an introduction to technical production in theatre through lectures, projects, and production work. Theatrical Production I is divided into two halves as follows:

1. Stagecraft and Theatrical Facilities, and
2. Sound and Lighting in Production and Electrical Theory for the Theatre Technician.

The course is divided into Online lecture and In-person lab sessions. Lectures expose students to principles of stagecraft, the handling of lighting and sound equipment, and the study of theatre facilities with an emphasis on proscenium and studio spaces. Considerations of safety in the handling of equipment and materials will be included throughout along with use of the Workplace Hazardous Materials Information System.

**COURSE DELIVERY**

**Lectures** will be delivered live via Zoom. Students will require reliable access to the Internet. Students must be available to meet as a group on **Tuesdays and Thursdays from 2:30–5:15pm, via Zoom**, for a combination of brief lectures and synchronous discussions.

**In-person lab sessions** will offer the student the opportunity of applying the principles acquired from lecture to hands-on projects and production work related to the departmental public exercises. Lab times will be during the same time as lectures but are also variable and will be scheduled to fit into the students schedule. Labs will be held with small groups with social distancing measures in place. To develop broader experience in production, additional opportunities will be available for students to participate in department projects.

**EVALUATION** Grading is divided evenly between each half of the course.

Assignments distributed over the Stagecraft section (see schedule below) .....	15%
Scenic construction labs in the 2nd quarter of Stagecraft.....	15%
Scenic Construction & Production Test .....	5%
3 tests evenly distributed over the Sound and Lighting section.....	15%
Practical lighting labs .....	20%
Class participation (5% each term) .....	10%
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Term Work .....	80%
Final Exam (Date: TBA) spring exam covers both Stagecraft and Electricity .....	20%
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<b>Total</b> .....	<b>100%</b>

**TENTATIVE SCHEDULES**

There is no mid-term exam at the end of the Fall session and the final exam will be during the April exam period. The specific exam date and location will be posted by the University online. More detailed references to lecture schedule and readings, and activities will be posted on the departmental web site under Student Resources <http://theatre.uwinnipeg.ca/student.htm> and available through Nexus. **PLEASE NOTE:** because this course is dependent upon production work coordinated with other classes some activities on the following schedule may be subject to change.

**LIGHTING AND SOUND BOTH TERMS**  
**(Production Labs listed below are NOT optional unless noted)**

<u>Section 002 Fall Dates</u>	<u>Section 001 Winter Dates</u>	<u>Activity / Event</u>
Tue, Sep 28	Thu, Jan 27	Electricity Test (Take home, 24 hours)
	Wed, Feb 16	Voluntary Withdrawal final date
Mon, Oct 11-Fri Oct 15	Mon, Feb 21-Fri, Feb, 25	Reading Week - No Classes
Tue, Nov 9	Thu, Mar 10	Lighting Test (Take home, 24 hours)
Sun, Nov 21	Sun, Mar 27	Lab: Lighting Hang Asper Theatre IT15 <u>(counts towards required lab hours)</u>
Mon-Tue, Nov 22-24	Mon-Tue Mar 28-29	Lab: Lighting Focus Asper Theatre IT15 <u>(counts towards required lab hours)</u>
Wed-Mon, Nov 25-29	Wed-Mon, Mar 30-Apr 4	Supplementary Lighting Calls Asper Theatre IT15 <u>(counts towards required lab hours)</u>
Tue, Dec 7	Tue, Apr 5	Sound Test (Take home, 24 hours)
Sat, Dec 4	Sat, Apr 9	Strike Lights after performance Asper Theatre IT15 <u>(counts towards required lab hours)</u>
TBA	TBA	Final Exam

**STAGECRAFT BOTH TERMS**

<b><u>Section 001 Fall Dates</u></b>	<b><u>Section 002 Winter Dates</u></b>	<b><u>Activity / Event</u></b>
Mon, Sep 20	Mon, Jan 24	In-person Labs begin
Fri, Sep 24	Fri, Jan 28	Theatre Flat Assignment
Fri, Oct 1	Fri, Feb 4	Studio Flat Assignment
Fri, Oct 8	Fri, Feb 11	Stock Riser Assignment
Mon, Oct11-Fri Oct 15	Mon, Feb 21-Fri, Feb, 25	Reading Week - No Classes
Tue, Oct 19	Tue, Mar 1	Drawing Assignment
	Wed, Feb 16	Voluntary Withdrawal final date
Fri, Oct 22	Fri, Feb 18	Irregular Riser Assignment
Mon, Oct 25	Mon, Feb 28	Set Construction Labs begin
Sun, Nov 21	Sun, Mar 27	Set Install
Thu, Nov 25	Thu, Mar 31	Test (take home, 24 hours)
Sat, Dec 4	Sat, Apr 9	Strike Set after performance
TBA	TBA	Final Exam, TBA

**POLICY ON LATE ASSIGNMENTS**

All project work and papers must be submitted on time.

Late assignments will **not** be accepted and will be graded as zero unless prior arrangements have been made with the instructor concerned. Work not submitted will be graded as zero.

**TESTS**

Tests will be administered **asynchronously** (i.e. as **“take-home”** tests).

Tests will be posted to Nexus or Dropbox.

Students will have **24 hours** to submit the test via email to the instructor’s email address found at the header of this document.

Sharing answers and/or discussing the test with classmates in advance of the submission deadline will constitute academic misconduct.

**FINAL TAKE HOME EXAM**

The final **exam** will be administered **asynchronously** (i.e. as **“take-home” exam**). Students will be asked to demonstrate their understanding of core concepts introduced in lectures, discussions, and assignments over the term. Date and time TBA.

**CRITERIA FOR GRADING PARTICIPATION**

The criteria the instructor considers in assigning participation marks includes the following points:

- **Review Material:** Did the Student review online content.  
Did the Student complete online quizzes.
- **Preparation:** Was the student prepared? Were they on time, with required lab equipment, having completed assignments/readings?
- **Quality and nature of the participant’s contributions and interactions with others:**  
Did the student demonstrate productivity in labs and/or offer help to others?  
Were the student's contributions or questions relevant? Did they promote debate?  
Did the student respect others, listen well, and respond to others' input?

- **Negatives:** Did the student create distractions, seek attention or appear inattentive during lectures? Did they engage in facebooking, texting, emailing, idle conversation and the like.
- **Attendance:** Students should note that missing class sessions will limit their opportunities to participate and demonstrate positive interactions. This will negatively affect the participation mark.

### **CRITERIA FOR GRADING IN THE LAB PORTION OF SOUND AND LIGHTING IN PRODUCTION SECTION.**

During the in person practical lab sessions for Sound and Lighting in Production section of the course marks will be based on an evaluation of the following criteria:

- Follows direction.
- Works safely.
- Understands equipment.
- Demonstrates the ability to work independently.
- Supports their classmates and is a team player.
- Shows an understanding of the overall process.
- If mistakes are made, learns from them, and does not repeat them.
- Fulfills the required lab hours.

**CONVERSION SCALE** The following conversion table will be used to calculate the final grade:

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				

### **DEFINITIONS OF GRADING DESCRIPTIONS**

**A+ Exceptional.** Thorough knowledge of concepts and/or techniques and exceptional skill AND great originality in the use of those concepts/techniques in satisfying the requirements of an assignment or course.

**A Superior.** Thorough knowledge of concepts and/or techniques and exceptional skill OR great originality in the use of those concepts/techniques in satisfying the requirements of an assignment or course.

**A- Excellent.** Thorough knowledge of concepts and/or techniques together with a high degree of skill and/or some elements of originality in satisfying the requirements of an assignment or course.

**B+ Very Good.** Thorough knowledge of concepts and/or techniques together with a fairly high degree of skill in the use of those concepts/techniques in satisfying the requirements of an assignment or course.

**B Good.** Good level of knowledge of concepts and/or techniques together with considerable skill in using them to satisfy the requirements of an assignment or course.

**C+ Competent.** Acceptable level of knowledge of concepts and/or techniques together with considerable skill in using them to satisfy the requirements of an assignment or course.

**C Fairly Competent.** Acceptable level of knowledge of concepts and/or techniques together with some skill in using them to satisfy the requirements of an assignment or course.

**D Barely Passing.** Minimum knowledge of concepts and/or techniques needed to satisfy the requirements of an assignment or course.

**F Failing**

**A NOTE RE. EMAIL and DROPBOX**

Students have the responsibility to regularly check their UWinnipeg email addresses to ensure timely receipt of correspondence from the University and/or their course instructors. The Instructor will check this email address at least once per day and aim to respond within 24 hours. Please note that the instructors do not regularly check Nexus mail. Please use the email addresses in the header of this document.

Students in the Sound and Lighting in Production section of the course will have the responsibility to setup a working Dropbox account by which tests and course assignments will be distributed. Students are required to provide the account email addresses used to setup their Dropbox account to the Instructor during the first week of class so that the appropriate links can be established between the Instructor and Student via the Dropbox interface.

**PROTOCOL**

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

**MINIMUM WORKLOAD**

Lectures and Labs:	5.5 hrs/week plus
Research/Readings:	1.0 hrs/week (estimated as a guideline)

In addition to the above, assignments and the additional production-related lab work may be estimated at not less than 25 hours for the year. This work is variable and will be dependant upon individual production schedules. The student will be advised of schedule details as they become available but should expect that such work will likely involve some evening and weekend time.

Students will be expected to have a notebook, a pencil, personal Safety Goggles, a 16ft. standard (Imperial) tape measure, an Adjustable Wrench, and an Imperial measure (Architect's) scale ruler for every lab session.

**COVID 19 CONSIDERATIONS**

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.

**TEXTS None.** Although not required the following can be valuable supplementary references:

1. *Scene Design and Stage Lighting* by R. Craig Wolf and Dick Block
2. *Theatrical Design and Production* by J. Michael Gillette; McGraw Hill.
3. *Electricity for the Entertainment Electrician and Technician*, by Richard Cadena
4. *Scene Technology* by Richard L. Arnold; Prentice Hall, Inc., Englewood Cliffs, New Jersey.
5. *Scene Design, Stage Lighting, Sound, Costumes and Make-up* by W. P. Bellman; Harper & Row
6. *Scenery for the Theatre* by H. Burriss-Meyer and B. C. Cole; Little Brown and Company

7. *Stage Scenery, Its Construction and Rigging* by A. S. Gillette and J. M. Gillette; Harper and Row
8. *Backstage Handbook*, by Paul Carter Broadway Press, Louisville, Kentucky
9. *Theatre Crafts International*, a monthly periodical available in the library.

The purchase of season tickets to the Manitoba Theatre Centre (Mainstage) is suggested. Part of our programme includes the study of theatre facilities for which we will be using MTC and its operational techniques as teaching tools. It is important that you observe these techniques as a member of the audience. Special season ticket rates will be available to our students in early Sept.

**Wednesday, FEBRUARY 16, 2022** is the final date to withdraw without academic penalty from courses which begin September 2021 and end April 2022 (2021-22 Fall/Winter Term).

Please note that withdrawing before the VW date does not necessarily result in a fee refund.

### **LAB DRESS REQUIREMENTS**

A clean pair of sneakers or soft-soled shoes is recommended for work in lighting and carpentry labs. High heeled-shoes, pumps, jewellery, and excessively baggy clothing are not permitted in the shop or in labs.

A headlamp or small maglite style flashlight as well as an 8" crescent wrench is required for lighting labs. The University of Winnipeg Theatre Dept. can provide these for students however due to covid cleaning and sanitation protocols students are encouraged to bring their own.

### **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](mailto:hrdo@uwinnipeg.ca)  
[You can report online here »](https://uwinnipeg.qualtrics.com/jfe/form/SV_4ONi2EP1gcXjyBv) ([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](mailto:accessibilityservices@uwinnipeg.ca) to discuss appropriate options. All information about a student's disability or medical condition remains confidential. If you are registered with Accessibility Services, do not assume that Accessibility Services (AS) has informed your instructor that you have registered with them. Please see <http://www.uwinnipeg.ca/accessibility>. If you do not register with AS, you cannot be granted special consideration (e.g. extra time to write exams/tests, attendance issues because of physical or mental health conditions, etc.).

The University of Winnipeg promotes a scent-free environment. Please be respectful of the needs of your fellow classmates and your instructor by avoiding the use of scented products while attending on-campus

lectures and labs. Exposure to perfumes and other **scented products (such as lotion)** can trigger serious health reactions in persons with asthma, allergies, migraines or chemical sensitivities. We are asking for your cooperation to create a scent-free environment **on campus** by students, faculty and staff.

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

During the FW terms, the Department of Theatre and Film presents a series of 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](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.**