

THFM-3202 - 001 (3 credit hours)

## Drafting and Drawing

Winter, 2023  
Tuesday /Thursday  
1:00– 2:15pm

Instructor: Adam Parboosingh  
Phone: 204-786-9380  
Office Hours: Tuesdays 11:00 – 12:00pm  
or by appointment  
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### COURSE DESCRIPTION

This is a course for students who wish to improve their skills in graphic presentation. It emphasizes drafting and drawing as important communications media for either designer or technician.

The ability to show the production staff specific requirements of your design is important. One of the only means of precisely communicating your design is to draft the set on paper in an accurate scale. This course will focus on the development of the theatre designer / draftsman's skill to create construction drawings, focusing on professional design standards used in the theatre industry. The concepts and skills taught in the course can easily be transferred to work done by members of the art department in the film industry. While in theatre, many production staff (technical directors and carpenters) also use drafting to create working plans after being presented the designs.

Understanding how to draw or sketch an object is an excellent observational skill for anyone. Through ongoing sketchbook assignments, the student will have a better understanding of how to communicate using the pencil. Sourcing and gathering information through research (online and in-person store visits) will not only elevate your drawings but will provide connections to those constructing your design.

Using the software Vectorworks Spotlight, the class will also introduce the use of computer aided design (CAD) as a tool for the draftsman. Installed on the computers in the design lab, CAD is an excellent skill to learn as it can speed up the drafting process or allow for easier changes to happen during the construction process. Draftsmen in both film and theatre industries depend on CAD draftsmen.

### 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. **Communications will only be sent to UW email addresses.**

### TEXTBOOK

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

Dorn, Dennis, and Mark Shanda. *Drafting for the Theatre*. Second edition., Second ed., Southern Illinois  
<https://uwinnipeg.on.worldcat.org/oclc/794493921>

Please download the textbook on the approved Adobe Digital Edition software required to read offline. This should be downloaded at home and on the computers in the design lab for easy access.

Other readings will be available through Nexus.

**LAB SUPPLIES**

Michaels, Staples, Artist Emporium and Dollarama will have many of the supplies listed below at various prices.

- Architectural Scale Ruler
  - 12" Architect's Scale (needs to have 1/8", 1/4", 1/2", 1" scales)
- Pencils and eraser
  - Sketching Pencils - 4B, 2B, HB, 2H, 4H
  - Plastic Eraser
- Drafting Tape or Dots / Painter's Tape (small roll)
- Sketchbook (9"x12")

The following equipment will be lent out to the student from the Design lab:

- 30/60 Degree set Square
- 45 Degree adjustable Square
- Compass (such as from a geometry set)
- Ames Lettering guide
- Erasing Shield

**MARK DISTRIBUTION**

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

Projects

Small Projects*: Architectural communication.....	25%
<ul style="list-style-type: none"> <li>• Ground plan of a room (Pencil)</li> <li>• Elevations of a room (Pencil)</li> </ul>	
Large Projects*: Theatre Graphics .....	40%
<ul style="list-style-type: none"> <li>• Ground plans (Pencil/CAD)</li> <li>• Centre-line vertical sections (Pencil or CAD)</li> <li>• Elevations (Pencil or CAD)</li> </ul>	
Sketchbook: .....	25%
<ul style="list-style-type: none"> <li>• Life drawing (bi-weekly hands, 4 drawings)</li> <li>• Quick orthographic drawings (bi-weekly sketches, observations) (Pencil or CAD)</li> <li>• Sourcing design information (monthly collection and integration into a drawing)</li> <li>• Classroom exercises (Pencil/CAD)</li> </ul>	
Course Participation (see rubric).....	10%
<b>Total.....</b>	<b>100%</b>

Work not submitted will be graded as 0%. Late projects will be assessed a 10% reduction per day. After 48 hours, you will be assessed zero (0) marks for that project.

\*Important: When handing in small and large projects, hand in a copy of your work. Deductions will be given if you hand in work on vellum. The student will learn to use the Design Lab plotter to copy their work on bond paper. No original work will be turned in.

**In Course Participation**

- Use the below rubric as a guide to be actively engaged in the class.

<b>THFM 3202 Drafting and Drawing - COURSE PARTICIPATION RUBRIC</b>					
	<b>Full Engaged (A's)</b>	<b>Well Engaged (B's)</b>	<b>Adequately Engaged (C's)</b>	<b>Barely Engaged (D's)</b>	<b>Unsatisfactory (F's)</b>
<b>CRITERIA</b>	Actively works on assignment during class	Mostly, actively works on assignment during class	Frequently actively works on assignment during class but often is distracted	Is distracted more than actively working on assignment during class	Does not work on assignments during
	Actively prepares for upcoming assignment during class	Mostly, actively prepares for upcoming assignment during class	Will only prepares for upcoming assignment during class if reminded	More often will not prepare for upcoming assignments in class	Does not prepare for upcoming assignments in class
	Makes connections between readings/lectures and assignments	Makes some connections between readings/lectures and assignments	Makes very few connections between readings/lectures and assignments	Makes limited connections between readings/lectures and assignments	Does not make connections between reading/lectures and assignments
	Actively creates a positive environment by maintaining a clean workspace	Mostly, actively creates a positive environment by maintaining a clean workspace	Sometimes actively creates a positive environment by maintaining a clean workspace	Rarely creates a positive environment by maintaining a clean workspace	Does not clean up their workspace
	Actively evaluates own work prior to handing in projects. Uses the red-line markup method as a means to review work.	Actively evaluates own work prior to handing in projects. Sometimes, uses the red-line markup method as a means to review work.	Little to no self-evaluate their own work prior to handing in projects. Rarely uses the red-line markup method as a means to review work.	No self-evaluation of own work prior to handing in projects.	Defiantly does not self-evaluate work prior to handed in projects
<b>ATTENDANCE</b>	Attended 90-100% of the classes	Attended 80-90% of the classes	Attended 70-80% of the classes	Attended 70% of the classes or less	Attended less than 50% of the classes

**Winter 2023 Drafting and Drawing Schedule**

<b>Week #</b>	<b>Tuesday</b>	<b>Thursday</b>	<b>Readings Due</b>	<b>Assignment Due</b>
<b>1 (Jan 5)</b>		<b>Introductions to course, lab, equipment and expectations</b>	Chapter 1: The Pencil and CAD – Two Great Choices (In class reading)	
<b>2 (Jan 10 &amp; 12)</b>	<b>Demo / Reading Review</b>	<b>Work Day</b>	Chapter 2: Getting Equipped – Tools of the Trade	<b>Sketchbook #1</b>

3 (Jan 17 & 19)	Demo / Reading Review	Work Day	Chapter 3: Graphic Standards and Conventions	
4 (Jan 24 & 26)	Demo / Reading Review / Work Day	Work Day	Chapter 4: Lines and Letters	Sketchbook #2
5 (Jan 31 & Feb 2)	Demo / Reading Review	Work Day	Chapter 6: Dimensions and Those All-Important Notes	Small Project: Ground Plan
6 (Feb 7 & 9)	Demo / Reading Review / Work Day	Work Day	Chapter 7: 3D to 2D and Back	Sketchbook #3
7 (Feb 14 & 16)	Demo / Reading Review	Work Day	Chapter 8: Section Views – The Inside Scoop	Small Project: Elevations
(Feb 20 - 26)	Reading Week			
8 (Feb 28 & Mar 2)	Demo / Reading Review / Work Day	Work Day	Chapter 14: CAD – The Twenty-First-Century Tool of Choice Vectorworks Instructions	Sketchbook #4
9 (Mar 7 & 9)	Demo / Reading Review / Work Day	Work Day	Chapter 16: Scoping Out Design Drawings	Large Project: Ground Plan
10 (Mar 14 & 16)	Demo / Reading Review / Work Day	Work Day	Chapter 17: A Case Study of How Design Drawings are Created  Chapter 18: A Case Study of How Shop Drawings are Made	Sketchbook #5
March 14	Voluntary withdrawal date			
11 (Mar 21 & 23)	Demo / Reading Review	Work Day	Chapter 20: Levels – Both Stationary and Rolling  Chapter 21: Stairs and Other Challenging Structures	Large Project: Centre-Line Vertical Section
12 (Mar 28 & 30)	Work Day	Work Day		

<b>13 (Apr 4)</b>	<b>Work Day</b>	<b>Last Day of Classes</b>		<b>Large Project: Elevations</b>
<b>Finals (Apr 10 - 21)</b>				<b>Sketchbook, small and large project review</b>

The **voluntary withdrawal date**, without academic penalty, is March 14, 2023.

### **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 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/get-support.html)  
(<https://www.uwinnipeg.ca/respect/sexual-violence/get-support.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 CONSIDERATIONS**

Should public health and university regulations require it, 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.”

**Lectures will take place in-person in the Theatre, Wednesday 12:30 – 13:20, on the following dates:**

**October 5, 2022**

**November 9, 2022**

**WINTER TERM: January 18, 2023**

**WINTER TERM: March 1<sup>st</sup>, 2023**

Guests will be confirmed shortly.

***MANDATORY ATTENDANCE FOR HONOURS STUDENTS: 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-3101 Acting III General, THFM-3110 Screen Acting, THFM-3201 Styles in Design, and THFM-3801 Production II.***

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

### **ORIENTATION ASSEMBLY**

**EACH FALL, we hold an *Orientation Assembly in the Theatre* 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! We hope you will come to our 2023 Orientation next September.

### **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**; other events have included **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 find out more at TAFSA's meetings, held every second Monday from 12:30-13:20 pm. It's 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](https://www.instagram.com/tafsauw) or email them at [tafsa.uw@hotmail.com](mailto:tafsa.uw@hotmail.com).

## **BUILDING SECURITY**

The Asper Centre for Theatre and Film (home to the Department of Theatre and Film) is open from 8:00 am to 6 pm weekdays only. Students are permitted to be in the building between 8:00 am and 10:00 pm seven days per week (except statutory holidays when the University is closed) **BUT PLEASE NOTE:** outside of regular building hours, it is **MANDATORY** that everyone in the building (students, faculty and community renters) **EITHER** carry an access card **OR** have a booking confirmation form in their possession (hard copy or electronic). **ALL EVENING STUDENTS in the building for classes must have a UW ID card.** If a Security Guard checks and you do not have proper accreditation, **you may be evicted.**

These rules are in place to protect our students and our equipment; please respect them.

All studios and labs are locked outside of building hours. Evening and weekend access can be added to your student card by visiting Melinda in the Department office, 3T03.

***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 for complete information about campus security and emergency procedures: <https://www.uwinnipeg.ca/security/index.html>

## **ONLINE CLASSES**

Instructors whose mode of delivery includes Zoom or a similar platform will clarify expectations for appropriate remote classroom behaviour or decorum (e.g., being on time, muting/unmuting, raising hand, reacting, etc.), and make appropriate allowances in order to respect the privacy of students (e.g., clarifying need to have video on/off).

**Performance classes online:** No eating, chewing gum, or wearing a mask during on-line work.

## **RECORDING ON-LINE CLASSES**

Should a class be held online, the instructor may choose to record a zoom or video class if there are online connectivity issues, absences, or to post to Nexus for later review.

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

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

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

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

### **ELECTRONIC COURSE OUTLINE ADDENDA**

**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](https://www.uwinnipeg.ca/theatre-film/docs/fire-evacuation-procedures_2020.pdf) ([https://www.uwinnipeg.ca/theatre-film/docs/fire-evacuation-procedures\\_2020.pdf](https://www.uwinnipeg.ca/theatre-film/docs/fire-evacuation-procedures_2020.pdf)) and [Access Card/Building Use Policy](https://www.uwinnipeg.ca/theatre-film/rentals/access-card-and-building-use-policy.html) (<https://www.uwinnipeg.ca/theatre-film/rentals/access-card-and-building-use-policy.html>).

**Room Bookings for Class Assignment Work:** Students may book rehearsal room space class-related work or outside projects. Priority will be given to class assignment work. 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 2022-23 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 regarding such things as important information about health and safety, policies and registration, and Faculty will contact you about changes to class schedules, cancelled classes, etc.**
- **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 video/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 2022-23 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://www.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 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.

Important information is outlined in the 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 could be considered non-academic misconduct. See the Respectful Working and Learning Environment Policy (<https://www.uwinnipeg.ca/respect/respect-policy.html>) and Acceptable Use of Information Technology Policy (<https://www.uwinnipeg.ca/institutional-analysis/docs/policies/acceptable-use-of-information-technology-policy.pdf>). More detailed information is outlined in the 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 <https://www.uwinnipeg.ca/research/ethics/index.html>

### **Privacy**

Students should be 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, without academic penalty:

**NOVEMBER 16, 2022 FOR FALL TERM COURSES** which begin in September 2022 and end in December 2022

**FEBRUARY 14, 2023 FOR FALL/WINTER TERM COURSES** which begin in September 2022 and end in April 2023

**MARCH 14, 2023 FOR WINTER COURSES** which begin in January 2023 and end in April 2023

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.**

### **CAMPUS CLOSURE DATES**

The dates the University is closed for holidays, irrespective of campus closure related to COVID-19 or other public directives:

September 5 (Labour Day)

September 30 (Truth and Reconciliation Day)

October 10 (Thanksgiving Day)

November 11 (Remembrance Day)

December 23, 2022 through January 2, 2023

February 20 (Louis Riel Day)

April 07 (Good Friday)