



THE UNIVERSITY OF WINNIPEG

DATE: JULY 12, 2024
TO: ALL FACULTY MEMBERS
FROM: Dr. Hugh Grant, Dean of Business and Economics
Dr. Jino Distasio, Acting Dean of Science and Acting Dean of Kinesiology
Dr. Laurie Hellsten, Dean of Education
Dr. Manish Pandey, Acting Dean of Graduate Studies
Dr. Shauna Labman, Executive Director, Global College
Dr. Tracy Whalen, Acting Dean of Arts
RE: DEANS' RECOMMENDATIONS FOR COURSE OUTLINES (FALL 2024 AND FALL/WINTER 2024-25)

Instructors, please add the following points of information to your course packages for all students. Please note the updated information about academic integrity links, the statement about the use of AI text-generating software, and reference to respectful classroom practice. These can be embedded into the course outline or provided in a separate document. Several departments have developed course outline templates that include the items below (and Senate requirements) to facilitate both outline development and DRC review.

1. A permitted or necessary change in mode of delivery may require adjustments to important aspects of course outlines, like class schedule and the number, nature, and weighting of assignments and/or exams.
2. Students can find answers to updates and frequently asked questions related to COVID-19 here: <https://www.uwinnipeg.ca/covid-19/index.html>
3. If you assign a grade for participation, please set clear expectations for students, depending on the mode of delivery.
4. The method of delivery and submission of graded work should be specified, as well as the type of equipment/resources authorized for use in tests/exams.
5. When it is necessary to cancel a class due to exceptional circumstances, every effort will be made to inform students via University of Winnipeg email (and/or using the preferred form of communication, as designated in this outline).
6. Students have the responsibility to regularly check their University of Winnipeg e-mail addresses to ensure timely receipt of correspondence from the University and/or their course instructors. *[Identify the mode of communication you prefer if other than UWinnipeg e-mail.]*
7. Please note that withdrawing before the VW date does not necessarily result in a fee refund.

8. The first day of class is [date]. Last class will be held on [date]. Make-up classes will be held on [list the dates]. Evaluation period is [dates].
9. **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 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. An updated and expanded U of Winnipeg library site outlining principles of Academic Integrity can be found at <https://library.uwinnipeg.ca/use-the-library/help-with-research/academic-integrity.html>.
10. Important information is outlined in the Academic Misconduct Policy and Procedures: <https://www.uwinnipeg.ca/policies/docs/policies/academic-misconduct-policy.pdf> and <https://www.uwinnipeg.ca/policies/docs/procedures/academic-misconduct-procedures.pdf>
11. Clear expectations for assignments, tests, and exams should be set for students to avoid instances of misconduct. For instance, in the case of take-home exams, students should be advised on permitted resources, being able to collaborate (or not) with other students, etc.

12. Academic Integrity and AI Text-generating Tools

Students must follow principles of academic integrity (e.g., honesty, respect, fairness, and responsibility) in their use of material obtained through AI text-generating tools (e.g., ChatGPT, Bing, Notion AI). If an instructor prohibits the use of AI tools in a course, students may face an allegation of academic misconduct if using them to do assignments. If AI tools are permitted, students must cite them. According to the MLA (<https://style.mla.org/citing-generative-ai/>), “you should

- a. cite a generative AI tool whenever you paraphrase, quote, or incorporate into your own work any content (whether text, image, data, or other) that was created by it
- b. acknowledge all functional uses of the tool (like editing your prose or translating words) in a note, your text, or another suitable location
- c. take care to vet the secondary sources it cites”

If students aren’t sure whether or not they can use AI tools, they should ask their professors.

13. **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/policies/docs/policies/acceptable-use-of-information-technology-policy.pdf>). More detailed information is outlined in the Non-Academic Misconduct Policy and Procedure: <https://www.uwinnipeg.ca/policies/docs/policies/student-non-academic-misconduct-policy.pdf> and <https://www.uwinnipeg.ca/policies/docs/procedures/student-non-academic-misconduct-procedures.pdf>

In addition to providing these links on their course outlines, instructors are encouraged to discuss the Respectful Working and Learning Environment Policy with students.

Instructors whose mode of delivery includes Zoom or a similar platform should 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).

14. **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/basics/copyright-policy.html>

15. **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/human-ethics.html>

16. **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>)

Instructors, for your information:

1. Please inform your DA and Chair/Dean of your contact hours and indicate them on course outlines.
2. You are strongly advised to include teaching outcomes specific to each course.
3. Please make every reasonable attempt to: i) mark and return assignments/tests/exams to students in a timely fashion, normally within 2 weeks, and ii) ensure that students do not have to write term tests or examinations on the date of a religious holiday. Alternate arrangements are to be made when conflicts do arise.