

**THFM-2406-050/HIST-2192-050
HISTORY OF FASHION AND DRESS**

Fall/Winter 2023/24 Thursdays 18:00-21:00 Course Delivery: online/synchronous	Instructor: Nancy Janzig (she/her) E-mail: n.janzig@uwinnipeg.ca Virtual Office Hours: by appointment
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Course Description

This course introduces students to the history of fashion. Students learn methods of observation, analysis, and design of fashion. Dress from ancient times to the 21st century is discussed, with a focus on western Europe. The links between fashion, social history, and material culture are examined. The course is intended as background for students of theatrical design, but may be taken as an elective by anyone interested in the field.

Course Learning Objectives

By the end of this course students should be able to:

Identify periods of fashion history by silhouette

Demonstrate intermediate level of visual research skills

Generate analysis of historical events and links to fashion

Course Engagement

1. Email: Students should check their UWinnipeg e-mail address daily as this is the most direct way the instructor will contact students. The instructor will use email to share Zoom meeting links, pertinent course information, and as a backup method to distribute test or assignment questions (should any technical problems occur via Nexus).

Please note: all emails to Instructor Nancy Janzig must be sent to the following address: n.janzig@uwinnipeg.ca. The instructor will check this email at least once per day (Monday to Friday) and aim to respond within 24 hours.

2. Live-Stream Lectures (Synchronous Learning): A recurring zoom meeting will be created and accessible via Nexus. Students are expected to sign in on time using their full first name and last name as listed on the class roster.* Students may choose to keep their cameras off during class. Students are expected to engage with the class either through the chat function or speaking via microphone. Students are still subject to the University's Regulations & Policies even though you are in a digital environment. Disruptive participants may be removed from a Zoom session. There will be at least one 10-minute break mid-way through the class-time.

Please note: Lectures will be recorded to assist students who miss a class due to unforeseen circumstances (such as illness, personal emergency, or technical problems). Recorded live lectures will be made available to authorized course members only via NextCloud. When a live lecture is recorded, students will be informed at the start of class, before recording begins. During recording, students have the option of protecting their private information by keeping their cameras off, using a pseudonym, and only using the chat function to ask questions.

*** If a student wishes to remain anonymous during recorded lectures**, please inform the instructor at the start of the course by email so that the instructor knows how to identify you.

No student is permitted to share the lecture recordings outside of the class, or post recordings or recording stills (e.g. screenshots), publicly.

1. Pre-recorded lectures: There may be occasions when the instructor will pre-record a lecture, rather than deliver it live, or pre-record a lecture for students to watch between class times to facilitate and/or make additional time for live-stream in-class discussion. Pre-recorded lectures will be made available to students through Nexus until the end of term.
2. Tests and Assignments: Tests and written assignments will be administered through Nexus, and will have a start date, end date, and due date. The start date determines when a test/assignment becomes available to students. The end date determines when a test/assignment becomes unavailable to students. The due date specifies a time when a test/assignment is expected to be completed. A test or assignment is considered late if it is submitted after the due date is reached. Tests and quizzes will have an enforced time limit. Students using more than the allotted time will be marked as “exceeded time limit”. **Test marked late or as exceeding time limit on Nexus will receive a grade of 0%** (unless the instructor is provided with proper documentation justifying cause). **Written work submitted after the due date may be penalized with the loss of a third of a grade (eg., A- to B+) for each day late.**
3. In the event of a technical issue with Nexus, the instructor will email students the test or assignment to be completed and returned via email to n.janzig@uwinnipeg.ca within a specified time.
4. A.I. Policy: The use of AI for text or image creation is prohibited for this class. **Students found using it will receive 0% for that assignment.**

Course Readings & Materials

Required Text:

Survey of Historic Costume by Phyllis G. Tortora & Sara B. Marcketti, 7th edition, Fairchild Books / Bloomsbury Publishing Inc., 2015

Hardback editions (ISBN: 9781501337406) will be available at the University of Winnipeg bookstore: www.bkstr.com/winnipegstore

Salome: A Tragedy in One Act by Oscar Wilde, 1894. <https://www.gutenberg.org/ebooks/42704>

Optional Text:

MLA Handbook 9th Edition, Modern Language Association of America, 2021

Fashion: The Definitive Visual Guide. Edited by Kathryn Hennessy, American Edition; New ed., DK Publishing, 2019. (ISBN: 1465486402)

Additional Materials:

Certain art supplies may be required for Final Project

Reading Assignments:

Reading assignments from the textbook will be given each class. Reading the assigned chapter(s), making notes, and identifying relevant glossary terms before every class will help students to comprehend the detailed lecture material presented. Class lectures and image slides are intended to broaden students' understanding of the subject matter as presented in the text. Occasionally, additional articles, writings, or other media sources may be given as reading assignments.

Other recommended reading:

There are many resources available through the library which students may find useful. You can search the stacks by topic, including: Costume (call number area GT), Fine Arts (N), and History (D). It is also possible to search the Library collection online (<https://library.uwinnipeg.ca>). The reference desk is available to help you with research assignments and papers, questions about books, journal articles, and other resources available in the library collections, as well as assist you with citing and referencing sources. The reference desk may be contacted at reference@uwinnipeg.ca. I recommend that you familiarize yourself with the library resources available to you.

Examples of other Fashion History research books:

Fashion History from the 18th to the 20th Century, The Kyoto Costume Institute, Taschen, 2015

20,000 Years of Fashion, Boucher, Francois, Harry N. Abrams, 1987

The Fabric of Civilization, Postrel, Virginia, Basic Books, 2021

Character Costume Figure Drawing, Huaixiang, Tan, Focal Press, 2013

The Worldwide History of Dress, Anawalt, Patricia Rieff, Thames & Hudson, 2007.

Assignment and Mark Distribution

Overview	Value	Due Dates
Quiz #1	10%	Oct 5 60 minutes
Written Test #1	15%	Nov 23 Take home
Quiz #2	10%	Jan 25 60 minutes
Quiz #3	10%	Feb 29 60 minutes
Written Test #2	15%	March 14 Take home
Final Assignment	35%	Submit request for alternative topic approval: Oct 5 Submit outline and/or research images and bibliography: Nov 30 Final Submission: Mar 21
Attendance and Participation	5%	
Total	100%	

Assignment Overview

Please refer to COURSE ENGAGEMENT to review how Tests and Written Assignments will be administered.

- Quizzes 3 x 10% each = 30% of final mark**

Quizzes will be cumulative reviews of the fashion and history covered in class. Students will be provided with images, statements, or key term definitions and will answer multiple choice or true/false questions about those topics.

Due to the nature of online delivery, these tests are considered open book. Students are NOT to collaborate with other students during a test period.

2. **Written Tests 2 x 15% each = 30% of final mark**

Students will be provided with prompts or images from fashion history and will be required to analyze, identifying key terms, culture, period, textiles, and historical events relevant to the image or prompt. Students will write short answer responses.

Due to the nature of online delivery, these tests are considered open book. Students are NOT to collaborate with other students during a test period. Additionally, a higher degree of specificity and detail will be expected because students have access to their text and notes.

3. **Final Project 1 x 35% = 35% of final mark**

Design Essay and Bible: An artist statement of 1500 – 2000 words, typed and double spaced, adhering to MLA style standards, accompanied with **10 hand-drawn or collaged** and annotated color illustrations. Students will design costumes for the play *Salome* by Oscar Wilde. You may submit an alternative play of your choice, for approval by instructor; however, requests must be received by email no later than **October 5**.

An outline of the essay and bibliography must be submitted via email before the end of class **November 30th**.

4. **Attendance and Participation = 5% of final mark**

Attendance will be taken each class. Your participation will be graded on attendance and the quality (not necessarily quantity) of your participation. Students should expect to be called on to speak about the readings during class. Students who do not respond will be marked as absent for that lecture.

Students are expected to:

Attend all lecture sessions

Complete all tests and written assignments on time

Complete assigned readings prior to the scheduled class

Conduct themselves in a respectful manner and follow the University of Winnipeg's policy on academic integrity.

There are genuine times in your university life when you may become ill or there is an emergency. Please report absence due to illness or emergency via the Instructor's email address prior to the missed class. Missed classes due to illness or injury without a doctor's note will be dealt with on a case by case basis and may or may not be subject to penalties.

Mark deduction for undocumented missed classes (per semester) Out of 15 marks per semester	
Miss 1 class	No penalty
Miss 2 classes	Lose 5 marks
Miss 3 classes	Lose 10 marks
Miss 4 or more classes	Receive 0 marks

Conversion Scale

The following conversion table will be used for calculating the final grade.

A+	98 – 100%	GPA	4.5	C+	75 – 79.9%	GPA	2.5
A	94 – 97.9%	GPA	4.25	C	70 – 74.9%	GPA	2.0
A-	90 – 93.9%	GPA	4.0	D	60 – 69.9%	GPA	1.0
B+	85 – 89.9%	GPA	3.5	F	below 60%	GPA	0
B	80 – 84.9%	GPA	3.0				

Proposed Lecture Schedule

Please Note: Schedule is subject to change depending on the needs of the class.

Additional articles, writings, or other media may be assigned throughout the course.

Term	Date	Lecture Topic	Readings
Fall term	Sept 7	Introduction to Course – Course overview, MLA standards Analyzing dress	Chapter 1: Introduction (pp. 1-11) Course Outline
	Sept 14	Ancient World	Pre-History: See Nexus for readings
	Sept 21	Ancient World	Chapter 2: Mesopotamian Civ
	Sept 28	Ancient World Quiz Review	Chapter 3: Greece and Rome
	Oct 5	Essay Writing – structure, sources, citations DUE: QUIZ #1 DUE: Final Assignment Alternate Topic due	Purdue MLA standards: See Nexus for readings
	Oct 12	READING WEEK	
	Oct 19	Europe Middle Ages	Chapter 4: Early Middle Ages Byzantine
	Oct 26	Europe Middle Ages	Chapter 5: Late Middle Ages
	Nov 2	Worldwide Middle ages	See Nexus for readings
	Nov 9	Europe Renaissance	Chapter 6: Italian Renaissance Chapter 7: Northern Renaissance
	Nov 16	Baroque and Rococo Test review	Chapter 8: 17 th Century
	Nov 23	Rococo and Revolution Making a strong thesis statement DUE: WRITTEN TEST #1	Chapter 9: 18 th Century
	Nov 30	Highlights of previous centuries Writing Essays DUE: Outline of essay	
	Dec 7	No lecture	
	Dec 14	No lecture	
	Dec 21	No lecture	
	Dec 28	WINTER BREAK	

Winter Term	Jan 11	19 th Century	Chapter 10: Directoire and Empire Period
	Jan 18	19 th Century	Chapter 11 and 12: Romantic and Crinoline Period
	Jan 25	19 th Century DUE: QUIZ #2	Chapter 13: Bustle and Nineties
	Feb 1	20 th Century	Chapter 14: Edwardian and WWI
	Feb 8	20 th Century	Chapters 15 and 16: Jazz Age and Depression
	Feb 15	20 th Century	Chapters 17 and 18: WWII and Fashion Conformity
	Feb 16 (No lecture)	Last date for Voluntary Withdrawal from class	
	Feb 22	READING WEEK	
	Feb 29	20 th Century DUE: QUIZ #3	Chapters 19 and 20: 1960s and 70s
	Mar 7	20 th Century Test review	Chapters 21 and 22: 1980s and 90s
	Mar 14	21 st Century DUE: WRITTEN TEST #2	Chapters 23 and 24: New Millenium and Modern Age
	Mar 21	Fashion vs Costume Communication vs Stereotypes DUE: FINAL ASSIGNEMNT DUE	TBD
	Mar 28	Course Overview	

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)

STUDENT PARTICIPATION POLICY

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>)

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 CONSIDERATIONS

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.

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 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 (subject to change):

- **12:30 pm September 27, 2023**
- **12:30 pm November 8, 2023**
- **12:30 pm January 17, 2024**
- **12:30 pm February 28, 2024**

Guests will be announced prior to each lecture.

MANDATORY ATTENDANCE FOR SENIOR AND 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 Advanced Practice, THFM-3110 Screen Acting, THFM-3201 Styles in Design, and THFM-3801 Production II, and THFM-3920 Musical Theatre. Sign-in sheets are posted outside the theatre before each lecture.

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 13, 2023 12:30 pm – 1:20 pm

Our THFM Orientation Assembly in the Theatre welcomes students to the new term; introduces our new students to faculty and other students; provides information about the department, its various activities and those of its professors, TAFSA, and the UWSA; and delivers news about what's coming up.

ALL STUDENTS ARE ENCOURAGED AND WELCOME TO ATTEND!

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 in the Fall/Winter terms 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.

BUILDING SECURITY

The Asper Centre for Theatre and Film (home to the Department of Theatre and Film) is open from 8:00 am to 5 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 two phones (one by the House Manager's office in the lobby, one in the basement by the elevator) to contact Security.

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) 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 2023-24 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 2023-24 Undergraduate Academic Calendar: <https://www.uwinnipeg.ca/academics/calendar/docs/important-notes.pdf>
- Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams or during lectures/laboratories are encouraged to contact Accessibility Services (AS) at 204.786.9771 or <https://www.uwinnipeg.ca/accessibility-services/> to discuss appropriate options. All information about a student's disability or medical condition remains confidential.
- Reference to the appropriate items in the Regulations & Policies section of the *Course Calendar*, including Senate appeals and academic misconduct (e.g. plagiarism, cheating) <https://www.uwinnipeg.ca/academics/calendar/docs/regulationsandpolicies.pdf>. Instructors should become familiar with the procedures for dealing with alleged academic misconduct at <https://pace.uwinnipegcourses.ca/sites/default/files/pdfs/publications/Academic%20Misconduct%20Procedures.pdf> and <https://www.uwinnipeg.ca/institutional-analysis/docs/policies/academic-misconduct-policy.pdf>
- All students, faculty and staff have the right to participate, learn, and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found at <https://www.uwinnipeg.ca/respect/>.
- 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).
- **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>.

- 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://pace.uwinnipegcourses.ca/sites/default/files/pdfs/publications/Academic%20Misconduct%20Procedures.pdf>
- **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
 - 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
 - acknowledge all functional uses of the tool (like editing your prose or translating words) in a note, your text, or another suitable location
 - 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.

- **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 Procedure: <https://www.uwinnipeg.ca/institutional-analysis/docs/policies/student-non-academic-misconduct-policy.pdf> and <https://www.uwinnipeg.ca/institutional-analysis/docs/procedures/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/basics/copyright-policy.html>
- **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>

- **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>)
- Clear expectations for assignments, tests, and exams should be set for students to avoid instances of “unintentional” misconduct. For instance, if an exam is “take-home”, students should be advised on permitted resources, being able to collaborate (or not) with other students, *etc.*
- Instructors whose mode of delivery includes Zoom or a similar platform should clarify expectations for appropriate “remote classroom” behaviour or decorum (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).
- The University of Winnipeg affirms the importance of student mental health and our commitment to providing accessible, culturally appropriate, and effective services for students. Students who are seeking mental health supports are encouraged to reach out to the Wellness Centre at studentwellness@uwinnipeg.ca or 204.988.7611. For community-based mental health resources and supports, students are encouraged to dial 2-1-1. This program of United Way is available 24/7 in 150 languages.

2023-24 VOLUNTARY WITHDRAWAL DATES

The voluntary withdrawal dates for 2023/24, without academic penalty are:

- **November 13, 2023** for Fall courses which begin in September 2023 and end in December 2023;
- **February 16, 2024** for Fall/Winter courses which begin in September 2023 and end in April 2024;
- **March 15, 2024** for Winter courses which begin in January 2024 and end in April 2024.

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.

2023-24 READING WEEKS

- Fall mid-term reading week is October 8-14, 2023
- Winter mid-term reading week is February 18-24, 2024

THFM DEPARTMENT OFFICE INFORMATION

3T03 (3rd Floor, Asper Centre for Theatre and Film)

Office Manager/Student Advisor: Melinda Tallin

204-786-9955

m.tallin@uwinnipeg.ca