

THFM-3312-001
SOUND EDITING FOR FILM

Fall/Winter, 2025/26
Classes/Labs every Tuesday and Thursday:
14:30 – 17:15
Room OT14 (Lectures & Labs)

INSTRUCTOR: Carlos Vela
Office: Room 4T06
Phone: N/A
email: c.vela@uwinnipeg.ca
Office hours by appointment

The best way to contact me is by email at c.vela@uwinnipeg.ca I will check my email daily and respond within 24 hours.

Please note: Do not contact me through Nexus Mail. I will not be using it.

Announcements will be sent through your University of Winnipeg Webmail address. Check your U of W webmail address regularly.

COURSE DESCRIPTION

This is primarily a practical and technical course on sound editing for film, with some focus on core sound theory principles (Frequency, Amplitude, Phase etc.). Students will learn the audio post-production workflows including; Dialogue Editing, ADR Recording/Editing, Foley Recording/Editing, Sound Effect Editing, Background/Ambience Editing and Re-Recording Mixing. The course will also introduce esthetical factors when mixing sound for film. Students will learn to work with Avid's Pro Tools Digital Audio Workstation.

REQUIRED TEXT

Film Sound: Theory and Practice Edited by Elisabeth Weis & John Belton

Mark Breakdown

| | |
|--|-------------|
| 1st assignment: Dialogue Edit..... | 10% |
| 2nd assignment: Sound Effect & Backgrounds Edit..... | 10% |
| 3rd assignment: Mix Template Setup 1 | 10% |
| 4th assignment: Mix Template Setup 2 | 10% |
| 5th assignment: Re-Recording Mix | 15% |
| Labs (7 X 5%) | 35% |
| Class participation (on-going)..... | 10% |
| TOTAL..... | 100% |

Late assignments: Extensions will be granted only if arrangements have been made with the instructor **PRIOR TO THE DUE DATE** and only under **EXCEPTIONAL** circumstances, and at the instructor's discretion. Work submitted late without prior arrangement will be graded at zero (0).

EVALUATION

Grade evaluation will be based on the four (4) assignments and four (4) Labs as outlined above, file management and class participation.

There is No Final Exam**CONVERSION SCALE**

| | | | |
|----|-------------|-----|------|
| A+ | 90 - 100% | GPA | 4.5 |
| A | 85 - 89.9 % | GPA | 4.25 |
| A- | 80 - 84.9 % | GPA | 4.0 |
| B+ | 75 - 79.9 % | GPA | 3.5 |
| B | 70 - 74.9 % | GPA | 3.0 |
| C+ | 65 - 69.9 % | GPA | 2.5 |
| C | 60 - 64.9 % | GPA | 2.0 |
| D | 50 - 59.9 % | GPA | 1 |
| F | below 50 % | | |

Work not submitted will be graded as 0.

Class Participation

Students are expected to attend all classes and participate in class exercises and class demonstrations and contribute to the set-up and breakdown of equipment in class. Class Participation is worth 10% of your final grade and is graded on attendance, attitude, participation in class and labs and file management.

STUDENT EQUIPMENT REQUIREMENTS

Students are expected to provide their own hard drives for project storage and editing. The recommended minimum drive is a 1TB USB2 7200RPM drive or 1TB USB2 SSD. Drives must be formatted for Mac computers.

Note: Computers in OT14 will not retain any saved data once turned off so any project files will have to be saved at the end of each session to either your personal external hard drive or the NAS (Network Attached Storage) that is located in the film lab.

Students should also have a flash drive available for every in-person class/lab to copy assignments and media, and to hand in film work.

Students are required to provide their own media cards on which to record their video assignments. You are advised to bring them to every in-person class/lab. Recommended is a Class 10 16 gig card.

Students are required to provide their own headphones. Headphones should have a minimum frequency response of 16Hz - 20kHz. Students can consult instructor when making headphone purchase decision.

NOTE: Cellular phones MUST BE TURNED OFF in class, during all lectures AND Labs.

TENTATIVE SCHEDULE

FIRST TERM

Part 1: Introduction (September 2 - 4)

Introduction to the modern sound track. Audio-post department/roles and workflows.
Introduction to core sound theory principles: Frequency, Amplitude and Acoustic Phase

Reading: For September 4

Film Sound Theory & Practice - Part 1: History, Technology and Aesthetics

The Coming of Sound: Technological Change in the American Film Industry by Douglas Gomery

Film Style and Technology in the Thirties: Sound by Barry Salt

The Evolution of Sound Technology by Rick Altman

Technology and the Aesthetics of Film Sound by John Belton

Part 2a: Pro Tools Introduction (September 9 – September 18)

Introduction to Pro Tools: versions, system configurations, file structure, creating new sessions

Introduction to Pro Tools GUI, track Types, creating/working with tracks

Introduction to basic signal routing in Pro Tools

Working with Video in Pro Tools

LAB 1 – Creating a basic Pro Tools mix template

Part 2b: Working with Production Dialogue (September 23 – October 2)

Creating a dialogue edit session

Introduction to AAF files and importing

Introduction to basic Pro Tools editing tools

Creating a dialogue split (assembly)

LAB 2 – Basic dialogue assembly

Part 2c: Basic Dialogue Edit (October 7 – October 9)

1st pass: Trimming, fades, transitions, using fill

2nd pass: Dynamic control (clip gain)

3rd pass: Noise reduction processing

Reading: For October 7

Film Sound Theory & Practice - Part 2: Theory

A Statement by Eisenstein, Pudovkin & Alexandrov

Asynchronism as a Principle of Sound Film by Pudovkin

The Art of Sound by Rene Clair

Assignment 1:

Complete dialogue edit with provided video, AAF and Pro Tools template

Due: TBA

OCTOBER 12 – 18 - READING WEEK

Reading: For October 12

Film Sound Theory & Practice - Part 3: Practice

Fundamental Aesthetics of Sound in the Cinema by David Bordwell & Kristin Thompson

On the Structural use of Sound by Noel Burch

The Movies Learn to Talk by Arthur Knight

Part 3a: Additional Dialogue Recording - ADR (October 21 – October 23)

Introduction to ADR: Production dialogue problems, ADR studio/record needs, Ethical considerations

Creating a Pro Tools ADR record template

ADR session workflow (using cues, navigation and recording techniques)

LAB 3 – Creating an ADR session

Part 3b: Editing ADR (October 28 – October 30)

Matching ADR to production dialogue: Adding room tone, Dealing with Sync (Time stretching)

LAB 4– Editing ADR

Part 4a: Foley Recording (November 4 – November 6)

Introduction to Foley: Types of Foley (Feet, Props/Hands and Cloth)

Creating a Pro Tools Foley record template

Foley Record session workflow (navigation and recording techniques)

Part 4b: Foley Editing (November 13 – November 20)

Introduction to Foley: Types of Foley (Feet, Props/Hands and Cloth)

Creating a Pro Tools Foley record template

Foley Record session workflow (navigation and recording techniques)

LAB 5– Editing Foley

Part 5a: Sound Effects (November 25 – December 4)

Diegetic vs Non-Diegetic (Hard Effects, Special Sound Effects)

Introduction to Workspace Browser (Sound Database Management)

Editing and sync techniques

LAB 6 - Sound Effect Edit

Assignment 2:

Sound Effect and Background Edit with provided video and Pro Tools templates

Due: TBD

SECOND TERM**Part 5b: Backgrounds/Ambiances (January 6 – January 15)**

Beds vs Specifics elements
Checker boarding techniques
Creating loops

LAB 7– Background/Ambience Edit

Part 6: Field Recording- Wild Sound (January 20 – January 22)

Introduction to Zoom field recorders, microphone techniques, slating
Preparing wild sound for editing

Part 7a: Re-Recording Mixing 1 (January 27 – February 5)

Introduction to Re-Recording mixing workflows
Introduction to common audio delivery specs
Introduction to loudness measurements
Creating an advanced Pro Tools Mix template (including routing)

Assignment 3:

Create an advanced Pro Tool mix template with required delivery specs and routing
Due: TBD

Part 7b: Re-Recording Mixing 2 (February 3 – February 12)

Signal processing in a mix
Importing session data
Navigating a mix (Show/Hides)
Introduction to VCA Tracks

Assignment 4:

Create an advanced Pro Tool mix template with required signal processing, show/hides and VCA tracks
Due: TBD

Voluntary withdrawal date without academic penalty is Friday, February 13, 2026

FEBRUARY 15 - 21 - READING WEEK

Reading: For February 15

Film Sound Theory & Practice - Part 2: Theory

Sound in Films by Alberto Cavalcanti

A New Laocoon: Artistic Composites and the Talking Film by Rudolf Arnheim

Dialogue and Sound by Siegfried Kracauer

Film Sound Theory & Practice - Part 3: Practice/Stylists

Orson Welles's use of Sound by Penny Mintz

Evolution of Hitchcock's Aural Style and Sound in The Birds by Elisabeth Weis

Godard's Use of Sound by Alan Williams

Part 7: Working with Automation (February 24 – March 12)

Introduction to Pro Tools automation playlists
Introduction to Pro Tools automation
Introduction to plug-in automation
Introduction to mixing techniques

Part 8: Final Mix (March 17 – April 2)**Assignment 5:**

Complete Pro Tool mix with provided video and sound elements.

Due: TBA

The University of Winnipeg is in Treaty One territory, the ancestral lands of the Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene peoples and the birthplace and homeland of the Métis Nation.

FILM EQUIPMENT ORIENTATION, COSTS AND REQUIREMENTS**COSTS FOR PRACTICAL FILM COURSES**

This is a practical hands-on course in filmmaking utilizing video and film equipment and students should take note of certain costs involved.

There is a **\$50.00 non-refundable Technology Fee** to help defray the costs of regular equipment maintenance. **You paid this fee with your tuition.**

In addition to the non-refundable Technology Fee, students are required to pay a **\$200 refundable Damage Deposit** for this class. The Damage Deposit is to allow students to borrow department equipment, use our Film Lab including hardware and software, and use of studio and building spaces (when available) for film projects. If you lose or damage equipment while it is in your care, or damage software/hardware in the film lab, or incur damages to a space, the Damage Deposit will be applied to the costs of repair or replacement, but note: **you are responsible for the total value of the loss even if it is more than this deposit.** Any unused portion of your Damage Deposit will be returned to you, usually in the summer.

IT IS THE RESPONSIBILITY OF THE STUDENT TO INFORM THE DEPARTMENT OFFICE THAT THE DEPOSIT HAS BEEN PAID, at which time it will be confirmed with Student Central. The Deposit Agreement form must also be completed before any equipment will be loaned out or access to the OT14 (the film lab) will be given.

The deadline for payment of the Damage Deposit will be confirmed shortly, and will be set for early October. NOTE: Failure to pay the deposit and complete the form means **you will not be permitted to sign out or use any equipment or book space in the ACTF or use the film editing lab outside of class.**

The refundable Damage Deposit payment is made through your UW account.

Once you have paid, send proof of payment to Melinda Tallin at m.tallin@uwinnipeg.ca, following which:

- You will be required to complete and sign an electronic or hard copy *Equipment Loan Damage Deposit Agreement*.
- You must keep a copy of the Agreement to present (electronically or in print form) to the Equipment Coordinator the first time you attempt to sign out equipment.

(NB: if you are taking more than one course requiring a Damage Deposit, you only pay the Damage Deposit once during the Fall/Winter term.)

MANDATORY FILM EQUIPMENT ORIENTATION SESSIONS

The Department of Theatre and Film will hold two IN-PERSON scheduled Equipment Orientation Sessions, at which students 2310, 2312, 3310 and 3312 MUST attend at least one. Dates and times are:

TUESDAY, SEPTEMBER 16th, 5 – 5:50 pm in OT10
WEDNESDAY, SEPTEMBER 17th, 12:30 – 1:20 pm in OT10

ATTENDANCE AT ONE SESSION IS COMPULSORY for students enrolled in THFM-2310 Filmmaking I both sections), THFM-2312 Documentary Film, THFM-3310 Film II, and THFM-3312 Sound Editing.

NEW THIS YEAR! Even if students have attended an Orientation in previous years, it is compulsory for all students in 2000 & 3000 level practical film courses to attend this year.

Failure to attend one of these sessions will result in:

- your being prohibited from borrowing equipment (without which you cannot pass your course);
- an automatic deduction of \$25 from your Damage Deposit; and
- a required separate meeting with our Equipment Coordinator.

All Film students above Intro are encouraged to attend as new information may be shared.

STUDENT EQUIPMENT REQUIREMENTS FOR PRACTICAL FILM COURSES

- Students are required to provide their own portable external hard drives for project storage and editing. The minimum requirement is a 1TB USB2 7200RPM drive formatted for Mac computers. Drives with USB, USB-C, and Thunderbolt connections are supported.
- **Note: Computers in OT14 will not retain any saved data once turned off so any project files will have to be saved at the end of each session to either your personal external hard drive or the NAS (Network Attached Storage) that is located in the film lab.**
- Students are required to provide their own headphones.
- We also recommend you have an additional hard drive to back up all of your media files and work.
- **STUDENTS ARE NOT REQUIRED TO OWN A MAC PERSONAL COMPUTER.** Instructors will provide information on working on files between Mac and PC based computers.
- Students should also have a flash drive (also formatted for Mac computers) available for every in-person class/lab to copy assignments and media, and to hand in film work. Please note, they are very unstable storage devices and are not to be used in place of a hard drive.
- Students are required to provide their own media cards on which to record their video assignments. It is advised to bring them to every in-person class/lab. Recommended is a Class 10 16 gig card.
- When possible, students will be expected to work on the Media Lab computers (OT14) on the Apple-based editing software.

- Acceptable editing software includes Adobe Premiere, Apple's Final Cut Pro 7 and Final Cut X, DaVinci Resolve, AVID, iMovie or Windows Movie Maker. Consult your instructor regarding any other editing software.

STUDENT PARTICIPATION POLICY

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

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

COURSE CONTENT NOTE

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

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

KNOW YOUR RIGHTS

Human Rights and Diversity

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

Sexual Violence Resources on Campus

From the UW Human Rights & Diversity website:

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

Students who have experienced Sexual Violence can access support from the SVHRA. The SVHRA receives disclosures and can support students with on and off-campus reporting. In collaboration with the Sexual Violence Response Team (SVRT), the SVHRA also provides fast-track referrals to Student Wellness, academic accommodations, security support, and other on and off campus supports. The SVHRA and SVRT operate within a confidential, survivor-centered, and trauma-informed framework.

Disclosures may be made in-person, email, by text, by phone, or Zoom/Teams.

5Ri55, 5th Floor (Rice Centre)

204.230.6660 – call or text (confidential line)

svrt@uwinnipeg.ca

[uwinnipeg.ca/respect/sexual-violence](https://www.uwinnipeg.ca/respect/sexual-violence)

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.
[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 Wednesday, October 9, 2025**
- **12:30 pm Wednesday, November 12, 2025**
- **12:30 pm Wednesday, January 28, 2026**
- **12:30 pm Wednesday, March 4, 2026**

Guests will be announced prior to each lecture.

REAL THING LECTURES 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-3201 Styles in Design, and THFM-3801 Production II. Please note that other instructors may require attendance as well. 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 regularly for information.

ORIENTATION ASSEMBLY

WEDNESDAY, SEPTEMBER 24, 2025 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.

TAFSA offers lively social interaction for U of W students, to ensure their academic career is as fun and memorable as possible! TAFSA aims to provide a safe and welcoming environment where Theatre and Film students can meet and enjoy shared interests. TAFSA's mission is to bring Theatre and Film students together, improve student life and enjoyment, and advocate for students. TAFSA also hosts events where students can network and showcase their skills.

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 TAFSA Instagram account at **@tafsauw** or email them at tafsa.uw@hotmail.com or come by the office, OT02B off the basement student lounge.

BUILDING SECURITY

The Asper Centre for Theatre and Film (home to the Department of Theatre and Film) is open from 8:00 am to 4:00 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.**

When the external ACTF doors are locked, access to the building is through Security using the video intercom at the building entrance to the left of the front door.

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

All interior 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> and to download the UW Safe App: <https://www.uwinnipeg.ca/security/uw-safe-app.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 2025-26 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.
- 1. **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.** 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.
- 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 paper or digital 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 holydays 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 2025-26 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://www.uwinnipeg.ca/policies/docs/procedures/academic-misconduct-procedures.pdf> and <https://www.uwinnipeg.ca/policies/docs/policies/academic-misconduct-policy.pdf>
- **Respectful Learning Environment.** All students, faculty and staff have the right to participate, learn, and work in an environment that is free of harassment and discrimination. 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 and Procedures](#) and Acceptable Use of Information Technology [Policy](#). 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>
- The UW Respectful Working and Learning Environment Policy may be found at <https://www.uwinnipeg.ca/respect/>.
- **Regulations, Policies, and Academic Integrity.** Students are encouraged to familiarize themselves with the Regulations and Policies found in the [2025-26 Academic Calendar](#). Particular attention should be given to subsections 8 ([Student Discipline, including Academic Misconduct Policies and Procedures](#)), 9 ([Senate Appeals](#)), and 10 ([Grade Appeals](#)). Please be mindful of 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/policies/docs/policies/academic-misconduct-policy.pdf> and <https://www.uwinnipeg.ca/policies/docs/procedures/academic-misconduct-procedures.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:
 - 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”

PLEASE CONFIRM WITH YOUR INSTRUCTOR ABOUT THIS CLASS’S POLICY ON AI TOOLS.

2. **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](#).
3. **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, click [here](#).
4. **Privacy** A guide to the basic requirements for the collection, use, and disclosure of personal information may be found [here](#). The Privacy and Policy Procedures may be found [here](#). Students should be aware of their rights in relation to the collecting of personal data by the University, especially if [Zoom](#) is being used for remote teaching and [testing/proctoring](#).
- 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.
5. In order to ensure a safe and comfortable learning environment for everyone, we kindly ask that all students refrain from wearing or using scented products while attending class.

2025-26 VOLUNTARY WITHDRAWAL DATES

The voluntary withdrawal dates for 2025-26, without academic penalty:

- **Wednesday, November 12, 2025** for Fall courses which begin in September 2025 and end in December 2025
- **Friday, February 13, 2026** for Fall/Winter courses which begin September 2025 and end in April 2026
- **Friday, March 13, 2026** for Winter courses which begin in January 2026 and end in April 2026

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. Find information about withdrawals at <https://www.uwinnipeg.ca/registration/docs/withdrawal-schedule-fw.pdf>.

2025-26 CAMPUS CLOSURE DATES

The University is closed for the following holidays:

- Monday, September 1 (Labour Day)
- Tuesday, September 30 (Truth and Reconciliation Day)
- Monday, October 13 (Thanksgiving Day)
- Tuesday, November 11 (Remembrance Day)
- Tuesday, December 23 through Thursday, January 1
- February 16 (Louis Riel Day)
- April 3 (Good Friday)
- April 5 (Easter Sunday)

2025-26 READING WEEKS

- Fall mid-term reading week is October 12-18, 2025
- Winter mid-term reading week is February 15-21, 2026

THFM DEPARTMENT OFFICE INFORMATION

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

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