

PROPERTIES FOR THE STAGE

Spring, 2025
Monday, Wednesday, Friday May 5 – May 27, 2025

Instructor: Aaron Frost
Office Hours: By appointment
Phone: 204-786-9246
Email: a.frost@uwinnipeg.ca

Prerequisite: THFM-2801-001 Theatrical Production I
Or permission of the Instructor

COURSE DESCRIPTION

The objective of this course is to offer an introduction to the area of the theatre production department known as "Properties and Set Dressing." We will examine properties and set dressing through demonstrations, projects, and lectures, with the emphasis on hands-on "building" and practicing some basic skills common to Props construction.

The course will be divided into lab and lecture sessions which will take place in the Scene Shop (1T12) of the UW Theatre building. During lectures, students will study the role of the Props Department in the larger context of the theatrical production, relationships with other departments, responsibilities of the department and of the various members in it, as well as how to approach prop-building projects. Reference will be made to professional productions.

During lab sessions typical basic prop-building materials and techniques will be demonstrated and the student will be given the opportunity to experiment with them. Some topics will include Styrofoam carving, glues and solvents, mold making, casting, basic upholstery, and furniture breakdown. Through lab sessions and assigned projects students will be expected to become familiar with the basic patterns of research, planning, and execution as they relate to props work.

TEXTS

There are two books which are not mandatory, but recommended. They are both excellent texts for the prospective Props Artisan or Manager. They are: "The Prop Building Guidebook for Theatre, Film, and TV, 2nd Edition" (Eric Hart, Focal Press, 2017) and "Prop Building for Beginners: Twenty Props for Stage and Screen" (Eric Hart, Routledge Press, 2021). They examine Props from the point of view of the Artisan and the Manager, and provide valuable advice, tips and links to online resources. Other reference materials will also be suggested.

There will also be some handouts as well, but students will be expected to keep notes.

Reference Sources in Lieu of Texts:

Students must be prepared to use the internet, a library and/or a museum to research projects in specific fields such as weapons, armour, furniture, fine art, musical instruments, toys, food, publications, money, flowers, and so on. The student will be expected to distinguish the difference between genuine historical references and fantasy or cosplay references.

EVALUATION

1.	Class Participation	10%
2.	Attendance (1 mark / class).....	10%
3.	Project #1 Styro carving/scrimming (due, Friday May 16, 2025)	10%
4.	Script/Props List (due Monday, May 12, 2025)	10%
5.	4 Sketches (see details below)	16%
6.	Research Project (due Friday, May 16, 2025)	15%
7.	Scale Furniture Drawing (due Wednesday, May 23, 2025)	9%
8.	Project #1 Major Prop Research/Build (due Friday, May 27 2025)	20%
TOTAL.....		100%

Policy on Late Assignments:

Because in theatre Opening Night is the **DROP DEAD DEADLINE**, late assignments will **NOT** be accepted. All project work must be completed on schedule.

Minimum Average Workload:

Lectures/Scheduled Labs= In Class.....	12 hours/week
Research/Projects-Home Work	6 hours/week
TOTAL.....	18 hours/week

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				

Work not submitted will be graded as 0%

DEFINITIONS OF GRADING DESCRIPTIONS

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

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

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

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

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

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

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

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

F Failing

PREPARATION REQUIREMENTS

Students will be expected to bring materials necessary to take notes.

Access to web-based research, printer.

Ability to create and print a document with a table feature is required (eg: Excel, Word, Google Sheets).

Familiarity with an architect's scale ruler.

Paper with ¼" gridded lines are recommended for sketches.

Sharp, thin bladed break-off Olfa (or similar) knife and replacement blades.

Also useful, but not mandatory, is a carpenter's or soft cloth tape measure.

DRESS REQUIREMENTS

Students must come to class dressed appropriately for shop work: prepare to get dirty: there will be exposure to normal shop conditions, which include sawdust, styrofoam chips, paint and other messy materials. Do not wear open-toed or high heeled shoes. (we expect to wear steel-toed shoes at work normally). Please bring a shop coat or apron if desired. Disposable gloves will be available.

EVALUATION DETAILS 2025

In all cases, please think of these assignments from the point of view of someone expecting to make a believable prop to be used by an actor.

1. **CLASS PARTICIPATION:** Willing participation is expected for each class. It is expected that there will be respectful cooperation with classmates in discussion and in hands on work in class.

Value 10%

2. **Attendance:** Prompt attendance is expected

Value 10%

3. **Project #2: CARVING AND SCRIMMING EXERCISE.** Draw onto Styrofoam provided the item assigned, using what you have learned about scaling a drawing. Carve out of Styrofoam, and then finish and scrim to protect. You are required to paint the item.
Scale up to use appropriately the Styrofoam provided, carve good detail, finish and scrim neatly. There will be a drop and kick test, to determine stage life expectancy. The object is to practice a skill that is in frequent use in theatre, whether in Props or Scenic Art.

Value 10%

Assigned on May 5, 2025

Due on May 9, 2025

4. SCRIPT ANALYSIS/PROPS LIST: read script with attention to anything pertaining to props, and create an original preliminary props list in Word, Excel, Google Sheets, or other software that enables a table format. Script will be provided. Props list should be printed to be handed in. The object is to imagine how things are used in a scene, even if not stipulated in script, to anticipate the need, as well as questions for the Designer.

Value 10%

Assigned on May 5, 2025

Due on May 12, 2025

5. 4 SKETCHES: The requirement is to draw neatly a household object on letter sized paper, record its measurements, colour, finish, material, and a short description of properties (eg: soft, flexible, brittle, oily, etc). The object of this exercise is to observe mundane household objects as if you had to make a copy in a different material for a prop.

Value 16%

Do not hand all in at once. This is intended as a daily exercise in observation.

6. RESEARCH PROJECT: Research in depth a real historical artifact from the Pre-Industrial Age (ie: prior to 1840 CE). Your research should include pictures (black and white is fine) from the web of similar artifacts, an original drawing of the object giving dimensions (preferably to scale), a brief description of the artifact, including materials, colour, other unique features, and thoughts on how to recreate it suitably for stage use, using available materials. The object of this exercise is to think in depth about the important properties of a historical artifact, so that you see it more thoroughly than just its outer appearance.

Suggested suitable projects:

dagger or tomahawk ornamented goblet ornamented box/treasure chest/jewelry box
piece of Jewelry/Crown/chain of office medieval book quiver fancy platter of food

Value 15%

Assigned on May 5, 2025

Due on Friday, May 16, 2025

7. SCALE DRAWING OF A FURNITURE PIECE: you will be given a picture and an overall measurement. Using a scale ruler, do a working drawing that could be built from. You must include important measurements. Note any questions that you have for the designer. The goal is to be able to convert a picture of an article into meaningful dimensions that can be worked with for construction. This must be on paper to be handed in.

Value 9%

Assigned on May 5, 2025

Due on May 23, 2025

8. MAJOR PROPS (RESEARCH AND) BUILD: You will build the project, based on your research from Assignment #5, to the best of your abilities, providing your own materials. (You may discuss this with the professor regarding found material in the shop). You must use the research from Assignment #5. IE: please do not "make something up". All projects must be of a portable size. Your project should look like the research chosen, and give evidence that it is sturdy enough for potential use by actor. It does not need to be completely finished, but a portion of it should be, indicating how the rest of the

project would be finished. You must hand in the research along with the prop, and any drawings you made to help you when you were building in order to show your process.

Value 20%

Assigned on May 5, 2025

Due on May 27, 2025

Course Timetable-May 5 - May 27, 2025			
Class	Date	Details	Assignments/Tests See Separate Assignment Sheet for Details and Marking Rubric
1	Monday, May 5, 2025	<p>COURSE OUTLINE: What the course will cover, assignments, and projects,</p> <p>INTRODUCTION TO PROPS: creating a props list, different kinds of props, time-work-flow, relationship to other departments, evaluation</p> <p>SCALING A DRAWING FOR CARVING INTO 3-D OBJECTS: grid a design, work up to a full-scale working drawing in two or more planes, transfer to material; use of a scale ruler</p> <p>START CARVING STYROFOAM</p>	<p><u>ASSIGNED:</u></p> <ol style="list-style-type: none"> 1. Attendance each class Value 10% 2. Script analysis to create preliminary props list. Due in Class 2 Value 10% 3. 4 Sketches— 5%/ sketch - Total Value 20% 4. Major Props Research Project Due in Class 6 Value 15% 5. Major Props Build (based on Research Project #4) Due in Last Class Value 20%
2	Wednesday, May 7, 2025	<p>CARVING STYROFOAM</p> <p>SCRIMMING: Students will experiment with different scrimming materials and techniques for the object carved in class</p>	
3	Friday, May 9, 2025	<p>Kari Hagness Visit</p> <p>PAINT, FINISHING, BREAKDOWN: How to achieve the correct finish, with an emphasis on furniture</p>	<p>Collect Drawing # 1(Assignment #3)</p> <p>Carving and Scrimming Project, Due Value 10%</p>
4	Monday, May 12, 2025	<p>Adhesives Key Project</p> <p>MOLDS: why we use them, different types; We will make a simple 1-part mold of object and make first part of simple 2-part mold</p>	<p>Collect Drawing #2 (Assignment #3) Props List Assignment Due</p> <p>Discuss and Assign Scale Drawing (Assignment #6)</p>
5	Wednesday, May 14, 2025	<p>Lantern Construction</p> <p>MOLDS, cont'd: second half of 2-part mold; clean molds made Friday, cast into molds</p> <p>FINISH 2 PART MOLD: taking mold apart, cleaning, separators, discussion of how to use mold, finishing piece.</p>	
6	Friday, MAY 16, 2025	<p>WIRING A LANTERN FOR STAGE USE: one of the more common props required is an actor-activated, battery powered period lantern. We will do this in class,</p> <p>SEWING: Coin Purse, Pillow + Ladder stitch.</p>	<p>Collect Drawings (Assignment #3) Research Project Due</p> <p>Research Project Due (Assignment #4)</p>

7	Monday, MAY 19, 2025	University Closed: Victoria Day	
	Tuesday, May 20	VOLUNTARY WITHDRAWAL DATE	
8	Wednesday, MAY 21, 2025	UPHOLSTERY: students will learn how to build and cover a foot stool Foot Stool Project.	Collect Drawings (Assignment #3)
	Friday, MAY 23, 2025	LEATHER: We will look at different leather samples, and learn how to make a simple belt TIME IN SHOP TO WORK ON FINAL PROJECT	Drawing Assignment Due: Scale Drawing of Furniture Item
9	Monday, MAY 26, 2025	TIME IN SHOP TO WORK ON FINAL PROJECT	
10	Tuesday, MAY 27	Make up day for Victoria day TIME IN SHOP TO WORK ON FINAL PROJECT	

When time allows, these other topics will be discussed:

Materials we use: wood, plastics, fibreglass, Styrofoam, wire, thermoplastics, clay and so on:

Paper Props

Props Chemicals: Chemicals, adhesives, solvents commonly used

Prop Shopping: The Etiquette of borrowing/renting; receipts, mileage, phone research, returns

Theatre Hierarchy: The chain of command, etiquette, keeping your own good counsel, designers, team playing, Seeing the Big Picture

Foliage and Greenery: plants, trees, flowers, grass, rocks, etc

Raked Stages, Revolves: things to consider

Picture Frames: use of mouldings to build up

Fire: torches, flame, "flame"

CALENDAR

<u>CLASS 1 --- MAY 5</u> OVERVIEW/INTRO TOUR GRIDDING, SCALE CARVING BAND SAWS	<u>MAY 6</u>	<u>CLASS 2 --- MAY 7</u> STYRO CARVING, SCRIMMING FAKE FOOD	<u>May 8</u>	<u>CLASS 3 --- MAY 9</u> KARI HAGNESS VISIT PAINTING CARVING PROJECTS: Due Drawing 1: Due
<u>CLASS 4 --- MAY 12</u> Adhesives, KEY Project Molds part 1 Props List Due Drawing 2: Due	<u>MAY 13</u>	<u>CLASS 5 --- MAY 14</u> Lantern Project Construction MOLDS part 2	<u>MAY 15</u>	<u>CLASS 6 --- MAY 16</u> Wiring the lantern SEWING RESEARCH PROJECT DUE Drawing 3: Due

<u>MAY 19 ---VICTORIA DAY</u> <u>University Closed.</u>	<u>MAY 20</u> VOLUN- TARY WITHD- RAWAL DATE	<u>CLASS 7 --- MAY 21</u> CARPENTRY + BASIC UPHOLSTERY FOOT STOOL PROJECT. Drawing 4: Due	<u>MAY 22</u>	<u>CLASS 8 --- MAY 23</u> LEATHER: BELTS AND RIVETS TIME IN SHOP TO WORK ON PROJECT Drawing 5: Due SCALE DRAWING OF FURNITURE ITEM DUE
CLASS 9 – MAY 26 TIME IN SHOP TO WORK ON PROJECT	CLASS 10- May 27 FINAL PROJECT DUE			

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."

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."

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. 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

Held every September, 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 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 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.

Please note: All interior studios and labs are locked during the summer months. 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 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.**
- 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.
- 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 [2024-25 Academic Calendar](#) ("Important Notes").
- 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 [2024-25 Academic Calendar](#) including Senate appeals and academic misconduct (e.g. plagiarism, cheating) Instructors should become familiar with the procedures for dealing with alleged academic misconduct.
- 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/>.
- **Regulations, Policies, and Academic Integrity.** Students are encouraged to familiarize themselves with the Regulations and Policies found in the [2024-25 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>.

- **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](#).
- **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). Suspected misuse of AI may result in a report to the Senate Academic Standards and Misconduct Committee. If AI tools are used, 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”

- **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 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>
- **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](#).
- **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](#).
- Students can find answers to updates and frequently asked questions related to COVID-19 [here](#).
- 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.

VOLUNTARY WITHDRAWAL DATES

The voluntary withdrawal dates for each Spring 2025 course can be found here:
<https://www.uwinnipeg.ca/registration/docs/withdrawal-schedule-spring.pdf>

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.

SPRING/SUMMER 2025 CAMPUS CLOSURE DATES

The University is closed for the following holidays:

April 18 (Good Friday)

May 19 (Victoria Day)

July 1 (Canada Day)

August 4 (Terry Fox Day)

September 1 (Labour Day)

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