

THEATRE & FILM
INTRODUCTION TO FILMMAKING 1010-001

Fall/ Winter: 2023/2024
Wednesdays: 11:30am – 2:20pm
Classroom: Centennial Hall - 3C01
Labs: Lab schedules will be announced.
Credit Hours: 6

Instructor: Lise Raven
Email: l.raven@uwinnipeg.ca
Virtual Office hours: By Appointment
Course Section: 1010 - 001

Land Acknowledgement

We acknowledge that we are gathered on ancestral lands, on Treaty One Territory. These lands are the heartland of the Métis people. We acknowledge that our water is sourced from Shoal Lake 40 First Nation. If you would like to know more about the history and relevance of land acknowledgements, Indigenous UWinnipeg has posted links to opinion pieces offering some perspective:
<https://www.uwinnipeg.ca/indigenous/land-acknowledgement.html>

A NOTE ABOUT SAFETY:

At the time this Course Outline was written, the University was not requiring people to wear masks on campus for the F/W 2023-24. We are a large class (**over 55 people**) and the space where we will meet has us sitting close to each other.

Many of us have elders or immune compromised people in our lives. Nobody should be forced to choose between their education and the safety of those we care about.

With that in mind, I would like to ask that everyone wear a mask in our classroom.

Course Description:

Introduction to Filmmaking is a course that aims to investigate and explore the various aspects of filmmaking and the filmmaking approach, including aesthetic, historical, theoretical, critical, and practical approaches to the cinematic medium. Through a series of live online lectures, the class will seek to teach the very principles that lie at the core of the art form. The course's main objective is to educate and inspire students by teaching them the language of cinema through lectures, screenings, discussions, and practical filmmaking assignments. The class will also explore the relationships that filmmaking has had with society throughout its existence and how it continues to impact society as the medium evolves with the help of cutting-edge technology. Classes will be a combination of lecture, workshop, and small group activities.

Required Reading and Online App Requirements:

Richard Barsam, Dave Monahan, *Looking at Movies: An Introduction to Film*, (7th Edition).

ONLINE EDITION ONLY. Available at the bookstore.

You will be using the book's associated online tools, such as *InQuizitive*, in class and outside of class.

Handouts pertaining to Assignments, Journal Entries, Film Projects, and miscellaneous articles that refer to the language of cinema. Class handouts will be added to Nexus.

Learning Objectives:

Students who complete this course will have a good knowledge of the following:

- *The Language of Cinema:* A general understanding of the cinematic world and the vocabulary used to describe important elements and tools at the filmmaker's disposal.
- *Film and Theory:* Through screening excerpts and full-length films, we will discuss and analyze the complexities and varying structures of films that will provide the viewers with a deep understanding of a filmmaker's intent.
- *History of Film:* A general understanding of how filmmaking began and evolved into what it is today with the help of the screening of seminal works with cultural relevance to the art form.
- *The Pre-Production, Production and Post-Production processes:* How to make a film and the key roles/jobs on set.
- *Mechanics of Writing a Screenplay:* How to write a screenplay: the process, structure, techniques, and tools used
- *Basics of Film Components:* Editing, Lighting, Shooting and Complexities of Shot Composition
- *Film Festivals:* You will learn what film festivals are and how they work.
- *Winnipeg Film Community:* You will have a greater knowledge of the Winnipeg film community and its impact on Canadian cinema, through the visits and guest presentations of various filmmakers, curators, and administrators from the Winnipeg film community.

Class Participation/ Attendance

Introduction to Filmmaking should be a fun, team-driven class rich with class discussions and participation by all students. Your opinion and analysis are an essential part of the class, so the more you participate in class discussions, the more you will get out of the class. We must all be respectful to each other; there is no such thing as a stupid question or comment in this class! Students that fail to be respectful to their peers or the instructor will be asked to leave for that period.

This class is a variety of lectures that will prepare the students for their Final Film Project. It is required that all students participate and attend all classes. There will also be workshops and small group work.

Class lectures are critical, and the attendance/participation of students is key to creating a healthy discussion period and team environment. Students must attend every class. If a student fails to attend lectures without notifying the instructor, it will result in a grade penalty. The goal will be to work with students to make sure their access needs are met. The instructor will work with students if frequent absenteeism or lateness becomes disruptive and explore solutions.

Recording or filming lectures is forbidden unless it has been discussed with the instructor before class start. Please do not photograph the instructor or any student without their permission. If you fail to adhere to this rule, you will be asked to leave the class for that period.

Should you need to leave a discussion or lecture before the end of the class, let me know ahead of time through email. This is a film course, so let's talk about film: Class discussions should be film-related and related to what we are discussing. Any irrelevant, non-film-related topics brought up during class discussion will be shut down immediately.

Please Note: No eating or drinking in the classroom. There will be short breaks each hour during class.

UWPG FILM FESTIVAL REQUIREMENT

Introduction to Film students are required to attend activities during the UWPG Film Festival (October 18 – 21, 2023). Specific options for participation will be confirmed in class.

Academic Dishonesty

Students are reminded that plagiarism is a serious academic offence. You should acquaint yourself with the regulations regarding plagiarism, cheating and examination impersonation as well as the rules for registration, withdrawals and appeals in the University of Winnipeg Calendar for 2023-24 (online at www.uwinnipeg.ca).

Please note: Using synonym, re-write or paraphrase tools to change words or phrases in work that is not your own is considered plagiarism. This includes the use of AI.

COURSE EVALUATION		
ELEMENT	PERCENT	DUE
UWPG Short Film Review #1	5%	Due: 10/27/23
Fall Term Research Project	10%	Due: 11/26/23
Mid - Term Test (date and location TBA)	15%	Due: TBA
Canadian Film Review #2	5%	Due: 1/21/24
Winter Research Project	10%	Due: 03/10/24
Group Film Project		
2 days filming @ 5pts each 2 days editing @ 5pts each Shared work participation up to 5pts.	25%	Due: 4/4/24
Final Examination (date and location TBA)	20%	Due: TBA
Class Participation/Attendance	10%	Due: 4/4/24
TOTAL	100%	

Conversion Scale

A+	99 - 100% +	GPA 4.5	C+	75 – 79.9 %	GPA 2.5
A	95-98.9 %	GPA 4.25	C	70 – 74.9 %	GPA 2.0
A-	90 – 94.9 %	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	Work NOT submitted will be graded as 0.		

COSTS

There may be certain expenditures in the execution of your film project. Potential costs may include props, art supplies, transportation, wardrobe, etc. It is entirely up to the student how much, if anything, they want to spend.

CLASS ASSIGNMENTS

This is a brief description of the assignments that the students will need to submit throughout the academic year. Each assignment will feature its own hand outs with a much more in-depth description. Please note that these assignments **are subject to change** throughout the school semester.

Research Projects

There will be a total of two research projects that the students will have to complete during the school term. There will be one project in the Fall term and another one in the Winter term. Students will be tasked with creating a project that demonstrates their understanding of the various film techniques and film language learned in class. Further explanation will take place in class and in a detailed handout.

Mini Film Review

Students will be tasked to write a 500-word mini-review on a film. These journal entries cannot be a simple "I liked the movie" or "I did not like the movie." Instead, the reviews must provide an in-depth analysis of the film and explore and investigate the various elements of cinematic language (motifs, mise-en-scene, shot composition) used by the director to tell the story. For the Fall term Mini-Review assignment students will pick one short film from the UWPG Film Festival and review it. Students will be asked to attend the screenings and review one of the short films in the program. The second term assignment will involve the students reviewing a Canadian film of their choice. More details will be explained in class.

Short Film Project

The Short Film Project is the practical, hands-on filmmaking portion of the course. This assignment will allow students to put their knowledge of cinematic language into practice, where they will work in small groups to write, prepare, film, and edit a 3-5-minute short, silent film. This assignment includes a "Pre-Production Package" that the students hand in with their final film. This "Pre-Production Package" will include a final script, storyboard, and shot list. The students will have a chance to work with their groups in November during in-class labs, where they will write and prepare their films.

Exams

There will be a total of two exams, one in the Fall and one in the Winter. The exams are multiple choice and held in-person. The exams are based on everything the class covered during each term. There will be one class each term dedicated entirely to a exam review. There will be more information on the class exams later in the year.

Class Participation/ Attendance

I will be taking attendance at every class. If you fail to show up to a class more than once without notifying me via email before class starts, you will receive 1 percent off your class participation/attendance mark each time, beginning with the second absence without prior notification. Arriving late, leaving mid class with-or-without returning counts as an absence without prior notification. **Lack of attendance will affect your final grade.** You are encouraged to take part in class discussions, but I will not dock you marks if you do not take part in class discussions.

TENTATIVE SCHEDULE

This schedule is tentative and subject to change with notice.

Week	Date	Class Description & Assignment Launch	Assignment Due
	06 September 2023	<p>Introduction & Syllabus review:</p> <p>How we got here: What is film? ... and the early beginnings of the celluloid practice.</p> <p>Screening: <i>Story of Film, Episode 1 - Birth of the Cinema.</i></p> <p>Assignment: Read Ch. 1 – Looking at Movies. <i>Looking at Movies</i></p> <p>Assignment: NEXUS Discussion - Answer the question “How did I come to think about films in the way I do today?” Post and comment on two other posts.</p>	
	13 September 2023	<p>The Mechanics of Film Form: The Shot, scene, and sequence. The Importance of Shot Composition, 180 Degree Rule, 3 Point lighting system + more.</p> <p>Screening: <i>Story of Film, Episode 2 – Hollywood Dream.</i></p> <p>Assignment: Read Ch. 2 – Looking at Movies. <i>Principles of Film Forms.</i></p> <p><u>*Assignment: Introduction to the Group Film Project</u></p>	NEXUS Discussion Assignment. Post and comment on two other posts.
	20 September 2023	<p>It starts with a story: The language of screenwriting and story, elements of a narrative and the 8-sequence method. Feature Film vs Short Film.</p> <p>Screening: <i>The Story of Film, Episode 3: The Golden Age of World Cinema.</i></p> <p>Assignment: Read Ch. 4 – Looking at Movies. <i>Elements of Narrative</i></p>	

Week	Date	Class Description & Assignment Launch	Assignment Due
	26 September 2023	<p>Recap: <i>Chapters 1,2,4</i></p> <p>Mise en Scene: Exploration of what makes a scene. Audio: <i>Film Studies: Mise en Scene Chapter 1</i> Assignment: Read Ch. 5 – Looking at Movies, <i>Mise en Scene</i></p>	
	04 October 2023	<p>Cinematography: The Visual Language Explored</p> <p>Screening: Various Clips</p> <p>Audio: <i>Film Studies: Cinematography, Chapter 3</i> Assignment: Read Ch. 6 – Looking at Movies, <i>Cinematography</i></p> <p><i>*A list of suggested films to watch during reading week will be posted on Nexus.</i></p>	
	October 8 – 14 2023	READING WEEK - NO CLASSES –	
	18 October 2023	<p>Recap: <i>Chapters 5,6</i></p> <p>Screening: The Story of Film, Episode 4, <i>The Arrival of Sound.</i></p> <p>Assignment: Read Ch. 11 – Looking at Movies, <i>How the Movies are Made.</i></p> <p><u>*Assignment: UWPG Film Review Due Oct. 27th</u></p>	
	25 October 2023	<p>Screening: <i>The Story of Film Episode 5: Post-War Cinema</i></p> <p><u>*Assignment: Fall Research Project Due Nov 26th</u></p>	<u>UWPG Film Review due Oct. 27th</u>
	01 November 2023	<p>Journey through the Narrative Styles: Realist vs Expressionist vs Classical Narrative</p> <p>Assignment: Read Ch. 3 – Looking at Movies, <i>Types of Movies</i></p>	

Week	Date	Class Description & Assignment Launch	Assignment Due
	08 November 2023	<p>Group Film Project Script Development Lecture: Discuss and explore previous group film project films. Break off into groups and begin screen development process. Screening: <i>Variety of Group Film Project Films</i> *Assignment: Group Film Project Screenplay/Shot list/Storyboard Assignment Launch Day</p> <p>Lab 1: In Class Pre-Production</p>	
	15 November 2023	<p>Screening: <i>The Story of Film Episode 6: Sex and Melodrama.</i></p> <p>Lab 2: In Class Pre-Production</p>	
	22 November 2023	<p>Screening: <i>The Story of Film Episode 7: European New Wave</i></p> <p>Lab 3: In Class Pre-Production</p>	<u>Fall Research Project Due Nov. 26th.</u>
	29 November 2023	<p>Fall Term Review: Test Prep MID TERM EXAM DATE/TIME TBA</p>	
	December 9 - 22 2023	FALL TERM EVALUATIONS - NO CLASSES MID TERM EXAM DATE/TIME TBA	
	December 23, 2023 - January 4, 2024	UNIVERSITY CLOSED - NO CLASSES	
	10 January 2024	<p>Group Film Project Camera Lab: Guest Instructor and students go through the camera they will be using in their Group Film Project shoots.</p> <p>*Assignment: Canadian Film Review due Jan. 21st.</p>	<u>*Group Film Project Screenplay/Shot list/Storyboard Assignment Due</u>
	17 January 2024	<p>Group Film Project Lighting Lab: Guest Instructor and students go through the use of lighting in their Group Film Project shoots.</p> <p>Screening Assignment: <i>The Story of Film, Episode 12: Fight the Power: Protest in Film</i></p>	
	24 January 2024	<p>The Film Crew Experience: Working w/ a film crew,</p> <p>Screening: <i>Living in Oblivion</i></p> <p>Assignment: Read Ch. 7 – Looking at Movies, Acting</p>	<u>Canadian Film Review Due Jan. 21st.</u>

Week	Date	Class Description & Assignment Launch	Assignment Due
	31 January 2024	<p>Components of Film Expression: Classical and Formalist Editing, the Kuleshov Effect. Editing Theory Explored - Principals of Picture Editing, realism editing and an introduction to the theory behind editing with assistance from screening excerpts from contemporary films.</p> <p>Screening: 78/52</p> <p>Screening: Criterion “Don’t Look Now” Graeme Clifford Editing Supplement.</p> <p>Assignment: Read Ch. 8– Looking at Movies, Editing</p> <p>Screening Assignment: https://www.avid.com/the-art-of-editing <i>(specific videos to be assigned)</i></p>	
	07 February 2024	<p>Sound Design: The Importance of Sound Design and Sound Editing in Film</p> <p>Assignment: Read Ch. 9 – Looking at Movies, Sound</p> <p>*Assignment: Winter Research Project due Mar. 10th.</p> <p>Screening Assignment: <i>Making Waves, The Art of Cinematic Sound</i></p>	
	14 February 2024	<p>WINTER RESEARCH PROJECT HANDS ON WORKSHOPS:</p> <ul style="list-style-type: none"> - <i>Workshop: Audio Documentaries.</i> - <i>Workshop: Recording and Editing Sound</i> - <i>Workshop: Interviewing Techniques</i> 	<p>Voluntary course withdrawal deadline: February 16, 2024</p>
	Feb 18-24, 2024 READING WEEK	<p>READING WEEK SCREENING ASSIGNMENT:</p> <p>Screening: <i>The Story of Film Episode 8: New Directors, New Form.</i></p> <p>Screening: <i>The Story of Film Episode 9: American Cinema of the ‘70’s.</i></p>	

Week	Date	Class Description & Assignment Launch	Assignment Due
	28 February 2024	Discovering Reality: The Art of Documentary Filmmaking, Screening: <i>TBA</i>	
	06 March 2024	Beyond Form and Expression: Experimental Filmmaking is explored. Screening: <i>Variety of Experimental Films</i> Screening Assignment: <i>The Story of Film, Episode 10: Movies to Change the World</i>	<u>Winter Research Project due Mar. 10th.</u>
	13 March 2024	Indigenous Cinema: Films and Filmmakers from Canada's Indigenous communities. Screening: <i>Kuessipan</i> Guest Filmmaker: <i>TBA</i>	
	20 March 2023	Global Cinema: Screening: <i>The Story of Film, Episode 11: Asian Mainstream</i> Screening: <i>The Story of Film, Episode 13: New Boundaries: World Cinema in Africa, Asia & Latin America</i>	
	27 March 2024	Winter Term Review: Test Prep FINAL EXAM DATE/TIME TBA	
	03 April 2024	FINAL CLASS - SHORT FILM PROJECTS FILM FESTIVAL Screening the films made in this class. FINAL EXAM DATE/TIME TBA	
	April 11 - 24 2024	WINTER TERM EVALUATIONS - NO CLASSES	

***All class assignments, as well as this course evaluation are subject to change.**

ADDITIONAL IMPORTANT INFORMATION

Voluntary withdrawal dates, without academic penalty:

February 16, 2024, for Fall/Winter courses which begin in September 2023 & end in April 2024.

The dates the University is closed for holidays:

September 4 (Labour Day), September 30 (Truth and Reconciliation Day), October 9 (Thanksgiving Day), November 11 (Remembrance Day), December 23 through January 4, February 19 (Louis Riel Day), March 29 (Good Friday).

Fall mid-term reading week is October 9 - 15

Winter mid-term reading week is February 19 – 25

Religious Holy days: 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 2023-24 Undergraduate Academic Calendar:

<https://www.uwinnipeg.ca/academics/calendar/docs/important-notes.pdf>

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)

[\(https://www.uwinnipeg.ca/respect/sexual-violence/get-support.html\)](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](#) 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.
 - 1)
- 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

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