

THFM-2101-002 (6 credit hours)

ACTING THEORY AND PRACTICE

Fall/Winter 2023 - 2024
Tu/Th 1:00 – 3:15PM (Lecture & Lab Combined)
Room OT19: in person

Instructor: Tom Soares
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Phone: 204-297-2727
Email: to.soares@uwinnipeg.ca
Office Hours: MW 10:30 – noon & by app't.
*E-mail is best for communication.

COURSE DESCRIPTION

This course is designed to provide students with a theoretical knowledge of select movements of contemporary acting and actor training and to develop student competence in the practical application of concepts and principles from these movements. Students will explore a range of major 20th and 21st century approaches to acting as applicable to a variety of theatrical styles and aesthetics: both historic and contemporary.

The focus of the Fall Term will be on creating a foundational embodied approach which explores the specificity of action and listening using several movement-based practices including *The Expressive Actor Technique* and Grotowski inspired exercises. The second half of the Fall Term will focus on methods of actor training used in the creation of devised theatre including Anne Bogart's *Viewpoints*. For the first half of the Winter Term students will explore and apply select aspects of *The Stanislavski System* and the work of his artistic and pedagogical descendants, including Michael Chekhov, to rehearsal and scene work. In the second half of the Winter Term students will explore, practice, and personalize creative approaches to classical acting, primarily using Shakespearean text – and by extension, classical text generally – through classroom exercises, discussions, and the rehearsal and performance of a scene.

Lecture classes will consist of lectures, discussions, demonstrations, and student presentations. Labs will emphasize scene-study and will include exercises and discussions that connect the theoretical components of the course to practical work.

Students will be required to participate in departmental productions. See details below.

TEXTS

Required:

Bruder et al. *A Practical Handbook for the Actor*.
Hodge, Alison. *Twentieth Century Acting Training*.
Rodenburg, Patsy. *Speaking Shakespeare*.

Students will also be required to read two plays for scene studies (for Scene 1 and 2). Additional reading of journal articles, book chapters, listening to podcasts, or viewing of videos will be assigned by the instructor early in the Fall Term. Due dates for these are included in the *Tentative Schedule* below.

Suggested:

Bigelow, Michael and Joel A. Smith (eds.). Anne Bogart. *Viewpoints*.

Chekhov, Michael. *On the Technique of Acting*.

Lugering, Michael. *The Expressive Actor*.

Marshall, Lorna. *The Body Speaks*.

Sharrell Lockett and Tia M. Shaffer (eds.). *Black Acting Methods: Critical Approaches*

Stanislavski, Konstantin. *An Actor's Work*.

Reference:

Students are responsible for finding their own scene and monologue material. The Library and the UW bookstore carry a selection of scenes and monologue anthologies. A number of scripts are also available for loan from the Departmental Script Library; see Melinda Tallin (3T03, 786-9955) for details.

PRODUCTION REQUIREMENT

Students are required to assist in a production capacity on one of the major departmental shows. The form you receive in class must be completed at the time you fulfil this requirement and signed by the appropriate manager (e.g., House Manager, Office Manager, instructor or Crew Chief) confirming that you have completed this requirement. Failure to do so will result in a **5% grade penalty**. No partial marks will be assigned for this credit. Sign-up sheets will be available outside Room 3T03 (Melinda's office) by late September; sign up early for best choice. Additional detail to follow in September.

MARK BREAKDOWN**Lab (Practice)**

Action Study Off-Book (Monologue).....	P/F
Action Study Score.....	P/F
Action Study	10%
Devised Theatre Assignment Dress-Rehearsal.....	P/F
Devised Theatre Assignment Score.....	P/F
Devised Theatre Assignment.....	15%
Scene 1 First Pass & Off-Book.....	P/F
Scene 1 Actor's Score and Scene Analysis.....	P/F
Scene 1.....	15%
Scene 2 Translation.....	P/F
Scene 2 Off-Book.....	P/F
Scene 2 First Pass.....	P/F
Scene 2 Actor's Score.....	P/F
Scene 2.....	25%
Class Participation and Protocol.....	10%
(5% allotted per term)	

A participation rubric will be provided to students in the first week of class.

Lecture (Theory)

Group Presentation.....15%

Each student is required to participate in one group presentation. This is expected to be a group effort and all group members will receive the same grade. The presentation is to be organized within one fifty-minute time slot. Each presentation will cover a significant theatre maker in the field of 20th and 21st century acting theory and/or applied theory. Each group is required to meet with the instructor at a scheduled meeting prior to their presentation.

Any student who fails to participate adequately in both preparation and presentation of the group project will be required to write an additional essay. Peer evaluation will serve as the determining factor for this action.

Process Essay (April 15, 2024).....10%

TOTAL GRADE.....100%

ASSIGNMENT DEADLINES

- Action Study Off-Book – Monologue.....Sept 26, 2023
- Action Study Score.....Oct 17, 19, 2023
- Action Study.....Oct 17, 19, 2023
- Devised Assignment Dress-Rehearsal.....Nov 23, 2023
- Devised Assignment Score.....Nov 28, 30, 2023
- Devised Theatre Assignment.....Nov 28, 30, 2023
- Individual Meeting with Instructor.....Dec TBA, 2023

- Scene 1 First Pass & Off-Book.....Jan 30, Feb 1, 2024
- Scene 1 Actor’s Score and Analysis.....Feb 8, 2024
- Scene 1.....Feb 13 ,15, 2024

- Scene 2 Translation.....March 5, 2024
- Scene 2 Off-Book.....March 12, 2024
- Scene 2 First Pass (Off-Book).....March 19, 21, 2024
- Scene 2 Actor’s Score.....April 2, 2024
- Scene 2.....April 10, 11, 2024
- Group Presentation.....Oct 31, Nov 7, 2023, Jan 23, 30 & March 5, 2024
- Process Essay.....April 15, 2024
- Individual Meeting with Instructor.....April TBA, 2024

Regarding Pass/Fail (P/F): All Pass/Fail components represent a portion of work that is to be done as part of a larger graded assignment. This is in place to ensure class productivity as a whole, so that students make regular progress, and so that students experience and understand the importance of the work as a process. In the Fall Term there are two Pass/Fail components connected to both the Action Study and the Devised Theatre Assignment. In the Winter Term there are two Pass/Fail components connected to Scene 1 and four Pass/Fail components connected to Scene 2. Failing one component will result in a **10% reduction** in your grade for that assignment. Failing two components will result in a **20% reduction** in your grade for that assignment. In the case

of Scene 2, Failing three components will result in a **30% reduction** and failing four components will result in a **40% reduction** in your grade for that assignment.

EVALUATION CRITERIA FOR PASS/FAIL ELEMENTS:

Action Study Off-Book (Monologue) – well prepared, reasonably fluent, present with the text or exercise with few calls for ‘line’.

Action Study Score – Actions and properties clearly marked (to be discussed).

Devised Theatre Assignment Dress-Rehearsal: Well prepared, off-book, choices (blocking or choreography) are clear but need not be perfect (it’s okay to make mistakes). To be clarified in the assignment description.

Devised Theatre Assignment Score - A detailed score including major themes of exploration/inspiration, sources (text, images, objects, music, sound, exercises used, etc.), a bibliography (if needed), and action (movement, blocking, choreography) in the order performed in written form (drawings or images can be used).. Clear and legible. To be discussed.

Scene 1 Off-Book – well prepared, reasonably fluent, present in the scene or exercise with few calls for ‘line’.

Scene 1 Score and Analysis – unit, beat-breaks, actions, blocking marked, strong objectives and obstacles (clear and legible). Additional notes used to be included (to be discussed).

Scene 2 – Translation: thorough and detailed translation of every one of your lines, thoughts, images, and concepts into modern English.

Scene 2 Off-Book - well prepared, reasonably fluent, present in the scene or exercise with few calls for ‘line’.

Scene 2 First Pass - prepared, off-book, rehearsed, incorporating class work.

Scene 2 Actor’s Score - unit, beat-breaks, actions, blocking marked, strong objectives and obstacles, additional text work marked such as antithesis, pronoun changes, note odd scansion, builds/ladders, keywords, main and parenthetical thoughts, alliteration and assonance (clear and legible). To be discussed.

LATE ASSIGNMENTS

Written assignments that are late will be penalized at the rate of **2% per day** (including weekends) up to the final stated deadline. For example, if your essay is given a mark of 70% and it is a week late (7 x 2%), you would receive 56%. **The absolute deadline** – with penalty – for the essay assignment in the Winter Term is **Thursday, April 19, 2024 (by 1pm)**. **Papers will NOT be accepted after this date unless there are extenuating circumstances OR arrangements have been made prior to the deadline date.**

Should a student fail to turn in a Pass/Fail assignment on the scheduled date, they shall receive a failing grade for that component. Should a student be absent (unexcused) on the day of a final performance, the student will receive **0%** for that assignment. Should that student’s absence affect a scene partner or partners, alternate arrangements will be made for their evaluation.

Extensions may be granted for assignments, but only **BEFORE** the due date and with a valid reason, at the instructor’s discretion. Communication with your instructor is key.

REHEARSAL REQUIREMENTS

Students will be required to work in pairs and/or larger groups and must be able to arrange rehearsals and meetings outside of class time. This requirement will involve a **MINIMUM** of 4-5 hours per week. Students unable or unwilling to comply with the rehearsal requirement are asked to withdraw from the course immediately. Students will be required to document and submit a listing of out-of-class rehearsals. A file of printed booking sheets would be ideal. During the year, any student who repeatedly misses rehearsals, comes late, or fails to rehearse adequately will be asked to withdraw from the course.

The above provision is in place to protect the educational interests of scene partners and other classmates.

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

PROTOCOL

Developing knowledge and skill in the craft of acting requires participation and commitment. Therefore, regular attendance and punctuality is necessary. Students are required to be in attendance and ready to work by the posted class start time. Late students may be denied entry.

The professor and students are responsible for developing a creative, supportive, and protective atmosphere in class in order to best serve the work. Students must accept artistic individualities and help their colleagues with constructive criticism. The unity, creativity, and health of the class is placed above any antagonism, personal or artistic differences, temperaments, and idiosyncrasies.

See reference to ATTENDANCE AND LATENESS (in department notes later in course outline) for protocol concerning tardiness and absence from class.

The lab class is very physical in nature and therefore students are asked to wear comfortable clothing that does not restrict movement. Please observe the following guidelines: no street shoes, no hats, no jewelry AND no gum.

With the exception of water, no food and beverages will be allowed in class.

Students are required to keep the room clean and put away all props/rehearsal items used.

Correspondence with the instructor: Email will be checked once a day and, if possible, addressed within 24 hours of reception. Students are responsible for checking their University of Winnipeg email regularly to ensure that they are receiving all current information from the instructor and the university. Nexus email will not be used at all. If it is necessary to cancel a class, students will be notified as soon as possible via email.

NOTE: The description of content and listing of assignments is provided as a survey of intended curriculum but due to the unprecedented nature of previous years, it is subject to change (including the number, nature, dates, and weighting of assignments). Although the class is scheduled to run in-person on campus, this could change depending on the circumstances. First and foremost is the safety of students and instructors.

Students can find answers to frequently ask questions related to remote learning here: <https://www.uwinnipeg.ca/remote-hub/learning/learning-online.html>

Also, note that **the final date to withdraw without academic penalty** for Fall/Winter courses which begin in September 2023 and end in April 2024 is **February 16, 2024**. Withdrawing before the VW date does not necessarily result in a fee refund. Please speak to your instructor prior to making a decision regarding withdrawal from the course.

TENTATIVE SCHEDULE

Please note that the schedule listed below may be altered to respond to the needs of the class. It's possible some of the subjects listed do not get covered if the instructor believes it's beneficial for the group to spend more time on a topic. While the schedule of topics may be changed, the graded assignment dates and descriptions will not be altered (barring exceptional circumstances) without the permission of the entire class.

The first day of classes at the university is September 5th, 2023, and the last day is April 8th, 2024 (April 4th for our class). Evaluation period is Dec 7th - 20th, 2023 for the Fall Term and April 11th -24th, 2024 for the Winter Term.

Reading Week is Oct 8 - 14, 2023 for the Fall Term, and Feb 18 – 24, 2024 for the Winter Term. The university is closed on Saturday, September 30th, National Truth and Reconciliation Day, Saturday, Nov 11th for Remembrance Day, and Friday, March 29th for Good Friday.

Week 1 Sept 5, 7	1	Intro, syllabus, and initial assignments Ensemble Discussion & Exercises	Action Study and Monologue Assigned (Sept 5)
	2	Discussion and Lab: Acting Fundamentals & Practical Aesthetics Review Integrated Acting Approach – What is Action? Action Prompts	
Week 2 Sept 12, 14	3	Discussion and Lab Integrated Acting Approach – 3 Categories of Action: Integration/Isolation/Stillness Architecture of an Action and Action Prompts Phrasing	-Expressive Actor Reading (Due Sept 12) -Monologue Options Due (Sept 12)
	4	Integrated Acting Approach Expressive Tools	

Week 3 Sept 19, 21	5	-Discussion and Lab -Monologue Work	-Group Presentation Assigned (Sept 21)
	6	-Discussion and Lab -Monologue Work (First minute of Monologue) – First Pass	
Week 4 Sept 26, 28	7	Monologue Action Study and Coaching -First Full Pass of Monologue & Coaching (Group 1)	-Action Study Text (Monologue) Off-Book (Sept 26)
	8	Discussion and Lab Monologue Action Study and Coaching -First Full Pass of Monologue & Coaching (Group 2)	
Week 5 Oct 3, 5	9	Discussion and Lab: -Second Pass of Monologue (quick round)	**No in-person class on Oct 5th. Asynchronous class with student prompts.
	10	**ASYNCHRONOUS CLASS. Stanislavski Lecture.	
Oct 8 - 14		Reading Week	
Week 6 Oct 17, 19 (Post Reading Week)	11	Monologue Action Study (Group 1)	-Action Score Due on the date of presenting
	12	Monologue Action Study (Group 2)	
Week 7 Oct 24, 26	13	Introduction to Devised Theatre Devised Theatre Exercises	-Devised Theatre Reading/video due (to be assigned) -Chekhov Group to meet with instructor this week
	14	Discussion and Lab: Anne Bogart and Viewpoints Viewpoints & Other Exercises	
Week 8 Oct 31, Nov 2	15	Lab: Group 1 Presentation Content Creation Exercises	-Brecht Group to meet with the instructor this week
	16	Discussion and Lab Content Creation Exercises	
Week 9 Nov 7, 9	17	Lab: Group 2 Presentation Content Creation Exercises	Scene 1 Assigned (Nov 9)
	18	Discussion and Lab Content Creation Exercises Commence Devised Scene Construction	
Week 10 Nov 14, 16	19	Discussion and Lab Content Creation Exercises Devised Scene Construction	
	20	Discussion and Lab Devised Scene Construction and Transitions	
Week 11 Nov 21, 23	21	Discussion and Lab Devised Scene Construction and Transitions	End of term meetings scheduled -Scene 1 Options due (Nov 23)
	22	Discussion and Lab Devised Scene Dress Rehearsal	
Week 12 Nov 28, 30	23	Devised Theatre Assignment	-Devised Scene Presentations -Devised Theatre Score due on the day you present
	24	Devised Theatre Assignment	

Winter Term

Week 1 Jan 9, 11	1	Discussion and Lab: Stanislavski and Chekhov Acting Exercises	-Stanislavski Reading/Video due (to be assigned).
	2	Discussion and Lab: Stanislavski and Chekhov Acting Exercises	
Week 2 Jan 16, 18	3	Discussion and Lab: Scene Research Exercises	-Scene 1 play reading is due (Jan 16) -Scene 2 Assigned (Jan 16) and Discussion of Shakespeare Resources -Peter Brook Group to meet with the instructor this week
	4	Discussion and Lab Exercises and Scene Work	
Week 3 Jan 23, 25	5	Lab: Group 3 Presentation Exercises and Scene Work	-Jerzy Grotowski Group to meet with the instructor this week
	6	Discussion and Lab Exercises and Scene Work	
Week 4 Jan 30, Feb 1	7	Lab: Group 4 Presentation Scene Work – First Pass (Group 1)	Scene 1 First Pass & Off-Book (Jan 30, Feb 1)
	8	Discussion and Lab Scene Work – First Pass (Group 2)	
Week 5 Feb 6, 8	9	Discussion and Lab Scene Work – Second Pass (Group 1)	-Scene 1 Score & Analysis (Feb 8) -Augusto Boal Group to meet with the instructor this week
	10	Discussion and Lab Scene Work – Second Pass (Group 2)	
Week 6 Feb 13, 15	11	Scene 1 Presentation	Scene 2 Options Due (Feb 13)
	12	Scene 1 Presentation	
Feb 16		Final date to withdrawal without academic penalty	
Feb 18 - 24		Reading Week	
Week 7 Feb 27, 29 (Post Reading Week)	13	Discussion and Lab: Shakespeare Exercises	Rodenburg Reading Due p.77-222 (Feb 27)
	14	Discussion and Lab: Shakespeare Exercises	
Week 8 March 5, 7	15	Lab: Group 5 Presentation Exercises	Scene 2 Translation Due (March 5th) -Scene 2 play reading due (March 7)
	16	Discussion and Lab: Greek Theatre and Exercises Scene Work	
Week 9 March 12, 14	17	Discussion and Lab Scene Work	Scene 2 Off-Book (March 12)
	18	Discussion and Lab Scene Work –Receiving the Text	

Week 10 March 19, 21	19	Discussion and Lab First Full Pass of Scene – Group 1	Rehearsals with Instructor (out of class) commence this week. -First Full Pass/Off-Book
	20	Discussion and Lab First Full Pass of Scene – Group 2	
Week 11 March 26, 28	21	Discussion and Lab Second Full Pass of Scene - Group 1	-End of Term Meetings Scheduled
	22	Discussion and Lab Second Full Pass of Scene - Group 2	
Week 12 April 2, 4	23	Final Pass of Scene - Group 1	-Actor's Score Due (April 2nd) -Process Analysis Paper Due Friday, April 12th (after our final class -submitted in PDF format)
	24	Final Pass of Scene - Group 2 Course Wrap-Up	

*** Please Note: The performance of the final scenes will take place over two nights on April 10th and 11th, 2024, at 7pm (dates, times, and location to be confirmed). Also, the final Process and Analysis Paper is due outside of class on Monday, April 15th by 1pm (in PDF format).**

Meetings with students will be scheduled with the instructor at the end of both the Fall and Winter Terms to discuss students' progress. These dates will be determined in mid-October (for the Fall Term meeting) and mid-February (for the Winter Term).

ATTENDANCE AND LATENESS for 2nd- through 4th-year Performance classes

Given that this is a practical studio course, extensive participation and professionalism are required. As a result, punctuality and attendance at classes (whether in person or online) and at out-of-class rehearsals are of the utmost importance. The following will apply:

- **Attendance and punctuality will be recorded at the beginning of every class.**
- Unexcused absences from lectures, labs, or rehearsals will be penalized at a rate of 2% per instance.
- Unexcused lateness for lectures, labs, or rehearsals will be penalized at a rate of 1% per instance.
- After a **THIRD** late or absence, the instructor will schedule a meeting with the student to discuss withdrawal from the course.
- After a **FIFTH** unexcused absence the student will be required to meet with the Chair of the department to discuss withdrawal from the course.
- In performance courses in which casts rehearse a show, unexcused lateness and absence will not be tolerated and may result in the recasting of your role after **ONE** incident.
- Excused absences or lates require a medical note or prior arrangement with the instructor. It is at the instructor's discretion whether or not to excuse a non-medical absence.
- After **FIVE** excused absences the student will be required to meet with the Instructor to discuss whether it is realistic for him/her to continue in the course.

Given the rigorous, practical nature of studio courses, and the demands these courses make in terms of attendance and punctuality, students with chronic medical conditions that require extensive absence should meet with the instructor at the beginning of the term to discuss whether the course is appropriate for them.

NOTES FOR PERFORMANCE COURSES

- Senior acting students scheduled to perform in a departmental public exercise will be expected to attend rehearsals. Rehearsals for final presentations and public exercises are scheduled well in advance; students must arrange their university and work schedules so as not to conflict with them. Students must attend **ALL** scheduled rehearsals.
- Any student who repeatedly misses rehearsals, arrives late, or fails to rehearse adequately will be asked to withdraw from the course (see Attendance note, above).
- As many of our classes are physical in nature, students are asked to wear comfortable clothing. In the event an occasional class is scheduled online, there will still be physical work required. If there are limitations due to the student's remote environment, adjustments should be made with the instructor in advance.
- In a presentation environment, student actors, like professionals, are expected to provide their own basic makeup supplies where required. **ABSOLUTELY NO SHARING OF MAKEUP** will be allowed due to the potential health risks.
- Senior acting students scheduled to perform in a departmental public exercise are asked not to modify their hair colour or style without first checking with the instructor/director.
- When attending classes, rehearsals or labs in the Theatre building, outdoor footwear **must be removed** before entering **ANY** of the Studios: **0T09** (Concourse Studio), **0T19** (Mime Lab), **1T15** (Theatre), **2T05** (2nd Floor Studio), **2T15** (Movement Studio). We suggest you bring suitable dance shoes or slippers to wear if working in one of these spaces. Your professors will monitor and enforce this regulation in order to preserve the integrity of the special flooring in these rooms. Please respect this rule.
- Students attending rehearsals or labs in the Theatre building **MUST NOT** move existing furnishings from their current locations.

KNOW YOUR RIGHTS

Human Rights and Diversity

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

Sexual Violence Resources on Campus

From the UW Human Rights & Diversity website:

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

Disclosing is telling a member of the UW Community that you have experienced sexual violence. This could be someone you trust or feel comfortable with, like a professor, coach, another staff person, or a member of the Sexual Violence Response Team (**SVRT**). A disclosure can be made in order to receive support, accommodation, or to be connected to other resources. The Sexual Violence Response Team (**SVRT**) is a small team of specially

trained, well-situated staff that coordinates and organizes services for survivors in a confidential manner. For example, if you personally do not feel comfortable talking to your professors about extensions or deferring work, they would be able to arrange changes for you without telling the professor why you need accommodation.

Contact SVRT by phone at 204-230-6660. [You can find more information on disclosing here.](#)
(<https://www.uwinnipeg.ca/respect/sexual-violence/get-support.html>)

Reporting is making a statement to the **Human Rights & Diversity Officer (HRDO)** with the intention of seeking remedy, sanction, or consequences through the university. Once a report is made, the **HRDO** will review your report and discuss your options. Your options could include an investigation process, or informal resolution (if you wish to resolve it without an investigation). The **HRDO** can still connect you with support, accommodation, or external organizations while the investigation is taking place.

You can contact the HRDO by phone at 204-988-7508 or by email at hrdo@uwinnipeg.ca
[You can report online here »](#) (https://uwinnipeg.qualtrics.com/jfe/form/SV_4ONi2EP1gcXiyBv)

PUBLIC HEALTH CONSIDERATIONS

A permitted or necessary change in mode of delivery may require adjustments to important aspects of course outlines, like class schedule and the number, nature, and weighting of assignments and/or exams.

Should public health and university regulations require it, the schedule and content of the course may be subject to change on short notice. Every effort will be made to inform students of these changes, to deliver the course content in the best way possible under the circumstances, and to evaluate students fairly.

HEALTH AND ACCESSIBILITY SERVICES

Life happens to everyone. If you are experiencing a crisis in your life, or if you have a physical or mental health issue, communicate with your Professor or Accessibility Services – let us know so we can provide support or direct you to those who can. The earlier we know, the earlier we can discuss what resources might be available. Students with documented disabilities, or temporary or chronic medical conditions requiring academic accommodations for tests/exams/presentations (e.g., private space or more time) or during lectures/labs (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 204-786-9771 or accessibilityservices@uwinnipeg.ca to discuss appropriate options. All information about a student's disability or medical condition remains confidential. If you are registered with Accessibility Services, do not assume that Accessibility Services (AS) has informed your instructor that you have registered with them. Please see <http://www.uwinnipeg.ca/accessibility>. If you do not register with AS, you cannot be granted special consideration (e.g. extra time to write exams/tests, attendance issues because of physical or mental health conditions, etc.).

The University of Winnipeg promotes a scent-free environment. Please be respectful of the needs of your fellow classmates and your instructor by avoiding the use of scented products while attending on-campus lectures and labs. Exposure to perfumes and other **scented products (such as lotion)** can trigger serious health reactions in persons with asthma, allergies, migraines or chemical sensitivities. We are asking for your cooperation to create a scent-free environment **on campus** by students, faculty and staff.

"THE REAL THING" LECTURE SERIES

During the FW terms, the Department of Theatre and Film presents a series of lectures held on Wednesdays during the free period (12:30-13:20). This series will feature speakers from a range of areas in the performing arts: technical, performance, design, management, film, directing, playwriting, etc. and are open to all students. The speakers will specifically address issues related to "the business of the business."

Lectures will take place in-person in the Theatre, Wednesday 12:30 – 13:20 on the following dates (subject to change):

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

Guests will be announced prior to each lecture.

MANDATORY ATTENDANCE FOR SENIOR AND HONOURS STUDENTS: Attendance at EVERY lecture is mandatory for ALL Honours students in Theatre (that is, anyone taking 4000-level courses in any area), as well as students in THFM-3101 Acting III Advanced Practice, THFM-3110 Screen Acting, THFM-3201 Styles in Design, and THFM-3801 Production II, and THFM-3920 Musical Theatre. Sign-in sheets are posted outside the theatre before each lecture.

All students are encouraged to attend these fun and informative lectures. Please see our department website in the Fall for information.

ORIENTATION ASSEMBLY

WEDNESDAY, SEPTEMBER 13, 2023 12:30 pm – 1:20 pm

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

ALL STUDENTS ARE ENCOURAGED AND WELCOME TO ATTEND!

TAFSA

All students enrolled in at least one theatre or film class are automatically members of TAFSA, the Theatre and Film Students' Association, which plans a number of exciting activities each academic year. Activities organized by TAFSA include regular **Performance Jams, Department parties** and **Socials**; other events have included **DioFest** (a new play festival featuring student written and produced plays), and **24/7** (an event in which students move into our building and several plays are written, rehearsed, produced, and presented – all in a period of 24 hours!).

Please find out more at TAFSA's meetings, held every second Monday in the Fall/Winter terms from 12:30-13:20 pm. It's a great opportunity for students to connect with other like-minded people and a way to get involved in the department events. Visit the TFSA Instagram account at [@tafsauw](https://www.instagram.com/tafsauw) or email them at tafsa.uw@hotmail.com.

BUILDING SECURITY

The Asper Centre for Theatre and Film (home to the Department of Theatre and Film) is open from 8:00 am to 5 pm weekdays only. Students are permitted to be in the building between 8:00 am and 10:00 pm seven days per week (except statutory holidays when the University is closed) **BUT PLEASE NOTE:** outside of regular building hours, it is **MANDATORY** that everyone in the building (students, faculty and community renters) **EITHER** carry an access card **OR** have a booking confirmation form in their possession (hard copy or electronic). **ALL EVENING STUDENTS in the building for classes must have a UW ID card.** If a Security Guard checks and you do not have proper accreditation, **you may be evicted.**

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

All studios and labs are locked outside of building hours. Evening and weekend access can be added to your student card by visiting Melinda in the Department office, 3T03.

SECURITY PHONE (General, non-emergency, Safe Walk and Safe Ride): 204-786-9272
SECURITY EMERGENCY NUMBER: 204-786-6666

The Asper Centre for Theatre and Film is equipped two phones (one by the House Manager's office in the lobby, one in the basement by the elevator) to contact Security.

Students are encouraged to visit the UW Security Services webpage for complete information about campus security and emergency procedures: <https://www.uwinnipeg.ca/security/index.html>

ONLINE CLASSES

Instructors whose mode of delivery includes Zoom or a similar platform will clarify expectations for appropriate remote classroom behaviour or decorum (e.g., being on time, muting/unmuting, raising hand, reacting, etc.), and make appropriate allowances in order to respect the privacy of students (e.g., clarifying need to have video on/off).

Performance classes online: No eating, chewing gum, or wearing a mask during on-line work.

RECORDING ON-LINE CLASSES

Should a class be held online, the instructor may choose to record a zoom or video class if there are online connectivity issues, absences, or to post to Nexus for later review.

If a lecture is recorded, students will be given notice (via the course outline or on a case-by-case basis) that their personal information may be captured; informed of how long the recording will be retained; and whether the recording will be used for evaluation of any kind. Students will also be given the option to turn off their cameras/microphones and use pseudonyms to remain anonymous (except where class participation is required).

Students with concerns or who wish to seek alternate arrangements may discuss the matter with the instructor.

Access to recordings will be limited to the academic staff, students, and others with a legitimate need. Recordings containing student personal information will not be posted publicly, but only on UW-approved servers.

No student is allowed to disseminate recordings outside of the class or post recordings publicly. Access to the recordings will be limited to the instructor and the students.

ELECTRONIC COURSE OUTLINE ADDENDA

Department Website: <https://theatre.uwinnipeg.ca> or <https://film.uwinnipeg.ca>

Please refer to the website for department information, but particularly regarding:

Fire and Safety Information for ACTF: Students must check our website and review the [Fire Safety Instructions in the Asper Centre for Theatre and Film](https://www.uwinnipeg.ca/theatre-film/docs/fire-evacuation-procedures_2020.pdf) (https://www.uwinnipeg.ca/theatre-film/docs/fire-evacuation-procedures_2020.pdf) and [Access Card/Building Use Policy](https://www.uwinnipeg.ca/theatre-film/rentals/access-card-and-building-use-policy.html) (<https://www.uwinnipeg.ca/theatre-film/rentals/access-card-and-building-use-policy.html>).

Room Bookings for Class Assignment Work: Students may book rehearsal room space class-related work or outside projects. Priority will be given to class assignment work. Please see our website links to *Room Booking Instructions* and electronic *Online Room Booking Form* found on our department website at <https://www.uwinnipeg.ca/theatre-film/rentals/access-card-and-building-use-policy.html>. Please read and note all instructions carefully. Room booking availability is subject to change according to public health and university policies.

GENERAL NOTES

- Students can find answers to frequently asked questions related to the University's Covid-19 policies for the 2023-24 year here: <https://www.uwinnipeg.ca/covid-19/index.html>
- Students should check their UWinnipeg e-mail addresses daily as this is the most direct way instructors and the University will contact students regarding such things as important information about health and safety, policies and registration, and Faculty will contact you about changes to class schedules, cancelled classes, etc.
- This course outline should be considered a guideline only. Time constraints and other unforeseen factors may require that some topics be omitted or covered in less detail than indicated.
- Archival records such as video/sound recordings and photographs may be made or taken during class or lab times. The University uses such materials primarily for archival, promotional, and teaching purposes. Promotional use may include display at open houses or conferences, or use in advertising, publicity, or brochures. In reading and accepting the terms in this course outline, students acknowledge consent for such use by the University. Should a student not wish to convey such consent, they should withdraw from this course immediately.
- Unless necessary for accessing class, cellular phones should be turned off during classes and examinations. Texting is not permitted in class.
- Any student attending a test or final examination may be required to present proof of identity; photo identification is preferred.
- It is the student's responsibility to retain a photocopy or computer disk copy of **ALL** assignments submitted for grading; in the event of loss or theft, a duplicate copy is required.
- When it is necessary to cancel a class due to exceptional circumstances, instructors will make every effort to inform students via UWinnipeg webmail (and/or using the preferred form of communication, as designated by the instructor), as well as the Departmental Assistant and Chair/Dean. ***Students are reminded that they have a responsibility to regularly check their UWinnipeg e-mail addresses to ensure timely receipt of correspondence from the university and/or their course instructors.***
- Students may choose not to attend classes or write examinations on holy days of their religion, but they must notify their instructors at least two weeks in advance. Instructors will then provide opportunity for students to make up work or examinations without penalty. A list of religious holidays can be found in the 2023-24 Undergraduate Academic Calendar: <https://www.uwinnipeg.ca/academics/calendar/docs/important-notes.pdf>
- Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams or during lectures/laboratories are encouraged to contact Accessibility

Services (AS) at 204.786.9771 or <https://www.uwinnipeg.ca/accessibility-services/> to discuss appropriate options. All information about a student's disability or medical condition remains confidential.

- Reference to the appropriate items in the Regulations & Policies section of the *Course Calendar*, including Senate appeals and academic misconduct (e.g. plagiarism, cheating) <https://www.uwinnipeg.ca/academics/calendar/docs/regulationsandpolicies.pdf>. Instructors should become familiar with the procedures for dealing with alleged academic misconduct at <https://pace.uwinnipegcourses.ca/sites/default/files/pdfs/publications/Academic%20Misconduct%20Procedures.pdf> and <https://www.uwinnipeg.ca/institutional-analysis/docs/policies/academic-misconduct-policy.pdf>
- All students, faculty and staff have the right to participate, learn, and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found at <https://www.uwinnipeg.ca/respect/>.
- When it is necessary to cancel a class due to exceptional circumstances, every effort will be made to inform students via University of Winnipeg email (and/or using the preferred form of communication, as designated in this outline).
- **Regulations, Policies, and Academic Integrity.** Students are encouraged to familiarize themselves with the Regulations and Policies found in the University Academic Calendar at <https://www.uwinnipeg.ca/academics/calendar/docs/regulationsandpolicies.pdf>. Particular attention should be given to subsections 8 (Student Discipline), 9 (Senate Appeals), and 10 (Grade Appeals). Please emphasize the importance of maintaining academic integrity and the potential consequences of engaging in plagiarism, cheating, and other forms of academic misconduct. Even unintentional plagiarism is a form of academic misconduct. Similarly, uploading essays and other assignments to essay vendor or trader sites (filesharing sites that are known providers of essays for use by others who submit them to instructors as their own work) is a form of misconduct, as it involves aiding and abetting plagiarism. An updated and expanded U of Winnipeg library site outlining principles of Academic Integrity can be found at <https://library.uwinnipeg.ca/use-the-library/help-with-research/academic-integrity.html>.
- Important information is outlined in the Academic Misconduct Policy and Procedures: <https://www.uwinnipeg.ca/institutional-analysis/docs/policies/academic-misconduct-policy.pdf> and <https://pace.uwinnipegcourses.ca/sites/default/files/pdfs/publications/Academic%20Misconduct%20Procedures.pdf>
- **Academic Integrity and AI Text-generating Tools**
 - Students must follow principles of academic integrity (e.g., honesty, respect, fairness, and responsibility) in their use of material obtained through AI text-generating tools (e.g., ChatGPT, Bing, Notion AI). If an instructor prohibits the use of AI tools in a course, students may face an allegation of academic misconduct if using them to do assignments. If AI tools are permitted, students must cite them. According to the MLA (<https://style.mla.org/citing-generative-ai/>), “you should
 - cite a generative AI tool whenever you paraphrase, quote, or incorporate into your own work any content (whether text, image, data, or other) that was created by it
 - acknowledge all functional uses of the tool (like editing your prose or translating words) in a note, your text, or another suitable location
 - take care to vet the secondary sources it cites”

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

- **Respectful Learning Environment.** Students are expected to conduct themselves in a respectful manner on campus and in the learning environment irrespective of platform being used. Behaviour, communication, or acts that are inconsistent with a number of UW policies could be considered non-academic misconduct. See the Respectful Working and Learning Environment Policy (<https://www.uwinnipeg.ca/respect/respect-policy.html>) and Acceptable Use of Information Technology Policy (<https://www.uwinnipeg.ca/institutional-analysis/docs/policies/acceptable-use-of-information-technology-policy.pdf>). More detailed information is outlined in the Non-Academic Misconduct Policy and Procedure: <https://www.uwinnipeg.ca/institutional-analysis/docs/policies/student-non-academic-misconduct-policy.pdf> and <https://www.uwinnipeg.ca/institutional-analysis/docs/procedures/student-non-academic-misconduct-procedures.pdf>
- **Copyright and Intellectual Property.** Course materials are the property of the instructor who developed them. Examples of such materials are course outlines, assignment descriptions, lecture notes, test questions, and presentation slides—irrespective of format. Students who upload these materials to filesharing sites, or in any other way share these materials with others outside the class without prior permission of the instructor/presenter, are in violation of copyright law and University policy. Students must also seek prior permission of the instructor/presenter before, for example, photographing, recording, or taking screenshots of slides, presentations, lectures, and notes on the board. Students found to be in violation of an instructor’s intellectual property rights could face serious consequences pursuant to the Academic Misconduct or Non- Academic Misconduct Policy; such consequences could possibly involve legal sanction under the Copyright policy <https://copyright.uwinnipeg.ca/basics/copyright-policy.html>
- **Research Ethics.** Students conducting research interviews, focus groups, surveys, or any other method of collecting data from any person, including a family member, must obtain research ethics approval before commencing data collection. Exceptions are research activities done in class as a learning exercise. For submission requirements and deadlines, see <https://www.uwinnipeg.ca/research/ethics/human-ethics.html>
- **Privacy.** Students should be reminded of their rights in relation to the collecting of personal data by the University (<https://www.uwinnipeg.ca/privacy/admissions-privacy-notice.html>), especially if Zoom is being used for remote teaching (<https://www.uwinnipeg.ca/privacy/zoom-privacy-notice.html>) and testing/proctoring (<https://www.uwinnipeg.ca/privacy/zoom-test-and-exam-proctoring.html>)
- Clear expectations for assignments, tests, and exams should be set for students to avoid instances of “unintentional” misconduct. For instance, if an exam is “take-home”, students should be advised on permitted resources, being able to collaborate (or not) with other students, etc.
- Instructors whose mode of delivery includes Zoom or a similar platform should clarify expectations for appropriate “remote classroom” behaviour or decorum (being on time, muting/unmuting, raising hand, reacting, etc.), and make appropriate allowances in order to respect the privacy of students (e.g. clarifying need to have video on/off).
- The University of Winnipeg affirms the importance of student mental health and our commitment to providing accessible, culturally appropriate, and effective services for students. Students who are seeking mental health supports are encouraged to reach out to the Wellness Centre at studentwellness@uwinnipeg.ca or 204.988.7611. For community-based mental health resources and supports, students are encouraged to dial 2-1-1. This program of United Way is available 24/7 in 150 languages.

2023-24 VOLUNTARY WITHDRAWAL DATES

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

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

Students are encouraged to speak to the Instructor before withdrawing to explore other options.

Please note that withdrawing before the VW date does not necessarily result in a fee refund.

2023-24 CAMPUS CLOSURE DATES

The University is closed for the following holidays:

- September 4 (Labour Day)
- September 30 (Truth and Reconciliation Day)
- October 9 (Thanksgiving Day)
- November 11 (Remembrance Day)
- December 23, 2023 through January 4, 2024
- February 19 (Louis Riel Day)
- March 29 (Good Friday)

2023-24 READING WEEKS

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

THFM DEPARTMENT OFFICE INFORMATION

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

Office Manager/Student Advisor: Melinda Tallin

204-786-9955

m.tallin@uwinnipeg.ca