

## **VOICE & SPEECH SKILLS**

Fall/Winter 2022/23  
MWF 9:30am - 10:20am  
Room 2T05: In person

**Instructor:** Tom Soares  
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Office Hours: MW 10:30 – noon & by app't.  
\*E-mail is best for communication.

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### **COURSE DESCRIPTION**

Students in this course will work on the basics of voice and speech as it applies to the performer and the professional voice user. This course will lay the groundwork for the development of a free, flexible and expressive voice, and clear, understandable speech. Students will also learn and practice the basics of effective body language (kinesics) to clarify communication. The course includes work on the removal of restrictive habits which hinders vocal and physical expression and provides the development of healthier, more effective habits which increase the students' expressive range and potential. Also integral to the course is developing skill in basic text work so that the speaker can create greater clarity and sense in their speaking while deepening their personal connection to the material. Students will be assessed on four speaking endeavours throughout the course which include both theatrical and non-theatrical styles. In the Fall Term students will prepare and present a Storytelling Assignment and a Vocal Collage. In the Winter Term the focus will be on using Shakespearean Text and a Persuasive Speech Assignment as a tool to apply voice and speech techniques and awareness.

### **This course aims to:**

- 1) help the speaker recognize and identify personal strengths and weaknesses in their vocal and physical choices, as well as to develop a working method that encourages full and free vocal and physical usage.
- 2) help the public speaker gain valuable practical experience speaking in a variety of formats, while putting into practice new skills acquired through daily voice and body work. The public speaking experiences aim to serve the speaker's future demands in a variety of disciplines and occasions.
- 3) explore the interpretive possibilities in various texts, and to foster an awareness of the energy of sounds and words through Shakespearean text.
- 4) develop a level and quality of participation that nurtures a classroom environment conducive to personal growth and good work.
- 5) make discoveries and progress tangible and non-ethereal by speaking about these with clarity.
- 6) introduce the speaker to a variety of exercises that provide experience in the release of vocal energy, responsiveness, dynamics and strength. The following areas will be the focus: grounding through the feet and legs, dynamic alignment through the spine, breath, the head-neck relationship, opening the channel for sound, an easy forward release of sound, the resonators, range and articulation. This will lead each student to create a personal voice warm up which can be used in future acting and speaking endeavors.

**In addition to the above objectives, this semester specifically aims to enable you to:**

- be able to relax actively and cope with the stress of performance and public speaking
- have an understanding of how the voice works physiologically
- root the breath and sound in the body
- identify physical tensions that inhibit the free flow of sound vibrations and inhibit physical expression
- explore/encourage resonance and vibration
- encourage the development of new ways and habits of learning
- develop range without extraneous tension

**Some indirect skills that this course aims to develop include:**

- time management
- practicing
- habit changing
- discipline
- focus
- listening

**Methods:**

1) Daily warm-ups and exercises in voice and speech which also set up effective patterns of physical communication and expression. You are responsible for knowing and practicing all the exercises learned in class. Good daily/weekly practice and review sessions outside of class, and detailed journal notes are essential to help you learn and receive full benefit from the exercises. It will also sharpen your critical thinking and awareness.

2) A class journal/notebook is highly recommended for daily notations. Make note of: exercises done in class that day, personal observations on progress, discoveries, and outside observations of vocal behaviour. These journals will develop your personal observation skills and will help you keep track of progress and challenges. They will also serve as a resource for you to refer to for subsequent assignments.

**Hands on:**

It can be beneficial for the instructor and students to use a respectful “hands on” approach. This is only occasionally done in this class to make students aware of breath in the body, posture and habitual tension that can inhibit vocal expression. Details of using this approach will be discussed with students prior to implementation. Using a hands-on approach requires consent and any student can refuse without need of an explanation.

**TEXT**

There is no required text for this course.

Handouts and PDFs will be given out (on Nexus) as supplements to class work.

**TIME**

Students are expected to come to class prepared and **ready to work when class begins**. This includes **having fulfilled all personal requirements of eating and using the washroom**. Exceptions will of course be made should the need arise, but **it is the expectation that students will remain present throughout the class**. A bottle of water is highly encouraged, please drink freely!

**EVALUATION**

*Individual projects will be assigned a letter grade.*

**Fall Term:**

Class Participation..... 10%

*Includes attitude, clear communication regarding attendance and punctuality, engagement with the work at hand (if synchronous), growth/regression, comprehension and application of theories and techniques, insight into one’s progress and process, a commitment to challenge oneself and to try new things, responding to written prompts (Nexus), and the ability to take risks. Also included are a disciplined attitude to the work (such as being prepared for class); participation in class discussion (synchronously and on Nexus) and exercises; ability to critically watch others and understand what habits or choices may be at work.*

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

Personal Voice Reflection (September 14, 2022) ..... CP\*

Storytelling (Oct 3, 5, 7, 2022) ..... 15%

Vocal Collage (Nov 21, 23, 25, 2022) ..... 15%

Fall Total.....40%

\*CP stands for Class Participation. This assignment is not given a grade but counts towards your participation in the class.

**Winter Term:**

Class Participation: ..... 10%

Rewriting Shakespeare Sonnet/Monologue (Jan 4, 2023).....P/F

Off-Book for Shakespeare (Jan 16, 2023).....P/F

Shakespeare Monologue/Sonnet (Feb 6, 8, 10, 2023).....25%

Draft Outline of Persuasive Speech (March 20, 2023).....P/F

Final Speech Outline (Well Structured. Due the day you present).....P/F

Persuasive Speech (March 27, 29, 31, April 3, 2023).....25%

Winter Total ..... 60%

**COURSE TOTAL ..... 100%**

**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 Winter Term there are two Pass/Fail components connected to the Shakespeare/Sonnet

*presentation and an additional two connected to the Persuasive Speech presentation. 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.*

All written work submitted for evaluation must use font size 12 and MLA format.

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

In the event that a class must move to remote learning, students can find answers to frequently asked questions and support here: <https://www.uwinnipeg.ca/remote-hub/learning/learning-online.html>

Note that the final date to withdraw without academic penalty for Fall/Winter courses which begin in September 2022 and end in April 2023 is February 14, 2023. Withdrawing before the VW date does not necessarily result in a fee refund.

### **LATE ASSIGNMENTS**

Should a student be absent (unexcused) or unprepared to present their performance-based assignment on their scheduled day, they will receive a 10% deduction for that assignment and will be expected to complete the assignment the following class. Should the student miss the following class (unexcused) or be unprepared to present, the student will receive a grade of 0 for the assignment. Should a student fail to turn in a Pass/Fail assignment on the scheduled date, they shall receive a failing grade for that component.

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.

### **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**

Professional conduct is expected at all times. Teacher and students are responsible for a creative and supportive atmosphere 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 are more important than any antagonism, personal or artistic differences, temperaments, and idiosyncrasies.

Any student, who repeatedly misses rehearsals, comes late, or fails to rehearse adequately may be asked to withdraw from the course. This includes all classes and out of class rehearsals. This provision has been established to protect the educational interests of scene partners and other classmates. Professional conduct is expected. Frequent absenteeism, lateness, or failure to meet reasonable standards of responsible behaviour in relation to classmates and instructors will not be tolerated. Attendance will be taken. This is part of the final grade. If you are to be absent, you must notify the instructor. Grades for practical work will be affected for anyone missing more than three classes per term.

**Class and Studio Space:** Students must clear all personal property (props, costumes, makeup, etc.) by the end of each class. This also applies to any term projects that take place in the Theatre Building (public exercise, painting projects); personal property must be removed each day once class or your studio booking is finished. This is in order to accommodate others who use these shared spaces. Anything left will be sent to the lost-and-found (Main Campus Security Office). The University assumes no responsibility for such items.

**There is no food allowed in the classroom.** Beverages are allowed (water, coffee, tea, juice). Students are required to keep the room clean and put away all props/rehearsal items used at the end of class. Marks will be adversely affected by destructive behaviour of university property.

### **COMMUNICATION:**

Along with regular in-class communication regarding course work, students will receive additional course resources, assignment descriptions, handouts and information on Nexus. Grades/feedback and correspondence will be done using students' University of Winnipeg email accounts, in person, or using Zoom. Students have the responsibility to regularly check their UWinnipeg e-mail addresses to ensure timely receipt of correspondence from the University and/or their course instructors. The Instructor will check their email account at least once per day during the week and aim to respond within 24 hours. Please note that the Instructor does **not** regularly check Nexus mail.

When or if it is necessary to cancel a class due to exceptional circumstances, every effort will be made to inform students via UWinnipeg email.

### **DRESS REQUIREMENT**

The class work will be physical in nature and students are asked to wear comfortable clothing that **fits well and allows for ease of movement**. Your clothing should keep you warm or cool when you need it to, and should not limit you, either by being restrictive, or by causing you to hold back due to concerns for your modesty. Please observe the following guidelines:

Pants must allow freedom of movement (i.e. sweats, shorts, tights, yoga/martial arts pants)

T-shirts or leggings

Hair tied back is preferable

No jewelry (to avoid injury of classmates or damage)

No jeans/low-rise pants or anything that may restrict your movement or waistline

No street shoes or hats.

No chewing gum

\*\*please bring a personal mat for floor work if you would prefer this to lying directly on the floor. Floor mats will not be provided.

The first day of classes at the university is September 6<sup>th</sup>, 2022 and the last class will be held on April 4<sup>th</sup>, 2023. Evaluation period is April 10<sup>th</sup> -21<sup>st</sup>, 2023.

### **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 without the permission of the entire class.

**Reading Week is Oct 9 - 15, 2022 for the Fall Term, and Feb 19 – 25, 2023 for the Winter Term. Also, no classes will be held on Friday, Sept 30th, National Truth and Reconciliation Day, and on Friday, Nov 11<sup>th</sup> for Remembrance Day.**

Fall Term

Week 1 Sep 7, 9		<i>Classes begin Sept 6 (for classes held on Tuesdays and Thursdays)</i>	Voice Reflection Assigned
	1	Intro, syllabus Assignment Overview	
	2	How to work on your voice Anatomy and physiology of voice	
Week 2 Sep 12, 14, 16	3	Anatomy and physiology of voice continued Presence, Grounding and Active Alignment	Voice Reflection Due Sept 14
	4	Intro to Storytelling Assignment Group Storytelling	
	5	Storytelling Prep Exploring Breath and Voice	
Week 3 Sep 19, 21, 23	6	Storytelling Prep Voice/Speech work and coming onto sound	
	7	Voice/Speech work Forward Tone and Resonance Basics	
	8	Voice/Speech work Exploring silence, tempo/pace and content	
Week 4 Sep 26, 28	9	Voice/Speech work Storytelling Prep Voice/Speech work exploring pitch and content	No Class Sept 30 (National Truth and Reconciliation Day).
	10	Voice/Speech work Storytelling Prep Gesture basics	
Week 5 Oct 3, 5, 7	11	<b>Storytelling Assignment</b>	
	12	<b>Storytelling Assignment</b>	
	13	<b>Storytelling Assignment</b>	
Week 6 Oct 17, 19, 21 (post reading week)	14	Intro to Vocal Collage Assignment Voice/Speech work	Voice Collage Assigned (Oct 17)
	15	Voice/Speech work Release Work (shoulders)	
	16	Voice/Speech work Release Work (neck)	
Week 7 Oct 24, 26, 28	17	Voice/Speech work Release work (jaw)	
	18	Voice/Speech work Release Work (tongue)	
	19	Voice/Speech work Release Work (soft palate)	
Week 8 Oct 31, Nov 2, 4	20	Voice/Speech work Articulation	Selecting your monologue/sonnet assigned (Nov 2)
	21	Voice/Speech work Voice Collage Check in Return to body, breath and sound (check in)	
	22	Voice and Speech work	
Week 9 Nov 7, 9	23	Voice/Speech work Return to body, breath and sound (check in)	No Class Nov 11 (Remembrance Day)

	24	Voice and Speech work	
Week 10 Nov 14, 16, 18	25	Voice/Speech work Voice Collage Prep	
	26	Voice/Speech work Voice Collage Prep	
	27	Voice/Speech work Voice Collage Prep	
Week 11 Nov 21, 23, 25	28	<b>Voice Collage Assignment</b>	
	29	<b>Voice Collage Assignment</b>	
	30	<b>Voice Collage Assignment</b>	
Week 12 Nov 28, 30, Dec 2	31	Intro to Shakespeare Sonnet /Monologue Who was Shakespeare?	<b>-Shakespeare assigned (Nov 28)</b>
	32	Shakespeare Assignment History of the Time	
	33	Elizabethan Worldview: Order and Chaos	
Week 13 Dec 5, 6, 7	34	Shakespeare: Issues of Gender and Race	<b>Shakespeare Selections due (Dec 6, 7).</b>
	35	Interpreting Shakespeare/Rewriting Your Sonnet/Monologue	
	36	Interpreting Shakespeare/Rewriting Your Practice Using Resources	

**Winter Term**

Week 1 Jan 4, 6	1	Voice work/warm-up Initial Sonnet/Monologue Readings	<b>Rewriting monologue/sonnet is due (Jan 4)</b>
	2	Voice work/warm-up review Sharing Your Interpretation	
Week 2 Jan 9, 11, 13	3	Voice work/warm-up review Sharing Your Interpretation	
	4	Voice work/warm-up review (Acting Basics)	
	5	Voice work/warm-up review (Connecting to your Need)	
Week 3 Jan 16, 18, 20	6	Voice work/warm-up review Monologue/Sonnet Prep - Speak Your Speech	<b>-Off-Book for Shakespeare (Jan 16) -Commence Search for Persuasive Speech Topics</b>
	7	Voice work/warm-up review (First Folio Technique)	
	8	Voice work/warm-up - Channel resonators Monologue/Sonnet Prep (Connecting to Words and Repetitions)	
Week 4 Jan 23, 25, 27	9	Voice work/warm-up Monologue/Sonnet Prep (Thought Structure)	
	10	Voice work/warm-up Monologue/Sonnet Prep (Ladders, Progressions, Verse Line)	
	11	Voice work/warm-up Monologue/Sonnet Prep (Rhythm, Pauses)	
Week 5	12	Voice work/warm-up	

Jan 30, Feb 1, 3		Sinus resonators Monologue/Sonnet Prep	<b>Persuasive Speech Topics Check-In (Feb 3)</b>
	13	Voice work/warm-up Monologue/Sonnet Prep (Rhetoric and the Art of Persuasion)	
	14	Voice work/warm-up Monologue/Sonnet Prep	
Week 6 Feb 6, 8, 10	15	<b>Shakespeare Monologue/Sonnet Assignment</b>	
	16	<b>Shakespeare Monologue/Sonnet Assignment</b>	
	17	<b>Shakespeare Monologue/Sonnet Assignment</b>	
Week 7 Feb 13, 15, 17	18	Intro to Persuasive Speech Assignment	<b>-Final Persuasive Speech Topic due (Feb 15) P/F - Feb 14 – Final day to withdraw without academic penalty</b>
	19	Organizing Your Argument	
	20	Voice work/warm-up Playing the dome Persuasive Speech Prep (Organizing Your Argument Continued and Introduction – Group Work)	
Week 8 Feb 27, March 1, 3 <b>Post reading week</b>	21	Voice work/warm-up Breath, body and sound revisited	
	22	Voice work/warm-up Persuasive Speech Prep (Group Work - Claims/Points)	
	23	Voice work/warm-up Persuasive Speech Prep (Support Material)	
Week 9 Mar 6, 8, 10	24	Voice work/warm-up Persuasive Speech Prep – (Conclusion)	
	25	Voice work/warm-up Persuasive Speech Prep – (Consequences and Call to Action)	
	26	Impromptu Persuasive Speech	
Week 10 Mar 13, 15, 17	27	Voice work/warm-up Impromptu Persuasive Speech continued	
	28	Voice work/warm-up Persuasive Speech Prep (Group Work)	
	29	Voice work/warm-up Persuasive Speech Prep	
Week 11 Mar 20, 22, 24	30	Voice work/warm-up Persuasive Speech Prep (Group Work - Dress Rehearsal)	<b>Hand in draft outline of Persuasive Speech (March 20)</b>
	31	Voice work/warm-up Persuasive Speech Prep (Group Work - Dress Rehearsal)	
	32	Voice work/warm-up Persuasive Speech Prep (Group Work - Dress Rehearsal)	
Week 12 Mar 27, 29, 31	33	<b>Persuasive Speech Assignment</b>	
	34	<b>Persuasive Speech Assignment</b>	
	35	<b>Persuasive Speech Assignment</b>	
Week 13 April 3	36	<b>Persuasive Speech Assignment</b> -Course Wrap-Up	

### **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.**

### **STUDENT PARTICIPATION POLICY & COURSE CONTENT NOTE**

Theatre is a communal art form 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 both within and outside of class times; and, in short, to 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 range of human actions, both elevated and base, public and private, physical and psychological, sexual and non-sexual, etc. Acting students learn to simulate life truthfully in interaction with other students in the safety of the acting class and the rehearsal hall through exercises, discussions, and directions which address rather than avoid truthful, particularized, personalized action.

The teaching of acting may involve encouraging students to examine personal and even intimate areas of life to help them understand and meet the demands of the work.

Performance classes often require strenuous physical activity. Classes and rehearsals may also involve consensual physical interaction between students as part of class exercises or character development and occasional, consensual, physical contact by instructors for purposes such as the demonstration of a technique or to make a posture correction. Students are responsible for wearing clothing appropriate to these activities.

This work can, at times, feel uncomfortable, but must ALWAYS be consensual, and must NEVER be unsafe. Students are encouraged to discuss any concerns about their physical and emotional safety with their course instructor.

### **KNOW YOUR RIGHTS**

#### **Human Rights and Diversity**

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

### **Sexual Violence Resources on Campus**

From the UW Human Rights & Diversity website:

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

**Disclosing** is telling a member of the UW Community that you have experienced sexual violence. This could be someone you trust or feel comfortable with, like a professor, coach, another staff person, or a member of the Sexual Violence Response Team (**SVRT**). A disclosure can be made in order to receive support, accommodation, or to be connected to other resources. The Sexual Violence Response Team (**SVRT**) is a small team of specially trained, well-situated staff that coordinates and organizes services for survivors in a confidential manner. For example, if you personally do not feel comfortable talking to your professors about extensions or deferring work, they would be able to arrange changes for you without telling the professor why you need accommodation.

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

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

**You can contact the HRDO by phone at 204-988-7508** or by email at [hrdo@uwinnipeg.ca](mailto:hrdo@uwinnipeg.ca)  
[You can report online here »](https://uwinnipeg.qualtrics.com/jfe/form/SV_4ONi2EP1gcXjyBv) ([https://uwinnipeg.qualtrics.com/jfe/form/SV\\_4ONi2EP1gcXjyBv](https://uwinnipeg.qualtrics.com/jfe/form/SV_4ONi2EP1gcXjyBv))

### **PUBLIC HEALTH CONSIDERATIONS**

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](mailto: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:**

**October 5, 2022**  
**November 9, 2022**  
**January 18, 2023**  
**March 1<sup>st</sup>, 2023**

Guests will be confirmed shortly.

***MANDATORY ATTENDANCE FOR 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-3110 Screen Acting, THFM-3201 Styles in Design, and THFM-3801 Production II.***

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 14 at 12:30 pm we will hold an *Orientation Assembly* in the Theatre** to welcome students to the new term; introduce our new students to faculty and other students; provide information about the department, its various activities and those of its professors; and deliver 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 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](mailto: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 6 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 with an emergency-only phone to contact Security immediately in the main lobby by the House Management Office. This can be used in an emergency situation to directly connect with the UW Security Services.

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](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 2022-23 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 2022-23 Undergraduate Academic Calendar, <http://uwinnipeg.ca/academics/calendar/docs/important-notes.pdf>

### **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, as described in the UW Library video tutorial "Avoiding Plagiarism" (<https://www.youtube.com/watch?v=UvFdxRU9a8g>), 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.

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://www.uwinnipeg.ca/institutional-analysis/docs/policies/academic-misconduct-procedures.pdf>.

### **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 Procedures (<https://www.uwinnipeg.ca/institutional-analysis/docs/student-non-academic-misconduct-policy.pdf> and <https://www.uwinnipeg.ca/institutional-analysis/docs/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/docs/copyright\\_policy\\_2017.pdf](https://copyright.uwinnipeg.ca/docs/copyright_policy_2017.pdf)).

### **Research Ethics**

Students conducting research interviews, focus groups, surveys, or any other method of collecting data from any person, including a family member, must obtain research ethics approval before commencing data collection. Exceptions are research activities done in class as a learning exercise. For submission requirements and deadlines, see <https://www.uwinnipeg.ca/research/ethics/index.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>).

### **VOLUNTARY WITHDRAWAL DATES**

The voluntary withdrawal dates, without academic penalty:

**NOVEMBER 16, 2022 FOR FALL TERM COURSES** which begin in September 2022 and end in December 2022

**FEBRUARY 14, 2023 FOR FALL/WINTER TERM COURSES** which begin in September 2022 and end in April 2023

**MARCH 14, 2023 FOR WINTER COURSES** which begin in January 2023 and end in April 2023

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

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

### **CAMPUS CLOSURE DATES**

The dates the University is closed for holidays, irrespective of campus closure related to COVID-19 or other public directives:

September 5 (Labour Day)

September 30 (Truth and Reconciliation Day)

October 10 (Thanksgiving Day)

November 11 (Remembrance Day)

December 23, 2022 through January 2, 2023

February 20 (Louis Riel Day)

April 07 (Good Friday)