

MUSICAL THEATRE

Fall/Winter 2023/24
Tuesday and Thursday
Class: 11:30 am - 12:45 pm
Lab (immediately following): 1:00 - 2:15 pm
Room OTO9

Instructor: Donna Fletcher
with Rachel Cameron & Rebekah Jones
E-mail: fletcher_hickerson@shaw.ca
Cell: 204-297-7430 (text only)
Office Hours: virtual office hours by
Appointment: Tuesday & Thursday
8:45 – 9:30 a.m. In person: Thursday 2:15-2:45

COURSE DESCRIPTION

Musical Theatre (THFM-3920-001 / THFM-3920L-070) focuses on the study of the multi-faceted elements of the Musical Theatre artform. The course includes dance, acting, movement and vocal workshops in which students will learn a series of solo musical numbers, scenes and dances in a variety of styles encompassing many genres. Focus will be placed on development of healthy vocal & dance technique, focused rehearsal skills, audition technique, repertoire selection, and the integration of character development into the performance of selections from the Music Theatre repertoire. Musical Theatre is a collaborative artform. This collaboration will be the basis of all learning and working expectations and will be reflected in how the class is structured and taught.

The music/vocal component will include both solo and Ensemble work with an emphasis on building the student's confidence, technique and skill in performing musical theatre in a dramatic context. The acting/vocal component will focus on bringing the student's acting technique into song all the while adapting to the demands of the Musical Theatre form. The dance component will focus on basic dance technique and development of skills as well as the incorporation of acting and singing into dance across the Musical Theatre discipline. Students will attend two live musicals, researching the shows and creating reviews of the performances. Students will prepare in class presentations detailing the impact of their chosen topic on the history of Musical Theatre.

All grading practices will reflect the expectations which would be put upon a professional actor working under a professional contract. ***These expectations include: being on time with proper attire, footwear and material (sheet music, sides, choreography notes, recording devices, etc...; responding to class related emails; being prepared to work at the appointed start time of class; being prepared to perform when called upon; being prepared to take direction and re-direction; coming to class with all assigned homework prepared and assignments completed; being an engaged and supportive co-worker; and being vocally and physically prepared to participate in all in-class exercises, dance, music rehearsals, discussions, class presentations and master classes.***

GOAL

Our goal is to present an in-class Cabaret in November which will consist of vocal solos and dance excerpts from the Music Theatre repertoire as well as a final concert in late April which will consist of vocal solos, scenes, and dance excerpts from the Music Theatre repertoire. Songs, dances and scenes will be assigned by the instructors (in conjunction with the student) according to vocal & dance skill level as well as dramatic suitability for a role. Students will be expected to develop and rehearse his/her/their selection according to a set of specific criteria. Within these assigned pieces students will demonstrate their acquired skills through their song interpretation, vocal & dance technique, text & body work as well as character analysis, verbing, subtext and motivation.

As part of the course studies, Students will be given a promo code to purchase \$20.00 tickets to see *The Sound of Music* and *Beautiful* at RMTC. Students are encouraged to book early as tickets will be limited to certain performances.

Students will be charged a fee of \$15 for music copying expenses. This fee will be due Sept 12th, 2023.

SUGGESTED TEXT

On Singing Onstage by David Craig (Applause, 1990, rev. ed.)

MARK BREAKDOWN

As this is a performance-based course, students will be assessed on the quality and degree of real in-class performance and participation, their product of consistent preparation, teamwork, collegiality. This will be assessed as part of the Studio Mark in Dance, Singing & Acting.

Studio Mark in Dance	25%
(The course instructor will oversee this grading, with input from dance instructor Rebekah Jones.)	
3% - Technical Improvement - Students will be assessed on the consistency of demonstrable application of acquired technical dance and movement skills as well as their ability to apply corrections. Marking will reflect individual technical progress throughout the academic year.	
3% - Acting through movement - Students will be assessed on the demonstrable ability to integrate & apply acting/storytelling through dance/movement as well as their ability to apply corrections. Marking will reflect individual artistic progress throughout the academic year.	
3% - Retention and Comprehension - Students will be assessed on the demonstrable ability to learn and retain choreography from class to class as well as their comprehension and knowledge of the technical aspects and historical context of dance in Musical Theatre. Marking will reflect individual progress throughout the academic year.	
10% - Dance Assessment Tests - Late November & early March - Marking will be based on technical improvement as well as demonstrable integration of acting and movement tools. Each test will be worth ½ of 10%. (Date subject to change based on class progress.)	
6% - Choreography Notation Assignment – First term - Marking will be based on written work, creativity, and required cited research.	
Studio Mark in Singing	10%
(First & Second term Solos. Students will be assessed on the consistency of demonstrable application of acquired singing & technical skills, ability to apply direction as well as consistency of musical, artistic, and technical preparedness during Master Classes. Each term will be worth ½ of 10%.)	
Studio Mark in Acting/Scene work	10%
(First & Second term - working in duets, trios, and group numbers. Students will be assessed on the consistency of demonstrable application of acquired acting, singing and movement skills, ability to apply direction, and consistency of musical, artistic, and technical preparedness during rehearsal. Each term will be worth ½ of 10%.)	
Performance Review #1 & #2	10%
(First & Second term. The objective is to apply all the student has learned about musical theatre. Using that knowledge base to analyze and review <i>The Sound of Music</i> and <i>Beautiful</i> at RMTC, this Review provides the student an opportunity to think critically about Musical Theatre on multiple levels – production, music, direction, subject matter, casting, etc. Marking will be based on written work, research & depth of information conveyed. Each review will be worth ½ of 10%.)	

Research Presentation #1 & #2 15%
 (First & Second term. Topics assigned by Instructors. The objective is to research and examine the life and influences of a Major figure in Musical Theatre History. First term options will include composers, lyricists (including librettists/book-writers), producers, directors, and performers – their influences and their legacies. Second term options will focus solely on choreographers. Marking will be based on written work, use of imaginative presentation tools, cited research and depth of information conveyed to the class. Each assignment will be worth ½ of 15%. Dates subject to change based on class progress.)

Mock Audition..... 5%
 (January. Students will be assessed on the three components of a Musical Theatre audition: song excerpt, script sides & dance call. A script and song excerpt will be assigned to the student to be prepared for the following class. The dance audition will be taught cold at the mock audition. Marking will be based on the consistency of demonstrable application of acquired acting, singing and movement skills in a live audition situation. Date subject to change based on class progress.)

Cabaret..... 10%
 (December. This is an invited performance. Material includes performance student devised 5 minute Cabaret set incorporating solo song, short character based monologue & dance. Marking will be based on demonstrable technical skills in vocal production as well as demonstrable integration of acting and movement skills.)

Final Presentation (TBC) 15%
 (This is an invited performance. Material includes performance of solo songs, scenes solo and ensemble dances. Marking will be based on technical improvement in vocal production and dance skills as well as demonstrable integration of acting tools.)

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

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+	75-79.5	GPA	3.5	F	below 50%	GPA	0
B	70 – 74.9%	GPA	3.0				

Work not submitted will be graded as 0%

Written Work

It is a requirement that all submitted assignments be typed and submitted in PDF form. Assignments **must be submitted before class discussion begins at 11:30 am**. Assignments submitted after class begins **will not be accepted**. In such cases, a grade of 0% will be assigned. Assignments are to be submitted **via email** to fletcher_hickerson@shaw.ca

LATE ASSIGNMENTS

Late assignments or projects will be penalized at the rate of 2% per day (weekends excluded) up to the final stated date of classes. For example, if the student fails to present any given practical or written project on the day assigned or, it has to be rescheduled to a different day, the student will be penalized 2% per day.

TENTATIVE SCHEDULE (subject to change based on class progress)

September	Introduction to Acting, Singing & Dance Rudiments, Ballet & Tap technique, History Lectures, Singing, Voice & text through movement, Solo Songs, Intention Work, Subtext in Song, Vocal Warm Ups National Truth & Reconciliation Day: September 30th – No Classes
October	Solo Song Master Classes, Cabaret Creation, History Lectures, Ballet & Tap technique, Scene Work, Laban Work, Verbing through Song, Vocal Warm Ups & Research Presentation #1. Mid-term Reading Week October 9th-13th – No Classes
November	Cabaret Creation, Choreography Notation Assignment, Ballet & Tap technique, Lecture, Solo Song Master Classes, Scene Work, Laban, Verbing through Song, Vocal Warm Ups, Performance Review #1 & Dance Assessment #1 Remembrance Day: November 11th – No Classes
December	Cabaret -Date TBA Christmas Break
January	Classes Resume: January 9th, 2024 Jazz & theatre dance technique, Mock Auditions, Scene/Song work continues, Individual Voice Coachings, Win/Loss & Moment Before
February	Research Presentation #2, Jazz & theatre dance technique, Scene/Song/Dance Work Continues, Extended Voice Work, Performance Review #2, & Individual Voice Coachings Mid-term Reading Week February 19th-23rd, 2024 – No Classes Voluntary Withdrawal Date: February 16th, 2024
March	Scene/Song/Dance Review, Solo Song Master Classes, & Dance Assessment #2
April	Classes End , Final Performance (date TBD)

PARTICIPATION

Theatre is a communal art form in which a number of interdependent artists 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. To achieve optimum participation marks in this course, a student is expected to come to class ready and willing to participate actively in class and master class discussion. Your attendance and active participation in sessions involving class presentations or Master Classes is especially appreciated and will be reflected in your participation grade. 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.

Contribution to discussions of lectures and assigned activities is an important means of learning for this course. Your notes on the master classes, lectures and rehearsal will provide clear evidence that you have done the work and thought about it before class. You may expect to be called on to perform, give feedback, rehearse and enter into discussion about class lectures. To be prepared, it is strongly suggested that you keep detailed notes and comments on all rehearsals, coachings and lectures. Be ready to be asked, "What did you think of X?" Those who are working consistently and thoughtfully will achieve maximum participation marks. This consistent work will be shown by the student through comments, answers and questions that draw directly on assigned material - considering implications, offering insights, and inviting exchange. Open and respectful discussions, rehearsals, master classes and coaching sessions are expected during the class. As this is a performance-based course, students will be assessed on the quality and degree of real in-class performance and participation, their product of consistent preparation, teamwork, and collegiality.

Outstanding (10%): Demonstrates consistent on-time attendance, preparation, and constructively contributes to all class activities, rehearsals and discussions; consistently demonstrates insight by asking questions, making statements that add to and facilitate the class discussion, or building upon others' comments. Consistently demonstrates respect for professor and other classmates.

Very Good (8-9%): Demonstrates consistent on-time attendance, preparation, and constructively contributes in all class, rehearsals and discussions; demonstrates insight by asking questions or making statements that are relevant, add to, and facilitate the class discussion. Usually demonstrates respect for professor and other classmates.

Fair (6-7%): Demonstrates consistent attendance and preparation; occasionally contributes to class discussions, rehearsals, regularly participates in other class activities; may occasionally arrive late to class. Generally demonstrates respect for professor and other classmates.

Poor (4-5%): Demonstrates inconsistent attendance/timeliness/contribution in class activities; may occasionally be unengaged in class activities, rehearsals and/or is disruptive/distracting or disrespectful in class; is frequently not prepared, regularly arrives late to class; falls asleep or uses laptop/cell phone, etc. during class.

Fail (0-3%): Demonstrates consistently poor attendance and consistently poor preparation; is unengaged or fails to contribute in class activities; may be disruptive/distracting or disrespectful in class to others; falls asleep or uses laptop/cell phone, etc. during class.

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

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
You can report online here » (https://uwinnipeg.qualtrics.com/jfe/form/SV_4ONi2EP1gcXjyBv)

PUBLIC HEALTH CONSIDERATIONS

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

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

HEALTH AND ACCESSIBILITY SERVICES

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

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

"THE REAL THING" LECTURE SERIES

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

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

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

Guests will be announced prior to each lecture.

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

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

ORIENTATION ASSEMBLY

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

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

ALL STUDENTS ARE ENCOURAGED AND WELCOME TO ATTEND!

TAFSA

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

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

BUILDING SECURITY

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

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

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

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

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

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

ONLINE CLASSES

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

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

RECORDING ON-LINE CLASSES

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

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

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

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

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

ELECTRONIC COURSE OUTLINE ADDENDA

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

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

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

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

GENERAL NOTES

- Students can find answers to frequently asked questions related to the University's Covid-19 policies for the 2023-24 year here: <https://www.uwinnipeg.ca/covid-19/index.html>
- Students should check their UWinnipeg e-mail addresses daily as this is the most direct way instructors and the University will contact students regarding such things as important information about health and safety, policies and registration, and Faculty will contact you about changes to class schedules, cancelled classes, etc.
- This course outline should be considered a guideline only. Time constraints and other unforeseen factors may require that some topics be omitted or covered in less detail than indicated.
- Archival records such as video/sound recordings and photographs may be made or taken during class or lab times. The University uses such materials primarily for archival, promotional, and teaching purposes. Promotional use may include display at open houses or conferences, or use in advertising, publicity, or brochures. In reading and accepting the terms in this course outline, students acknowledge consent for such use by the University. Should a student not wish to convey such consent, they should withdraw from this course immediately.
- Unless necessary for accessing class, cellular phones should be turned off during classes and examinations. Texting is not permitted in class.
- Any student attending a test or final examination may be required to present proof of identity; photo identification is preferred.
- It is the student's responsibility to retain a photocopy or computer disk copy of **ALL** assignments submitted for grading; in the event of loss or theft, a duplicate copy is required.
- 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%20P>

[rocedures.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)

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