

VOICE & SPEECH SKILLS

Fall/Winter, 2019/20
Tu/Th 13:00pm – 14:15pm
Room OT10

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Office Hours: 2:15-3pm and by
appointment

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) so as 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 an Interpretive Reading Assignment and a Storytelling Assignment. 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 his or her 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
- ensemble skills
- 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 practice/review sessions outside of class, and detailed journal notes are essential to help you learn and receive full benefit from the exercises.

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 may at times be necessary for the instructor and students to use a respectful “hand on” approach. This is done to make students aware of breath in the body, posture and habitual tension that can inhibit vocal expression. If this is a concern, please see the instructor after class to discuss possible modifications.

TEXT

There is no required text for this course.

Handouts and PDFs will be given out as supplements to class work.

EVALUATION

Individual projects will be assigned a letter grade.

Fall Term:

Class Participation.....	10%
<i>includes attitude, attendance (punctuality and lateness), engagement with the work at hand, growth/regression, comprehension and application of theories and techniques, insight into one’s progress and process and a commitment to challenge oneself and to try new things and take risks. Also included are a disciplined attitude to the work; participation in class discussion and exercises; ability to be present and critically watch others and understand what habits or choices may be at work. A Participation Rubric will be sent to all students.</i>	
Personal Voice Paper (September 10, 2019)	CP*
Interpretive Reading (Oct 8, 10, 2019)	15%
Storytelling (Nov 19, 21, 2019)	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 7, 2020).....	P/F
Off-Book for Shakespeare (Jan 23, 2020).....	P/F
Shakespeare Monologue/Sonnet (Feb 11, 13, 2020).....	25%
Draft Outline of Persuasive Speech (March 17, 2020).....	P/F
Final Speech Outline (Well Structured. Due the day you present).....	P/F
Persuasive Speech (March 24, 26, 31, April 2, 2020).....	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 Monologue/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.*

Note that **Reading Week is Oct 13 - 19, 2019 for the Fall Term, and Feb 16 – 22, 2020 for the Winter Term.** No classes are scheduled during these periods.

All work submitted for evaluation must be typed (font size 12 with 1.5 spaces between lines) and stapled. E-mail submissions will **NOT** be accepted.

LATE ASSIGNMENTS

Assignment dates and tests are known well in advance. If a student has a conflict, they must notify the instructor as soon as possible (with a minimum of a week's notice). It is at the instructor's discretion as to whether accommodation can be made. Should a student be absent (unexcused) on the day of an assigned performance, the student will receive **0%** for that assignment. Please note that if you do not contact the instructor *before* missing an assignment, your absence will automatically be considered unexcused and you will receive 0%.

Written assignments will **NOT** be accepted after the due date. Extensions may be granted but only **BEFORE** the due date and with a valid reason, at the professor's discretion.

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

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, information, grades/feedback and, if required, correspondence regarding missed work or classes using students' University of Winnipeg email accounts; students should check their University of Winnipeg email account regularly and should respond (if required) in a timely fashion. It is the students' responsibility to save and file any relevant course information.

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 when you need it to, 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 leotards

Hair tied back

No jewelry

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

No street shoes or hats.

No short skirts or low neck lines.

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.

TENTATIVE SCHEDULE**Fall Term**

Week 1 Sept 3, 5	1	Intro, syllabus Assignment Overview How to work on your voice	Personal Voice Paper and Interpretive Reading assigned
	2	Anatomy and physiology of Voice Intro to Interpretive Reading	
Week 2 Sept 10, 12	3	Exploring Presence Basics of centred posture and releasing tension	Personal Voice Paper due (Sept 10)
	4	Interpretive Reading Prep Exploring Breath and Voice	Interpretive Reading Selection Due Sept 12
Week 3 Sept 17, 19	5	Interpretive Reading Prep Voice/Speech work and gesture basics	
	6	Interpretive Reading Prep Forward Tone and Resonance Basics Exploring silence, tempo/pace and content	
Week 4 Sept 24, 26	7	Interpretive Reading Prep Voice/Speech work exploring pitch and content	
	8	Voice/Speech work Interpretive Reading Prep Word stress	
Week 5 Oct 1, 3	9	Voice/Speech work Interpretive Reading Prep	
	10	Voice/Speech work Interpretive Reading Prep	
Week 6 Oct 8, 10	11	Interpretive Reading Assignment	
	12	Interpretive Reading Assignment	
Week 7 Oct 22, 24 (Post Reading Week)	13	Intro to Storytelling Assignment Group Storytelling	Storytelling assigned (Oct 22)
	14	Voice/Speech work Selecting Your Story Exercise	
Week 8 Oct 29, 31	15	Voice/Speech Work Storytelling Prep (Stories tone/mood) Making it personal and present tense	Selecting your Shakespeare monologue/sonnet assigned (Oct 29)
	16	Voice/Speech work Storytelling Prep	
Week 9 Nov 5, 7	17	Voice/Speech work Storytelling Prep	
	18	Voice/Speech work Storytelling Prep	
Week 10 Nov 12, 14	19	Voice/Speech work Storytelling Prep	
	20	Voice/Speech work Storytelling Prep	

Week 11 Nov 19, 21	21	Storytelling Assignment	
	22	Storytelling Assignment	
Week 12 Nov 26, 28	23	-Shakespeare Assigned -Intro to Shakespeare Sonnet/ Monologue	-Shakespeare Assigned (Nov 26) -Shakespeare selections due (Nov 28).
	24	Interpreting Shakespeare/Rewriting Your Sonnet/Monologue Term wrap up	

Winter Term

Week 1 Jan 7, 9	1	Voice work/warm up Initial Sonnet/Monologue Readings	Rewriting monologue/sonnet is due (Jan 7)
	2	Voice work/warm up (Connecting to your Need/ Acting Basics)	
Week 2 Jan 14, 16	3	Voice work/warm up Monologue/Sonnet Prep - Speak Your Speech (First Folio Technique)	Commence Search for Persuasive Speech Topics (& Discussion)
	4	Voice work/warm up Monologue/Sonnet Prep (Connecting to Words and Repetitions)	
Week 3 Jan 21, 23	5	Voice work/warm up Monologue/Sonnet Prep (Thought Structure, Ladders, Progressions)	Off-Book for Shakespeare (Jan 23)
	6	Voice work/warm up Monologue/Sonnet Prep (Rhythm, Verse Line and Pauses)	
Week 4 Jan 28, 30	7	Voice work/warm up Monologue/Sonnet Prep (Rhetoric and the Art of Persuasion)	
	8	Voice work/warm up Monologue/Sonnet Prep	Initial Persuasive Speech Topics Due
Week 5 Feb 4, 6	9	Voice work/warm up Monologue/Sonnet Prep	
	10	Voice work/warm up Monologue/Sonnet Prep (Group work – Dress rehearsal)	
Week 6 Feb 11, 13	11	Shakespeare Monologue/Sonnet Assignment	
	12	Shakespeare Monologue/Sonnet Assignment	

Week 7 Feb 25, 27 (Post Reading Week)	13	Intro to Persuasive Speech Assignment Organizing Your Argument	Final Persuasive Speech Topic due (Feb 25) P/F
	14	Voice work/warm up Persuasive Speech Prep (Organizing Your Argument Continued and Introduction – Group Work)	
Week 8 March 3, 5	15	Voice work/warm up Persuasive Speech Prep (Body - Claims/Points and Support Material)	
	16	Voice work/warm up Persuasive Speech Prep (Group Work - Claims/Points and Support Material)	
Week 9 March 10, 12	17	Voice work/warm up Persuasive Speech Prep – (Conclusion, Consequences and Call to Action) Impromptu Persuasive Speech (time permitting)	
	18	Voice work/warm up Persuasive Speech Prep (Group Work) Impromptu Persuasive Speech continued (time Permitting)	
Week 10 March 17, 19	19	Voice work/warm up Persuasive Speech Prep (Group Work - Dress Rehearsal)	Hand in draft outline of Persuasive Speech (March 17)
	20	Voice work/warm up Persuasive Speech Prep (Group Work - Dress Rehearsal)	
Week 11 March 24, 26	21	Persuasive Speech Assignment	Final Speech Outline Due on the day you present
	22	Persuasive Speech Assignment	
Week 12 March 31, April 2	23	Persuasive Speech Assignment	
	24	Persuasive Speech Assignment -Course Wrap-Up	

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 lectures. 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.

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 class and at out-of-class rehearsals are of the utmost importance.

- 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.
- Attendance and punctuality will be recorded at the beginning of every class.
- 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.

"THE REAL THING" LECTURE SERIES

The Department of Theatre and Film presents a series of six lectures which will be held on **Wednesdays during the free period (12:30-13:20) in Theatre 1T15**. Please note the dates in your diary **NOW**:

September 18th (Yvette Nolan, playwright/director/author/arts administrator)
 October 30th
 November 13th
 January 22nd
 February 12th
 March 4th

This series will feature speakers from a range of areas in the performing arts: technical, performance, design, management, film, directing, playwriting, etc. These speakers will specifically address issues related to "the business of the business."

Attendance at **ALL** lectures is **MANDATORY** for **ALL Honours students in Theatre (4000-level courses, all areas), as well as students in: THFM-3101 Acting III: General, THFM-3201 Styles in Design, and THFM-3801 Production II.** Penalties for absence may be assigned by individual instructors.

Attendance for potential Theatre Honours/Majors and for Film Majors is optional but highly recommended.

NOTES FOR PERFORMANCE COURSES

- 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, comes 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.
- 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 in class. 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.
- Student actors, like professionals, are expected to provide their own basic makeup supplies where required for public exercises. Due to the potential for the transmission of skin diseases it is not recommended that students share makeup.
- 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.
- Students who bring props, costumes, or furnishings to support scene presentations please note:
 - the University will **NOT** be responsible for the loss of any such materials;
 - students are responsible for the **IMMEDIATE** removal of such materials after **EACH** use – the department does not provide storage;
 - materials not claimed **WILL BE DISPOSED OF** at the student's expense. Grades may be withheld until such costs are recovered;
 - **students MUST NOT move existing furnishings from their current locations.**

2019 ORIENTATION ASSEMBLY

Each year in September we hold an *Orientation Assembly* 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. This year our *Orientation Assembly* will be held on **Wednesday, September 11th, 2019, 12:30-13:20 in Theatre, 1T15. ATTENDANCE IS COMPULSORY** for all Majors and Honours students. Those considering Honours are strongly recommended to attend. All others are welcome and encouraged 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** as well as **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 join TAFSA to find out more at its organizational meeting, tentatively scheduled for Mon Sept 16th, 12:30-13:20 pm, Room OT10. This is a great opportunity for students to connect with other like-minded people and a way to get involved in the department events.

BUILDING SECURITY

The Asper Centre for Theatre and Film (home to the Department of Theatre and Film) is open from 8:00 am to 5:30 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 **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 an access 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.

ELECTRONIC COURSE OUTLINE ADDENDA

Students must check our website at <http://uwinnipeg.ca/theatre-film> and read the menu items called *Fire Safety Instructions in the Asper Centre for Theatre and Film, Access Card/Building Use Policy AND Room Booking Instructions*. The link to the electronic *Online Room Booking Form* is also found at this location. Please read and note all instructions carefully.

GENERAL NOTES

- 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 videotapes, 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, s/he should withdraw from this course immediately.
- Cellular phones **MUST** 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 email (and/or using the preferred form of communication, as designated by the instructor), as well as the Departmental Assistant and Chair/Dean so that class cancellation forms can be posted outside classrooms. ***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 are strongly advised to read the sections 8, 9, and 10 of the *Academic Calendar* for information on Academic Misconduct including plagiarism, and Appeals (found on-line at: <http://www.uwinnipeg.ca/academics/calendar/docs/regulationsandpolicies.pdf>).
- Detailed information regarding these policies can be found at the following:
 - 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>
 - 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>
- *Misuse of Filesharing Sites.* 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) involves "aiding and abetting" plagiarism. Students who do this can be charged with Academic Misconduct.
- *Avoiding Copyright Violation.* Course materials are owned by the instructor who developed them. Examples of such materials are course outlines, assignment descriptions, lecture notes, test questions, and presentation slides. 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 photographing or recording slides, presentations, lectures, and notes on the board.

- Students conducting research interviews, focus groups, surveys, or any other method of collecting data from any person, including a family member, must obtain the approval of the appropriate ethics committee before commencing data collection. Exceptions are research activities in class as a learning exercise. See <http://www.uwinnipeg.ca/research/human-ethics.html> for submission requirements and deadlines.
- 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 online at www.uwinnipeg.ca/respect.
- 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 examinations without penalty. A list of religious holidays can be found at <http://uwinnipeg.ca/academics/calendar/docs/important-notes.pdf>

VOLUNTARY WITHDRAWAL DATES (all courses)

The voluntary withdrawal dates for each term, without academic penalty, are:

- **FALL TERM COURSES:** November 12, 2019 for Fall courses which begin September 2019 and end December 2019
- **FALL/WINTER TERM COURSES:** February 14, 2020, for Fall/Winter courses which begin September 2019 and end April 2020
- **WINTER TERM COURSES:** March 13, 2020, for Winter courses which begin January 2020 and end April 2020

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

STUDENT PARTICIPATION POLICY & COURSE CONTENT NOTE (Performance-Related Classes)

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 must 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.

Much of an actor's work is based upon actual experiences of life which become translated into fictional circumstances. Because of this, the teaching of acting may involve encouraging the student to examine personal and even intimate areas of life to help him or her access life experiences appropriate to the demands of the work.

Performance classes often require strenuous physical activity. Classes may also involve physical interaction between students as part of class exercises or character development and occasional 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.

Students who have concerns about dealing with the full range of actions and subject matter involved in drama are urged to discuss these concerns with their course instructor.