

THFM 1001-003 (6 credit hours)

INTRODUCTION TO THEATRE: PERFORMANCE

2020/21
Tu/Th 10-11:15 am
ON LINE

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Office Hours: on line by appt.

COURSE DESCRIPTION

This course will take place primarily on Zoom as it is a performance oriented course
Tests, Quizzes and papers will be managed through Nexus and e-mail

THFM-1001: INTRODUCTION TO THEATRE: PERFORMANCE is designed as an introduction to the basic concepts of theatre with an emphasis on the art and craft of the performer. While the emphasis will be on the development of acting technique, this course is an introduction to theatre in the grander sense, and so time will be spent examining the interrelationship between the various creative roles in the theatre, as well as developing a process of textual analysis from the perspective of an interpretive artist and introducing the student to a small sampling of dramatic literature: specifically *Children of God* by Corey Payette, *A Doll's House* by Henrik Ibsen, adapted by Simon Stephens and *A Raisin in the Sun* by Lorraine Hansberry. The students' understanding of these plays and other class readings will be evaluation through brief written quizzes.

In the Fall Term students will be introduced to the basics of acting through physical training techniques, improvised and scripted scene work, and monologues. The students' progress will be evaluated through two performance presentations: first through a scene presentation and second through the rehearsal and performance of a monologue.

In the Winter Term the students will carry-over this character work to increasingly more challenging dramatic narratives. Students will be required to perform 2 rehearsed scenes selected from modern or contemporary works. In-class work will focus on script analysis, technique development and rehearsal skills.

Over the course of the academic year, students will watch one (1) theatrical production, accessed through the University Library. If time allows watching 1-2 more streamed productions may be assigned.

Mandatory "one-on-one" interviews will be held on-line in the exam period at the end of each term. Failure to attend will be counted as an absence and marks will be deducted as per the attendance policy. Arrangements will be made so the meetings fit everyone's schedule.

Class communication will take place via Zoom, Nexus and e-mail. Students are encouraged to regularly check their uwinnipeg email accounts for information and updates from the University.

REHEARSALS

During the Fall Term, students will be required to rehearse at home or meet on-line to practice the exercises introduced in class. This requirement will involve from one to two hours of out-of-class work per week. During the Winter Term all students will be required to take part in continuous ongoing scene rehearsals outside of scheduled class time. This requirement will involve a **minimum** of two to four hours per week. Students unable or unwilling to comply with this requirement are asked to withdraw from the course immediately.

Any student who repeatedly misses rehearsals, comes late, or fails to rehearse adequately may be asked to withdraw from the course. This includes scheduled all rehearsal periods. This provision has been established to protect the educational interests of scene partners and other classmates.

Scenes must be approved by the instructor **PRIOR** to the start of the allotted rehearsal period.

TEXTS

Bruder, *et al.* *A Practical Handbook for the Actor.*

Payette, Corey *Children of God*

Ibsen, Henrik *A Doll's House*

Hansberry, Lorraine *A Raisin in the Sun*

Various Playscripts: TBA (Students may be required to purchase additional scripts to support scene or project work later in the year.)

ASSIGNMENTS: A GENERAL OVERVIEW

- **Performance** There are four performance assignments in INTRO TO THEATRE: PERFORMANCE.

In the fall term:

Performance Project 1: A short scripted scene with improvised elements. (Oct 20 & 22)

Performance Project 2: Character Body Monologue. (Dec 1 & 3)

In the winter term:

Performance Project 3: Scene (Feb 9 & 11)

Performance Project 4: Final Scene (Apr 1 & 6).

The material for this scene will be taken from the modern/contemporary canon.

- **Written** There are two (2) Process papers:
Each student will prepare a **written analysis** of Performance Projects 3 and 4. The analysis process will be based on the methods addressed in *A Practical Handbook for the Actor*, as well as further material provided by the professor. Project 3 paper will include a scene breakdown of beats, objectives and actions. Project 4 paper will include applicable dramaturgical research, a scene breakdown, and reflection on applying technique, rehearsing and performing the scene.

Due Dates: **Feb 23** (Scene 2), **April 6** (Final Scene)
- **Tests/Quizzes** There will be one (1) test and four (4) quizzes during the year to evaluate students' understanding of the material covered. These will focus on comprehension from the ACTOR'S point of view. Dates: Sept 17 (On-line play Quiz), Oct 29 (Children of God Quiz), Jan 14 (A Doll's House Quiz), Feb 23 (*Practical Handbook* Test), Mar 16 A Raisin In The Sun Quiz

MARK BREAKDOWN

10%	<i>Practical Handbook</i> Test
10%	Quizzes 4 X 2.5%
5%	Performance 1: Contentless scene
15%	Performance 2: Character Body Monologue
P/F	Monologue: First Pass (prepared, rehearsed, off-book)
P/F	Monologue: Rehearsal with Instructor or TA (prepared, rehearsed, collaborative, off-book)
10%	Scene 3, Play/Scene Analysis
15%	Performance 3 - Scene
20%	Performance 4 – Scene
P/F	Scene First Pass (prepared, rehearsed, off-book)
P/F	Scene: Rehearsal with Instructor or TA (prepared, rehearsed, collaborative, off-book)
P/F	Scene Peer Evaluation
15%	Process Paper including Scene Play/Scene Analysis for final scene
100%	TOTAL (40% in Fall Term)

*Regarding **Pass/Fail (P/F)**: A number of the performance assignments include a pass/fail component. This component is a necessary part of the process. If the student fails this component it will result in a 10% reduction in the final grade for the assignment.*

Note Regarding Performance courses: We'll do a number of things that will push students out of their comfort zones. The expectation is that, despite this, students will commit themselves to the work and assignments, and will test the benefits of our work through trying it – fully. Students are also expected to participate actively in discussions – though the quality of a student's contributions matters more than the quantity. Theatre is a collaborative art-form that relies on the commitment of all the collaborators. This commitment needn't be uncritical, but it does need be generous and benevolent.

CLASS PARTICIPATION

Class participation includes:

- preparation; line-learning
- meeting outlined deadlines for class activities
- committed participation in class activities and discussions*

*There is no penalty for shyness.

LATE ASSIGNMENTS

Deadlines for practical assignments are non-negotiable, except in emergency situations.

Papers 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. **N.B. It is the student's responsibility to retain a photocopy or virtual copy of ALL assignments submitted for grading; in the event of loss or theft, a duplicate copy is required.**

Should a student be absent (unexcused) on the day of an assigned performance, the student will receive **0%** for that assignment. Should that student's absence affect a scene partner or partners, alternate arrangements will be made for their evaluation.

DRESS REQUIREMENT: **All apparel must fit well, and allow for ease of movement

As many of our classes are physical in nature, students are asked to wear comfortable clothing. Please observe the following guidelines:

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

No low-rise pants, overly baggy pants or street shoes or hats

T-shirts or leotards

Bare feet/dance shoes

Hair tied back

No jewelry

No chewing gum

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.

**CLASS SCHEDULE
(Subject to Change)**

DATE		CLASS ACTIVITY	DEADLINE
September	Tu 8	<ul style="list-style-type: none"> • Warm-up, introductions, review course outline, attend to class administration, select Class Rep • Establish first principles: Q1=Listen to yourself, Q2=Listen to the character, Q3=Listen to your partner, Q4=Listen to all your sources • Assign on-line play viewing (quiz Sept 17) • Assign – choose a monologue you love (for Performance Project 2). Must have been written post-1980. Character can be any age or gender. Must be approved by instructor by October 6) 	

	Thu 10	<ul style="list-style-type: none"> • Warm-up • Discussion– Theatre as Collaboration • Exercise - Yes and No script 	
	Tu 15	<ul style="list-style-type: none"> • Warm-up • Discussion– On-line play • Scene work, Yes/No, contentless scenes • Assign Performance Project 1: Partners and contentless scenes 	
	Th 17	<ul style="list-style-type: none"> • Warm-up • Scene work, 1st read with Partner • On-line quiz 	<ul style="list-style-type: none"> • On-line play Quiz
	Tu 22	<ul style="list-style-type: none"> • Warm-up • Scene work • Assign – read Children of God (Quiz Oct 29) • Assign – monologue off-book M, Oct 29. 	
	Th 24	<ul style="list-style-type: none"> • Warm-up • Scene work 	
	Tu 29	<ul style="list-style-type: none"> • Warm-up • Scene work <p>Reminder: Monologues chosen?</p>	<ul style="list-style-type: none"> • Contentless scene Off-Book
October	Th 1	<ul style="list-style-type: none"> • Warm-up • Scene work 	
	Tu 6	<ul style="list-style-type: none"> • Warm-up • Scene work 	<ul style="list-style-type: none"> • Monologues confirmed by this date
	Th 8	<ul style="list-style-type: none"> • Warm-up • Scene work 	
Oct 11-17		READING WEEK	
	Tu 20	<ul style="list-style-type: none"> • Warm Up • Scene Presentation 	<ul style="list-style-type: none"> • Contentless scene presentation

	Th 22	<ul style="list-style-type: none"> • Warm-up • Scene Presentation • Reminder: Performance Project 2: Monologue (Off book Oct 29) 	<ul style="list-style-type: none"> • Contentless scene presentation
	Tu 27	<ul style="list-style-type: none"> • Warm-up • <i>Children of God</i> Lecture/Discussion 	
	Th 29	<ul style="list-style-type: none"> • Warm-up • <i>Children of God</i> Lecture/Discussion • Monologue work begins 	<ul style="list-style-type: none"> • <i>Children of God</i> Quiz • Monologue Off-Book
November	Tu 3	<ul style="list-style-type: none"> • Warm-up • Run all Monologues 	
	Th 5	<ul style="list-style-type: none"> • Warm-up • Rehearse Monologues 	
	Tu 10	<ul style="list-style-type: none"> • Warm-up • Rehearse Monologues • Assign: read <i>Practical Handbook for the Actor</i>. (test Feb 23) 	
	Th 12	<ul style="list-style-type: none"> • Warm-up • Rehearse Monologues 	
	Tu 17	<ul style="list-style-type: none"> • Warm-up • Run all Monologues 	<ul style="list-style-type: none"> • Monologue ½ 1st Pass
	Th 19	<ul style="list-style-type: none"> • Warm-up • Run all Monologues 	<ul style="list-style-type: none"> • Monologue ½ 1st Pass

	Tu 24	<ul style="list-style-type: none"> • Warm-up • Rehearse Monologues • Distribute Performance Project 3 scenes. Assign: read play over break - off-book Jan 12 (NB – learn it by rote). Presentation Feb 9 & 11 	
	Th 26	<ul style="list-style-type: none"> • Warm-up • Rehearse Monologues 	<ul style="list-style-type: none"> • Schedule interview with Professor for feedback and grades.

December	Tu 1	<ul style="list-style-type: none"> • Warm-up • Monologue Presentation 	<ul style="list-style-type: none"> • Performance Project Presentation 2: Monologue
	Th 3	<ul style="list-style-type: none"> • Warm-up • Monologue Presentation • Reminder: <i>Practical Handbook test Feb 23</i> • Assign Read <i>A Doll's House</i> (quiz Jan 14) • Last class of Fall term 	<ul style="list-style-type: none"> • Performance Project Presentation 2: Monologue
		DEC 7 - JAN 6 Winter Break	
January	Th 7	<ul style="list-style-type: none"> • Warm up • Lecture: Scene Breakdown • Assign: Scene Pool Play/Final scene Scene Analysis due Feb 9, and April 6 • Reminder: read <i>A Doll's House</i> 	
	Tu 12	<ul style="list-style-type: none"> • Warm-up • Doll's house Lecture/Discussion 	<ul style="list-style-type: none"> • Scene Pool off-book
	Th 14	<ul style="list-style-type: none"> • Warm-up • Scene 3 Exercises - listening and responding & marking changes (1st Lines) 	<ul style="list-style-type: none"> • Doll's House Quiz

	Tu 19		
	Th 21	<ul style="list-style-type: none"> • Warm-up • Rehearse Scene 	
	Tu 26	<ul style="list-style-type: none"> • Warm-up • Rehearse Scenes 	<ul style="list-style-type: none"> • 1st Pass Scene 2
	Th 28	<ul style="list-style-type: none"> • Warm-up • Rehearse Scenes 	<ul style="list-style-type: none"> • 1st Pass Scene 2
February	Tu 2	<ul style="list-style-type: none"> • Warm-up • Rehearse Scenes • Assign Performance Project 4: Final Scene – distribute scenes, read play over reading week 	
	Th 4	<ul style="list-style-type: none"> • Warm-up • Rehearse Scenes • Reminder: Scene breakdowns due on Feb 9 and Practical Handbook TEST on Feb 23 • Distribute Peer Eval Forms – due April 6 	
	Tu 9	<ul style="list-style-type: none"> • Warm-up • Run Scenes 	<p>Present Performance Project 3: Scene</p> <p>Scene Breakdown due</p>
	Th 11	<ul style="list-style-type: none"> • Warm-up • Run Scenes 	<p>Present Performance Project 3: Scene</p>
Feb 14-20		Reading Week	
	Tu 23	<ul style="list-style-type: none"> • Practical Handbook Test On-Line 	<p>Practical Handbook Test</p>
	Th 25	<ul style="list-style-type: none"> • Warm-up • Rehearse Scene • Assign Read A Raisin in the Sun 	
March	Tu 2	<ul style="list-style-type: none"> • Warm-up • Rehearse Scene 	

	Th 4	<ul style="list-style-type: none"> • Warm-up • Rehearse Scene 	
	Tu 9	<ul style="list-style-type: none"> • Warm-up • Rehearse Scene 	
	Th 11	A Raisin in the Sun Lecture/Discussion	
	Tu 16	<ul style="list-style-type: none"> • Warm-up • Rehearse Scene 	<ul style="list-style-type: none"> • A Raisin In The Sun Quiz
	Th 18	<ul style="list-style-type: none"> • Warm-up • Rehearse Scene 	
	Tu 23	<ul style="list-style-type: none"> • Warm-up • Rehearse Scene 	
	Th 25	<ul style="list-style-type: none"> • Warm-up • Rehearse Scene 	<ul style="list-style-type: none"> • Schedule interviews.
	Tu 30	<ul style="list-style-type: none"> • Warm-up • Rehearse Scene 	
April	Th 1	<ul style="list-style-type: none"> • Warm-up • Run Scenes 	<ul style="list-style-type: none"> • Final Performance Project 4: Scene presentation
	Tu 6	<ul style="list-style-type: none"> • Warm-up • Run Scenes <p>Last class of winter term</p>	<ul style="list-style-type: none"> • Final Performance Project 4: Scene Presentation • Process Paper due. • Peer Evals due.

ATTENDANCE AND LATENESS for first-year Performance classes

Given that this is a practical studio course, extensive participation and professionalism are required. As a result, punctuality and attendance at on-line and in-person classes and at out-of-class rehearsals are of the utmost importance. Although the on-line component of the course may allow for some flexibility where unexpected issues come into play, normally the following would apply:

- **Attendance and punctuality will be recorded at the beginning of every class.**
- Unexcused absences from lectures, labs, or out-of-class rehearsals will be penalized at a rate of 1% per instance.
- Unexcused lateness for lectures, labs, or out-of-class rehearsals will be penalized at a rate of .5% 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.
- 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, either online or in person depending on the Instructor's schedule. 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. **Even while working on-line, there will be physical work required. Ideally the student will have space to move while on-line and be dressed to move.** If there are limitations due to the student's remote environment, adjustments should be made with the instructor in advance.
- No eating, chewing gum, or wearing a mask during on-line work.
- 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 are **not allowed** bring props, costumes, or furnishings to support in-person scene presentations for health and hygiene reasons.
- Students attending rehearsals or labs in the Theatre building **MUST NOT move existing furnishings from their current locations.**

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. When in-person, classes and rehearsals 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.

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 six lectures held on Wednesdays during the free period (12:30-13:20); in 20-21, these will be presented online (by Zoom or other platform). This series will feature speakers from a range of areas in the performing arts: technical, performance, design, management, film, directing, playwrighting, etc. These speakers will specifically address issues related to “the business of the business.”

The first Lecture will take place at 12:30 pm Wednesday, September 23rd, and features Yolanda Bonnell, a performer and playwright of Ojibwe and South Asian descent, from Fort William First Nation Indian Reserve in Thunder Bay, ON. Now based in Toronto, Yolanda graduated from Humber College's theatre performance program and was named one of NOW Magazine's artists to watch in Summerworks in 2016.

Further guests and dates will be confirmed in September.

Normally, attendance at **EVERY** lecture is mandatory for all Honours students in Theatre (4000-level courses, all areas), as well as students in THFM-3110-001 Screen Acting, THFM-3201 Styles in Design, and THFM-3801 Production II, and any other appropriate 3000-level course being taught in the term.

For the unusual circumstances of 2020-21, attendance is **STRONGLY RECOMMENDED** for all Honours students, 3000-level THFM majors, potential Theatre Honours/Majors and for Film Majors.

Please see our department website in the Fall for information.

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. Those considering Honours are strongly recommended to attend. All others are welcome and encouraged to attend.

This September, the Assembly will likely happen via Zoom.

Please see our department website in September for information.

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 their meetings, every second Monday from 12:30-13:20 pm (by Zoom or other platform in 2020-21). 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

To safeguard the health of the UWinnipeg community — and support public health efforts — during the ongoing COVID-19 situation, the UW campus is closed until further notice. All academic instruction and evaluation will continue through alternate delivery.

The Asper Centre for Theatre and Film (home to the Department of Theatre and Film) is CLOSED as per Campus policy. Access for students attending in-person labs in our building will be arranged as necessary. All studios and labs are locked 24/7.

NOTE: It is **MANDATORY** that anyone attending labs or rehearsals in the building carry an ID card/student card to verify they are allowed to be on campus. If a Security Guard checks and you do not have proper accreditation, **you will be evicted**.

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

RECORDING ON-LINE CLASSES

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

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* and *Access Card/Building Use Policy*.

Room bookings at the ACTF are suspended until at least December 31, 2020 and possibly longer. However, when we are able to allow students to book rooms again, links to *Room Booking Instructions* and electronic *Online Room Booking Form* can also be found on our department website. Please read and note all instructions carefully.

GENERAL NOTES

- Students can find answers to frequently ask questions related to remote learning here: <https://www.uwinnipeg.ca/covid-19/remote-learning-faq.html>.
- Students should check their UWinnipeg e-mail addresses daily as this is the most direct way instructors and the University will contact students, particularly during the current remote learning environment.
- 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, 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 email (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.***
- **Regulations, Policies, and Academic Integrity:** Students are encouraged to familiarize themselves with the "Regulations and Policies" found in the University Academic Calendar at: <https://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 note 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. More detailed information can be found here: 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>.

- **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, notes on whiteboards, 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).

- **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 <http://www.uwinnipeg.ca/research/human-ethics.html>.
- **Privacy.** Students should be familiar with 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>)
- **Respectful Learning Environment.** All students, faculty and staff have the right to participate, learn and work in an environment that is free of harassment and discrimination. 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 (e.g., *Respectful Working and Learning Environment Policy* at <https://www.uwinnipeg.ca/respect/respect-policy.html>; *Acceptable Use of Information Technology Policy* at <https://www.uwinnipeg.ca/institutional-analysis/docs/policies/acceptable-use-of-information-technology-policy.pdf>) could be considered “non-academic” misconduct.

More detailed information can be found here:

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> .

- 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

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

- **FALL TERM COURSES:** November 17, 2020 for Fall courses which begin in September 2020 and end in December 2020;
- **FALL/WINTER TERM COURSES:** February 23, 2021 for Fall/Winter courses which begin in September 2020 and end in April 2021;
- **WINTER TERM COURSES:** March 16, 2021 for Winter courses which begin in January 2021 and end in April 2021.

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.