

THFM-1001-050 (6 credit hours)

INTRODUCTION TO THEATRE: PERFORMANCE

Fall/Winter, 2020 / 2021
Mondays & Wednesdays 6:00-7:20 pm
Room: On-line (Zoom)
Office Hours: TBA

Instructor: Cairn Moore
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COURSE DESCRIPTION

This course is designed as an introduction to the basic concepts of theatre. Emphasis is placed on the art and craft of the performer.

In first term students will be introduced to the basics of modern acting technique through acting exercises, improvisation, vocal work and script analysis. The skills covered in each term will be evaluated through the presentation of one contemporary monologue and one contemporary scripted scene. Students will also be expected to keep an acting journal throughout the year. The journal should reflect acting experiences and discoveries made in class or rehearsal and will be the basis for an acting paper due at the end of second term.

Students will also be introduced to various forms of modern drama and script interpretation through an examination of three plays, representing a range of contemporary work: *A Doll's House* by Henrik Ibsen, *Children of God*, a powerful Canadian musical by Corey Payette, and *Concord Flora* by Jordan Tannahill. Student's understanding of these plays will be evaluated through three short quizzes and two written tests. Both tests will also include the basic principles in our primary texts: *A Practical Handbook for the Actor*, as well as the live theatre we attend or watch virtually.

In first term, we will attend (virtually) an evening of new work written by emerging and seasoned playwrights at *FemFest*, (*Sarasvati Productions*). Normally, our class would attend three live performances at three different theatres; unfortunately professional theatres in Winnipeg have either postponed or cancelled their seasons due to the pandemic. If restrictions are lifted we will amend our schedule accordingly. For any shows we do attend, students will be required to pay for their tickets at a reduced group rate. Our performance students will also be encouraged to attend the Theatre Department's third and fourth year shows, which will be offered virtually.

REQUIRED TEXTS

Bruder, *et al.* *A Practical Handbook for the Actor* (Random House)
Tannahill, Jordan, *Concord Floral* (Playwrights Canada Press)
Payette, Corey, *Children of God* (J. Gordon Shillingford Publishing, Scirocco Drama)
Ibsen, Henrik, *A Doll's House*, translated by Simon Stephens (Methuen Drama)

MARK BREAKDOWN

1st Term Test (<i>A Practical Handbook, Class Lectures, A Doll’s House</i>) Nov. 16, 2020 (On-Line)	15%
Monologue Presentation (December 07 & 08, 2020)	15%
Play Quizzes (<i>A Doll’s House, Concord Floral, Children of God</i>)	10%
2 nd Term Test (<i>A Practical Handbook, Concord Floral, Children of God, Class lectures</i>) March 22, 2021	15%
Final Essay (Due in class: March 29, 2021).....	20%
2nd Scene Presentation (April 05 & 07, 2021)	20%
Class Participation.....	5%
	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 – 79.9%	GPA	3.5	F	below 50%	GPA	0
B	70 – 74.9%	GPA	3.0				

Work not submitted will be graded as 0%.

LATE ASSIGNMENTS

Late papers will be penalized at the rate of 1% per day (weekends excluded). For example, if your essay is given a mark of 70% and it is a week late, you would receive 65%. The mark would then be converted to a mark out of twenty. Papers will **NOT** be accepted after the final deadline **March 29, 2021**.

CLASS PARTICIPATION

An outstanding participation grade will be based on consistent on-time attendance and active participation in both group discussions and acting exercises. Shyness will not be penalized. If a student is hesitant to participate in larger group discussions there will be plenty of opportunity to contribute in smaller break out rooms. Students are expected to be fully engaged in the Zoom room, arriving prepared for each session, completing all necessary reading and assignments, as evidenced by meaningful contributions to group discussions. Distractions such as texting, emailing, dropping in and out of the Zoom room or disrespecting fellow students will greatly effect the students participation grade.

REHEARSALS

Throughout this course, all students will be required to take part in ongoing scene rehearsals outside of scheduled class time. Although students will not be required to rehearse in person, students will be expected to arrange zoom rehearsals. 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 will 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.

Monologues and scenes must be approved by the instructor **PRIOR** to the start of the rehearsal period.

QUIZZES

Students will be given a short quiz on each of the three plays discussed and studied in this course. Collectively, the three quizzes will represent 10% of the overall mark. Quizzes will not be given subsequent to the quiz date.

TENTATIVE SCHEDULE (subject to change)

Fall Term 2020

All classes will be online via Zoom unless there is a change in Covid 19 restrictions.

Week #1 (September)

Monday	Sept.	14	Class #1: Meet and Greet / Review Course Outline Monologue choice by Wed. Sept 23
Wednesday	Sept.	16	Class #2. Ice Breakers/ Improvisation/How to choose a monologue

Week #2

Monday	Sept	21	Class #3. Field Trip #1 FemFest Bake Off 2020 6:30-8:00 p.m Virtual Performance
Wednesday	Sept.	23	Class #4. Discussion of FemFest Bake Off Performance Trust Exercises/Listening <i>Confirm Monologue Choices</i>

Week #3

Monday	Sept	28	Class #5. Aristotle / Freytag's Pyramid of Dramatic Structure
Wednesday	Sept	30	Class #6. Memorization Technique/ 1st line of monologue Divide class into two monologue groups (Group A & Group B)

Week #4 (October)

Monday	Oct	05	Class #7. Punctuation / Stanislavski Method
Wednesday	Oct	07	Class #8. Punctuation / 1st 4 lines of monologue

Week #5

Monday	Oct	12	Thanksgiving: no classes
Wednesday	Oct	14	Class #9. Scoring a Monologue / 1st 4 lines of monologues

Week #6

Monday	Oct	19	Class #10. <i>A Practical Handbook: Playing Action</i>
Wednesday	Oct	21	Class #11. Playing Dramatic Action / Verbing / 1st 3 minutes of monologues

Week #7

Monday	Oct	26	Class #12. QUIZ / Discussion of <i>A Doll's House</i>
Wednesday	Oct	28	Class #13. Workshop <i>A Doll's House</i>

Week #8 (November)

In the month of November, all students will book a half hour one on one private zoom rehearsal with Cairn.

Monday	Nov	02	Class #14. Design Lecture/ Guest Speaker: Adam Parboosingh
Wednesday	Nov	04	Class #15. 3 Minutes of Monologue / Movie: <i>A Doll's House</i>

Week #9

Monday	Nov	09	Class #16. Vowelling & Consonanting / Review for Term Test
Wednesday	Nov	11	Remembrance Day: no classes

Week #10

Monday	Nov	16	Class #17. Term Test Via Zoom (<i>A Doll's House, Practical Handbook</i>)
Wednesday	Nov	18	Class #18. Students off book for monologues

Week #11

Monday	Nov	23	Class #19. Voice & Text Workshop
Wednesday	Nov	25	Class #20. Monologues

Week #12

Monday	Nov	30	Class #21. Dress Rehearsal for Monologues (Group A)
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December

Wednesday	Dec	02	Class #22. Dress Rehearsal for Monologues (Group B)
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Week #13

Monday	Dec	07	Class #23. Warm Up / Monologue Presentation (Group A)
Tuesday	Dec	08	Class #24. Warm Up / Monologue Presentation (Group B) (<i>Make up class for Wednesday Nov. 11</i>)

December 10-23

December 24 -January 04

Exam / Test Period

University Closed

Winter Term 2021

All classes will be on line via Zoom unless there is a change in Covid 19 restrictions.

Week #1 (January)

Monday	Jan	11	Improvisation / Neutral Dialogue Confirmation of 2nd Term Scene Partners
Wednesday	Jan	13	Playing a Scene Objective

Week #2

Monday	Jan	18	Objective / <i>Practical Handbook: Analyzing a Scene</i>
Wednesday	Jan	20	Workshop: <i>Analyzing Your Scene</i> (Confirmation of scene selection)

Week #3

Monday	Jan	25	QUIZ/ Discussion of " <i>Children of God</i> "
Wednesday	Jan	27	Production Lecture: Guest Speaker: Aaron Frost

Week #4 (February)

Monday	Feb	01	Workshop “ <i>Children of God</i> ”
Wednesday	Feb	03	First minute of Scenes

Week #5

Monday	Feb	08	Voice Work / Radio Commercials
Wednesday	Feb	10	Subtext/ First 2 minutes of Scenes

Monday	Feb	15	<i>Louis Riel Day No Classes</i>
Wednesday	Feb	17	<i>Winter Term Reading Week (Feb 14-20) No Classes</i>

Week #6

Monday	Feb	22	Robert Munsch / Voice & Text
	Feb	23	<i>Final Withdrawal Date</i>
Wednesday	Feb	24	First 2 minutes of Scenes

Week #7 (March)

In the month of March, all scene partners will book a half hour, one on one, private zoom rehearsal with Cairn.

Monday	Mar	01	Quiz / Discussion of <i>Concord Floral</i>
Wednesday	Mar	03	Workshop <i>Concord Floral</i>

Week #8

Monday	Mar	08	Scene Analysis #2
Wednesday	Mar	10	First 3 minutes of Scenes

Week #9

Monday	Mar	15	Status / 3 minutes of Scenes
Wednesday	Mar	17	Scene caps (actors off-book) / Review for Test

Week #10

Monday	Mar	22	2nd Term Test (Via Zoom) <i>(Children of God, Concord Floral, Practical Handbook)</i>
Wednesday	Mar	24	Dress Rehearsal: Concord Floral / Scene Caps

Week #11

Monday	Mar	29	Dress Rehearsal / Final Scenes Final Essay Due
Wednesday	Mar	31	Dress Rehearsal / Final Scenes

Week #12. (April)

Monday	April	05	Final Scene Presentation
Wednesday	April	07	Final Scene Presentation (Final Class)

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, playwriting, 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.**