

## VOICE & SPEECH SKILLS

Fall/Winter, 2020/21  
Tu/Th 13:00pm – 14:15pm  
Room: Zoom or OT10  
(if permitted to return in the Winter Term)

**Instructor:** Tom Soares  
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Office Hours: Tu/Th, 2:15 – 3pm and by  
appointment by phone or Zoom.

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### **COURSE DESCRIPTION**

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

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

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

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

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

**Methods:**

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

2) Students will be asked to respond to class prompts several times per term on Nexus. These will primarily consist of sharing thoughts on progress, discoveries, and outside observations of vocal behaviour. Students will also be required to respond to at least one other student's response. This will count (in part) toward your participation grade and will help to create a greater sense of community. It will also serve to sharpen your awareness and critical thinking skills.

**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%

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

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

Personal Voice Paper (September 15, 2020) ..... CP\*  
 Vocal Collage (Oct 6, 10, 2020) ..... 15%  
 Storytelling (Nov 24, 26, 2020) ..... 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, 2021)..... P/F  
 Off-Book for Shakespeare (Jan 26, 2021)..... P/F  
 Shakespeare Monologue/Sonnet (Feb 9, 11, 2021).....25%  
 Draft Outline of Persuasive Speech (March 23, 2021).....P/F  
 Final Speech Outline (Well Structured. Due the day you present).....P/F  
 Persuasive Speech (March 30, April 1, 6, 2021)..... 25%  
 Winter Total ..... 60%

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

**Note:** Given the unprecedented nature of the year, new course delivery methods and the potential for permitted changes in course delivery, substantial changes to important aspects of course outlines may be necessary for the benefit of the class. These may include the number, nature, and weighting of assignments. Any anticipated changes will be discussed with students prior to implementation.

**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.*

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

### **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. 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. 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.

### **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 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 will apply:

- **Attendance and punctuality will be recorded at the beginning of every class.**
- Unexcused absences from lectures, labs, or rehearsals will be penalized at a rate of 2% per instance.
- Unexcused lateness for lectures, labs, or rehearsals will be penalized at a rate of 1% per instance.
- After a **THIRD** late or absence, the instructor will schedule a meeting with the student to discuss withdrawal from the course.
- After a **FIFTH** unexcused absence the student will be required to meet with the Chair of the department to discuss withdrawal from the course.
- In performance courses in which casts rehearse a show, unexcused lateness and absence will not be tolerated and may result in the recasting of your role after **ONE** incident.
- Excused absences or lates require a medical note or prior arrangement with the instructor. It is at the instructor's discretion whether or not to excuse a non-medical absence.
- After **FIVE** excused absences the student will be required to meet with the Instructor to discuss whether it is realistic for him/her to continue in the course.

Given the rigorous, practical nature of studio courses, and the demands these courses make in terms of attendance and punctuality, students with chronic medical conditions that require extensive absence should meet with the instructor at the beginning of the term to discuss whether the course is appropriate for them.

**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 and COURSE DELIVERY**

Regardless of the way the course is delivered, teacher and students are responsible for a creative, supportive and protective 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 personal or artistic differences.

This course will be delivered through synchronous (live) and asynchronous (prerecorded) instruction, administered through Zoom and the course website on Nexus. Students will require reliable access to the Internet. We will meet as a group during regularly scheduled class time via Zoom, for a combination of brief lectures, discussions, exercises and rehearsal of in class assignments. Some lectures or exercise descriptions may be prerecorded for asynchronous access. In the event that students are required to view asynchronous material, this time will be deducted from the synchronous weekly schedule (synchronous and asynchronous lessons will not exceed the total class time for the week). These recorded lectures will be available to course members only, via Nexus. Posted lecture videos will only be available for 72 hours before being removed from Nexus. While it is preferable for students to have cameras on during

synchronous learning (if possible), students may choose to turn off personal cameras during recording (to be discussed). Students will be required to turn cameras on for coaching and performance-based assignments.

Students may submit pre-recorded assignments if there are barriers to presenting their work live (to be discussed on an individual basis). In the event that an assignment is pre-recorded, students must email a link to the Instructor, using the cloud storage of their choice. These recordings will be used for evaluation purposes and shared with the rest of the class for group feedback in the same way as a live performance would be. In addition, recording may be done of performance assignments and retained in case of grade appeal. All such performance recordings will be kept by the instructor for one year and only shown in case of appeal.

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.

The material, assignments and exercises in this course will require a workspace which is roughly 6 feet square (or larger) in which students can move. Ideally, students will also have a space in which they can make sound freely. If this cannot be done during scheduled class time, there are potential alternatives. Please communicate with your instructor to discuss these.

### **COMMUNICATION:**

Along with regular in-class communication regarding course work, students will receive additional course resources, assignment descriptions, handouts and information on Nexus. Grades/feedback and correspondence will be done using students' University of Winnipeg email accounts or in person using Zoom (to be discussed); students should check their University of Winnipeg email account regularly and should respond (if required) in a timely fashion. The Instructor will check their email account at least once per day, during the week, and aim to respond within 24 hours. Please note that the Instructor does **not** regularly check Nexus mail.

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

### **DRESS REQUIREMENT**

Some of 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 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 is ideal

No jeans or anything that may restrict your movement or waistline

No short skirts or low neck lines

No chewing gum

**TENTATIVE SCHEDULE**

Note that **Reading Week is Oct 11 - 17, 2020 for the Fall Term, and Feb 14 – 20, 2021 for the Winter Term.** No classes are scheduled during these periods

**Fall Term**

Week 1 Sept 8, 10	1	Intro, syllabus Assignment Overview How to work on your voice	<b>Personal Voice Paper and Interpretive Vocal Collage assigned</b>
	2	Anatomy and physiology of Voice Intro to Vocal Collage	
Week 2 Sept 15, 17	3	Exploring Presence Basics of centred posture and releasing tension	<b>Personal Voice Paper Due Sept 15</b>
	4	Interpretive Reading Prep Exploring Breath and Voice	
Week 3 Sept 22, 24	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 29, Oct 1	7	Interpretive Reading Prep Voice/Speech work exploring pitch and content	
	8	Voice/Speech work Vocal Collage Prep Word stress	
Week 5 Oct 6, 8	9	Voice/Speech work <b>Vocal Collage Assignment</b>	
	10	Voice/Speech work <b>Vocal Collage Assignment</b>	
Week 6 Oct 20, 22 (Post Reading Week)	11	Intro to Storytelling Assignment Group Storytelling	
	12	Voice/Speech work Selecting Your Story Exercise	
Week 7 Oct 27, 29	13	Voice/Speech Work Storytelling Prep (Stories tone/mood) Making it personal and present tense	<b>Storytelling assigned (Oct 27)</b>
	14	Voice/Speech work Storytelling Prep	
Week 8 Nov 3, 5	15	Voice/Speech work Storytelling Prep	<b>Selecting your Shakespeare monologue/sonnet assigned (Nov 3)</b>
	16	Voice/Speech work Storytelling Prep	

Week 9 Nov 10, 12	17	Voice/Speech work Storytelling Prep	
	18	Voice/Speech work Storytelling Prep	
Week 10 Nov 17, 19	19	Voice/Speech work Storytelling Prep	
	20	Voice/Speech work Storytelling Prep	
Week 11 Nov 24, 26	21	<b>Storytelling Assignment</b>	
	22	<b>Storytelling Assignment</b>	
Week 12 Dec 1, 3	23	-Shakespeare Assigned -Intro to Shakespeare Sonnet/ Monologue	<b>-Shakespeare assigned (Dec 1) -Shakespeare Selections due (Dec 3).</b>
	24	Interpreting Shakespeare/Rewriting Your Sonnet/Monologue Term wrap up	

**Winter Term**

Week 1 Jan 7	1	Voice work/warm up Initial Sonnet/Monologue Readings	<b>Rewriting monologue/sonnet is due (Jan 7)</b>
Week 2 Jan 12, 14	2	Voice work/warm up Sharing Your Interpretation	
	2	Voice work/warm up (Connecting to your Need/ Acting Basics)	
Week 3 Jan 19, 21	4	Voice work/warm up Monologue/Sonnet Prep - Speak Your Speech (First Folio Technique)	<b>Commence Search for Persuasive Speech Topics (&amp; Discussion)</b>
	5	Voice work/warm up Monologue/Sonnet Prep (Connecting to Words and Repetitions)	
Week 4 Jan 26, 28	6	Voice work/warm up Monologue/Sonnet Prep (Thought Structure, Ladders, Progressions)	<b>Off-Book for Shakespeare (Jan 26)</b>
	7	Voice work/warm up Monologue/Sonnet Prep (Rhythm, Verse Line and Pauses)	
Week 5 Feb 2, 4	8	Voice work/warm up Monologue/Sonnet Prep (Rhetoric and the Art of Persuasion)	
	9	Voice work/warm up Monologue/Sonnet Prep	
Week 6 Feb 9, 11	10	<b>Shakespeare Monologue/Sonnet Assignment</b>	
	11	<b>Shakespeare Monologue/Sonnet Assignment</b>	



Week 7 Feb 23, 25 (Post Reading Week)	12	Intro to Persuasive Speech Assignment Organizing Your Argument	<b>Final Persuasive Speech Topic due (Feb 23) P/F</b>
	13	Voice work/warm up Persuasive Speech Prep (Organizing Your Argument Continued and Introduction – Group Work)	
Week 8 March 2, 4	14	Voice work/warm up Persuasive Speech Prep (Body - Claims/Points and Support Material)	
	15	Voice work/warm up Persuasive Speech Prep (Group Work - Claims/Points and Support Material)	
Week 9 March 9, 11	16	Voice work/warm up Persuasive Speech Prep – (Conclusion, Consequences and Call to Action)	
	17	Voice work/warm up Impromptu Persuasive Speech	
Week 10 March 16, 18	18	Voice work/warm up Persuasive Speech Prep (Group Work) Impromptu Persuasive Speech continued	
	19	Voice work/warm up Persuasive Speech Prep	
Week 11 March 23, 25	20	Voice work/warm up Persuasive Speech Prep (Group Work - Dress Rehearsal)	<b>Hand in draft outline of Persuasive Speech (March 23)</b>
	21	Voice work/warm up Persuasive Speech Prep (Group Work - Dress Rehearsal)	
Week 12 March 30, April 1	22	<b>Persuasive Speech Assignment</b>	<b>Final Speech Outline Due on the day you present</b>
	23	<b>Persuasive Speech Assignment</b>	
Week 13 April 6	24	<b>Persuasive Speech Assignment</b> -Course Wrap-Up	

### **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**

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](mailto:accessibilityservices@uwinnipeg.ca) to discuss appropriate options. All information about a student's disability or medical condition remains confidential. If you are registered with Accessibility Services, do not assume that Accessibility Services (AS) has informed your instructor that you have registered with them. Please see <http://www.uwinnipeg.ca/accessibility>. If you do not register with AS, you cannot be granted special consideration (e.g. extra time to write exams/tests, attendance issues because of physical or mental health conditions, etc.).

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

### **"THE REAL THING" LECTURE SERIES**

During the FW terms, the Department of Theatre and Film presents a series of 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 23<sup>rd</sup>, 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.

Dates and delivery method will be confirmed in September. 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. Date and delivery method will be confirmed in in early September. Please see our department website 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](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.**