

THFM-1001-050 (6 credit hours)

INTRODUCTION TO THEATRE: PERFORMANCE

Fall/Winter, 2021 / 2022
Mondays & Wednesdays 6:00-7:20 pm
Room OT09 **(In person)**

Instructor: Cairn Moore
Phone: 204-290-3725 (Cell)
E-Mail: caamoore@shaw.ca
c.moore@uwinnipeg.ca
Office Hours: TBA

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, movement, vocal work and script analysis. The skills covered in each term will be evaluated through the presentation of two contemporary scripted scenes. 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 the 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: *Strength of Indian Women* by Vera Manuel, *EVERYBODY* by Branden Jacobs-Jenkins and *Jail Baby* by Cairn Moore and Hope McIntyre. Student's understanding of the latter 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*, *T.E.A.M* and *Backward & Forward* which are included in the course pack available through NEXUS.

In second term, students will participate in two field trips. In February our class will not only read the play *EVERYBODY* they will also have the opportunity to see it performed by students in our honours acting program right here on campus. In March students will be invited to a rehearsal of *Jail Baby*, both co-written and directed by course instructor Cairn Moore.

REQUIRED TEXTS

Moore, Cairn, McIntyre Hope *Jail Baby* (Scirocco)
Jacobs-Jenkins, Branden *Everybody* (Dramatists Play Service Inc.)

REQUIRED READINGS (to be found on Nexus or links below):

Honouring the Strength of Indian Women by Vera Manuel (Library e-book) Search the U of W library catalogue e-book options. Students must be logged in to access the e-book.

<https://uwinnipeg.on.worldcat.org/v2/oclc/1080209448> . From here you can select the e-book if you are logged in.

- Bond, Laura. TEAM for Actors: A Holistic Approach to Embodied Acting. CreateSpace Independent Publishing Platform. 2012. (pp. 1-9; 13-23; 111-114; 128-129)
- Bruder, Melissa. The Practical Handbook for the Actor. Vintage. 1986. (pp. 13-39)
- Ball, David. Backwards & Forwards: A Technical Manual for Reading Plays. Southern Illinois University Press. 1983. (pp. 9-14 & 60-67)

- Lauzon, Jani. “The Search for Spiritual Transformation in Contemporary Theatre Practice”, Performing Indigeneity. eds. Yvette Nolan and Ric Knowles. Playwrights Canada Press. 2016. (pp. 87-97)
- Smith, Anna Deavere Smith. Letters to a Young Artist. Anchor Books. 2006. (pp. 3-6 & 140-141)
- Stanley, Sarah Garton. “Failure Points”, Canadian Theatre Review, Volume 150, Spring 2012. (pp. 100-102) <https://uwinnipeg.on.worldcat.org/oclc/5144093986>
- Manossa, Geraldine. “The Beginning of Cree Performance Culture”, Aboriginal Drama and Theatre. ed Robert Appleford. Playwrights Canada Press. 2005. (pp. 124-133) <https://uwinnipeg.on.worldcat.org/oclc/607800660>)
- Pettiford-Wates, Tawnya. “Ritual Poetic Drama within the African Continuum: The journey from Shakespeare to Shange”, Black Acting Methods. Routledge. 2017. (pp 106-122) <https://uwinnipeg.on.worldcat.org/oclc/960040454>
- “Words of wisdom for actors”, Black Acting Methods. Routledge. 2017. (pp 213-218) <https://uwinnipeg.on.worldcat.org/oclc/960040454>
- Suzuki, Tadashi. “On Acting”, Culture is the Body. Trans. Kameron H. Steele. Theatre Communications Group. 2015. (pp. 31-61)

MARK BREAKDOWN

1st Term Test (*A Practical Handbook, Required Readings, Class Lectures, Strength of Indian Women* **Nov. 17, 2021** (Room TBA)..... 15%

1st Scene Presentation (**December 06, 2021**) 15%

Play Quizzes (*Strength of Indian Women, Jail Baby & Everybody*) 10%

2nd Term Test (*Required readings, Jail Baby, Everybody, Class lectures*) **March 21, 2022**, (Room TBA) . 15%

Final Essay (**Due in class: March 30, 2022**)..... 20%

2nd Scene Presentation (**April 06, 2022**)..... 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 30, 2022**.

CLASS PARTICIPATION

- **Six Criteria for Grading Participation**—The criteria the instructor considers in assigning participation marks includes the following points (which reflect the above remarks):
 - a. **Preparation:** Was the student prepared for class, including demonstrating she/he read the required readings in a timely manner?
 - b. **Quality of the participant's contributions to the discussion:** Did the student contribute some relevant remarks about matters arising in the discussion?
 - c. **Nature of the participant's interaction with others:** Did the student listen well? Did she/he encourage others to speak up? Did she/he ask helpful questions or offer useful follow-up remarks to keep the flow of the conversation polite and relevant?
 - d. **Some negative points:** Excessive digressions; verbal or non-verbal hostility, indifference, boredom, ridicule; over-eagerness to contribute; refusal to put any views on the table; Facebooking, texting, emailing, and the like.
 - e. **Environment conducive to scholarly interactions:** The student helped maintain an environment conducive to scholarly interactions (e.g. respecting fellow students, which is important since it is more likely to lead to lively debates and discussions). In other words, students helped generate an environment where all participants felt comfortable and motivated.
 - f. **Attendance:** Students should note very, very carefully that in this scheme missing several class sessions will lower one's mark exceedingly. Even if your participation is very good, missing many classes can result in a very low participation mark. This includes field trips.

REHEARSALS

Throughout this course, all students will be required to take part in 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 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.

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 2021**

Sept.	08	Class #1: Visit from Melinda / Meet & Greet / Review Course Outline
	13	Class #2: Icebreakers / Improvisation
	15	Class #3: Trust Exercises / Listening / Scene Partners
	20	Class #4: Aristotle / Freytag's Pyramid of Dramatic Structure
	22	Class #5: Memorization Technique / First Two lines of Scenes / Scene Choices Due
	27	Class #6: Punctuation / Stanislavski Method
	29	Class #7: <i>Analyzing a Scene: Practical Handbook</i> / First Minute of Scenes
Oct.	04	Class #8: Improvisation / Dance Drama
	06	Class #9: Objective / 2 minutes of Scenes
	11	(October 11-15) Mid-term reading week: no classes
	18	Class #10: <i>A Practical Handbook: Playing Action</i> / 2 minutes of scenes
	20	Class #11: QUIZ / Discussion of " <i>Strength of Indian Women</i> " by Vera Manuel
	25	Class #12: Workshop: <i>Strength of Indian Women</i> / Verbing
	27	Class #13: Verbing / 3 minutes of Scenes

In the month of November, all scene partners will book a half hour of rehearsal with Cairn outside of class.

Nov.	01	Class #14: Given Circumstances / Neutral Dialogue
	03	Class #15: Design Lecture / Guest Speaker: Adam Parboosingh
	08	Class #16: Vowelling & Consonanting / 3 minutes of scenes
	10	Class #17: Scene Work / Actors Off book for Scenes
	15	Class #18: Review / Scene Work
	17	Class #19: Term Test (<i>Strength of Indian Women</i> / <i>A Practical Handbook</i> / <i>Class Lectures</i> (Room TBA))
	22	Class #20: Voice & Text Workshop / Scene Work
	24	Class #21: Improvisation / Scene Work
	29	Class #22: Improvisation / Scene Work
Dec.	01	Class #23: Warm Up / Dress Rehearsal / Confirmation of 2nd term scene partner
	06	Class #24: Warm Up / First Term Scene Presentation (Last class 2021)

Winter Term 2022

Jan.	10	Class #1: 2 nd Term Scene Partners / Truth / Improvisation
	12	Class #2: Improvisation / Punctuation Course Withdrawal Deadline
	17	Class #3: Vowels & Consonants / 2nd Term Scene choices
	19	Class #4: Scoring your Scene / / One Minute of Scenes
	24	Class #5: Quiz: Discussion of <i>Jail Baby</i>
	26	Class #6: Workshop <i>Jail Baby</i> / One Minute of Scenes
	31	Class #7: Voice Workshop / Robert Munsch

Feb.	02	Class #8: Production Lecture: Guest Speaker / Aaron Frost
	07	Class #9: Scoring your Scene / Scenework
	09	Class #10: Quiz: Discussion of <i>Everybody</i>
	14	Class #11: Workshop <i>Everybody</i> / Two minutes of scenes
	16	Class #12: Field Trip: <i>Everybody</i> , U of W 3rd Year Honours Performance: Asper Theatre
		Voluntary Withdrawal Date
	21, 23	Winter Term Reading Week; No classes Feb. 20- 26 , 2022
	28	Class #13: Status / Two Minutes of Scenes

In the month of March Scene Partners must book a half hour rehearsal with Cairn

Mar.	02	Class #14: Subtext / Scenework
	07	Class #15: Voice & Text Workshop / Scene work (Actors Off Book)
	09	Class #16: Jail Baby / Rehearsal (Cast visit)
	16	Class #17: Review / Scene Work
	21	Class #18: 2nd Term Test / (<i>Everybody</i>, <i>Jail Baby</i>, <i>Class Lectures</i>) (Room TBA)
	14	Class #19: Status / Scene work
	23	Class #20: Scene Caps / Scene work
	28	Class #21: Movement / Scene work
	30	Class #22: Scene Work / Final Essay Due
April	04	Class #23: Dress Rehearsal
	06	Class #24: Final Scene Presentation (Final Class)

FRIDAY, FEBRUARY 16, 2022 is the final date to withdraw without academic penalty from courses which begin September 2021 and end April 2022 (2021-22 Fall/Winter Term).

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

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. The following will 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.

HOWEVER, this will be an unusual and unpredictable year so some latitude will be afforded.

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 if a class is scheduled on-line, there will be physical work required.** 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** to 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 learn to simulate life truthfully in interaction with other students in the safety of the acting class and the rehearsal hall through exercises, discussions, and directions which address rather than avoid truthful, particularized, personalized action.

The teaching of acting may involve encouraging students to examine personal and even intimate areas of life to help them understand and meet the demands of the work.

Performance classes often require strenuous physical activity. Classes and rehearsals may also involve consensual physical interaction between students as part of class exercises or character development and occasional, consensual, physical contact by instructors for purposes such as the demonstration of a technique or to make a posture correction. Students are responsible for wearing clothing appropriate to these activities.

This work can, at times, feel uncomfortable, but must ALWAYS be consensual, and must NEVER be unsafe. Students are encouraged to discuss any concerns about their physical and emotional safety with their course instructor.

KNOW YOUR RIGHTS

Human Rights and Diversity

All students are encouraged to visit the University's Human Rights and Diversity website (<https://www.uwinnipeg.ca/respect/index.html>) to familiarize yourself about your rights, the University's policies, and resources in place to support you. This site includes links to the University's Sexual Violence Policy and Procedures (<https://www.uwinnipeg.ca/respect/sexual-violence-policy-and-procedures.html>), as well as resources for getting and providing support and clear steps for disclosing or reporting sexual violence.

Sexual Violence Resources on Campus

From the UW Human Rights & Diversity website:

The University takes all disclosures and reports of sexual violence seriously; survivors of all backgrounds and experiences will be treated with dignity, respect, and care. If you have experienced sexual violence, there are trained staff to help you in whatever way suits you best."

Disclosing is telling a member of the UW Community that you have experienced sexual violence. This could be someone you trust or feel comfortable with, like a professor, coach, another staff person, or a

member of the Sexual Violence Response Team (**SVRT**). A disclosure can be made in order to receive support, accommodation, or to be connected to other resources. The Sexual Violence Response Team (**SVRT**) is a small team of specially trained, well-situated staff that coordinates and organizes services for survivors in a confidential manner. For example, if you personally do not feel comfortable talking to your professors about extensions or deferring work, they would be able to arrange changes for you without telling the professor why you need accommodation.

Contact SVRT by phone at 204-230-6660. [You can find more information on disclosing here.](https://www.uwinnipeg.ca/respect/sexual-violence/support/index.html) (<https://www.uwinnipeg.ca/respect/sexual-violence/support/index.html>)

Reporting is making a statement to the **Human Rights & Diversity Officer (HRDO)** with the intention of seeking remedy, sanction, or consequences through the university. Once a report is made, the **HRDO** will review your report and discuss your options. Your options could include an investigation process, or informal resolution (if you wish to resolve it without an investigation). The **HRDO** can still connect you with support, accommodation, or external organizations while the investigation is taking place.

You can contact the HRDO by phone at 204-988-7508 or by email at hrdo@uwinnipeg.ca
You can report online here » (https://uwinnipeg.qualtrics.com/jfe/form/SV_4ONi2EP1gcXjyBv)

PUBLIC HEALTH COVID CONSIDERATIONS

In the current changing health situation, the schedule and content of the course may be subject to change on short notice. Every effort will be made to inform students of these changes, to deliver the course content in the best way possible under the circumstances, and to evaluate students fairly.

HEALTH AND ACCESSIBILITY SERVICES

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

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

"THE REAL THING" LECTURE SERIES

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

Pending health guidelines, lectures are planned to be in-person in the Theatre on the following dates:

October 6, 2021
November 10, 2021
January 19, 2022
March 2, 2022

Guests will be confirmed shortly.

MANDATORY ATTENDANCE FOR HONOURS STUDENTS: Beginning in January, attendance at **EVERY** lecture is mandatory for ALL Honours students in Theatre (that is, anyone taking 4000-level courses in any area), as well as students in THFM-3110 Screen Acting, THFM-3201 Styles in Design, THFM-3801 Production II, and THFM-3920 Musical Theatre.

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

ORIENTATION ASSEMBLY

WEDNESDAY, SEPTEMBER 15 at 12:30 pm we will 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.

ALL STUDENTS ARE ENCOURAGED AND WELCOME TO ATTEND! 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. This is a great opportunity for students to connect with other like-minded people and a way to get involved in the department events. Visit the TFSA Instagram account at **@tafsauw**.

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 to the public until further notice. Students, Faculty and Staff must use specific access points to buildings and provide identification upon entry.

Information about access for students can be found at <https://www.uwinnipeg.ca/covid-19/on-campus-learning-faq.html>.

NOTE: It is **MANDATORY** that anyone entering the building and attending classes, labs or rehearsals in the building carry an ID card/student card to verify their vaccination status and that 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.

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

The Asper Centre for Theatre and Film is equipped with an emergency-only phone to contact Security immediately in the main lobby by the House Management Office. This can be used in an emergency situation to directly connect with the UW Security Services.

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

RECORDING ON-LINE CLASSES

The instructor of an on-line class may choose to record a zoom or video class if there are online connectivity issues, absences, or to post to Nexus for later review.

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

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

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

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

ELECTRONIC COURSE OUTLINE ADDENDA

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

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

Fire and Safety Information for ACTF: Students must check our website and review the *Fire Safety Instructions in the Asper Centre for Theatre and Film* and *Access Card/Building Use Policy* at <https://www.uwinnipeg.ca/theatre-film/student-resources/loves-labours-lost-production-schedule.html>.

Room Bookings for Class Assignment Work: We expect students will be allowed to book rehearsal room space FOR CLASS-RELATED WORK ONLY. Please see our website links to *Room Booking Instructions* and electronic *Online Room Booking Form* found on our department website at <https://www.uwinnipeg.ca/theatre-film/rentals/access-card-and-building-use-policy.html>. Please read and note all instructions carefully. Room booking availability is subject to change according to public health and university policies.

GENERAL NOTES

- **Students can find answers to frequently asked questions related to the University's Covid-19 policies for the 2021-22 year here: <https://www.uwinnipeg.ca/covid-19/index.html>**
- **Students should check their UWinnipeg e-mail addresses daily as this is the most direct way instructors and the University will contact students, particularly during the current environment of quickly-changing circumstances.**
- **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 webmail (and/or using the preferred form of communication, as designated by the instructor), as well as the Departmental Assistant and Chair/Dean. ***Students are reminded that they have a responsibility to regularly check their***

UWinnipeg e-mail addresses to ensure timely receipt of correspondence from the university and/or their course instructors.

- Students may choose not to attend classes or write examinations on holy days of their religion, but they must notify their instructors at least two weeks in advance. Instructors will then provide opportunity for students to make up work or examinations without penalty. A list of religious holidays can be found in the 2021-22 Undergraduate Academic Calendar, <http://uwinnipeg.ca/academics/calendar/docs/important-notes.pdf>

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 emphasize the importance of maintaining academic integrity, and to 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>.

Respectful Learning Environment

Students are expected to conduct themselves in a respectful manner on campus and in the learning environment irrespective of platform being used. Behaviour, communication, or acts that are inconsistent with a number of UW policies (e.g. Respectful Working and Learning Environment Policy <https://www.uwinnipeg.ca/respect/respect-policy.html>, Acceptable Use of Information Technology Policy <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>.

Copyright and Intellectual Property

Course materials are the property of the instructor who developed them. Examples of such materials are course outlines, assignment descriptions, lecture notes, test questions, and presentation slides—irrespective of format. Students who upload these materials to filesharing sites, or in any other way share these materials with others outside the class without prior permission of the instructor/presenter, are in violation of copyright law and University policy. Students must also seek prior permission of the instructor/presenter before, for example, photographing, recording, or taking screenshots of slides, presentations, lectures, and notes on the board. Students found to be in violation of an instructor’s intellectual property rights could face serious consequences pursuant to the Academic Misconduct or Non-Academic Misconduct Policy; such consequences could possibly involve legal sanction under the Copyright Policy (https://copyright.uwinnipeg.ca/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 are reminded of their rights in relation to the collecting of personal data by the University (<https://www.uwinnipeg.ca/privacy/admissions-privacy-notice.html>), especially if Zoom is being used for remote teaching (<https://www.uwinnipeg.ca/privacy/zoom-privacy-notice.html>) and testing/proctoring (<https://www.uwinnipeg.ca/privacy/zoom-test-and-exam-proctoring.html>).

VOLUNTARY WITHDRAWAL DATES

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

- **FALL TERM COURSES:** November 16, 2021 for Fall courses which begin in September 2021 and end in December 2021
- **FALL/WINTER TERM COURSES:** February 16, 2022 for Fall/Winter courses which begin in September 2021 and end in April 2022
- **WINTER TERM COURSES:** March 16, 2022 for Winter courses which begin in January 2022 and end in April 2022

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.