

THFM-2101-001 & THFM-2101L-070 (6 credit hours)

ACTING THEORY AND PRACTICE

We acknowledge that we are gathered on ancestral lands, on Treaty One Territory.

These lands are the heartland of the Metis people.

We acknowledge that our water is sourced from Shoal Lake 40 First Nation.

Fall/Winter 2021-2022

Lecture: M/W 1:30-2:20 PM Room 2T05

Lab: M/W 2:30-3:45 PM Room 2T05

First class September 8

Live onsite

Instructor 1st – 3rd quarter: Claire Borody

Office: 3T04

Phone: 204-786-9385

Office Hours: M/W TBA

E-Mail: c.borody@uwinnipeg.ca

Instructor 4th quarter: Dennis Gupa

Office: TBA

Phone: TBA

Office Hours: TBA

E-Mail: d.gupa@uwinnipeg.ca

COURSE DESCRIPTION

The course will focus on providing students with a theoretical practical knowledge of select movements of contemporary acting and actor training from both Western and Eastern hemispheres. The course will also focus on the development of student competence in the practical application of concepts and principles from a range of theatrical/performance styles beyond Psychological Realism. As the students obtain the skills in performing, the course will also guide them in their pursuit of building solo and group performances that reflect the aesthetic and embodied conventions of these theatrical/performance styles.

The focus of the fall term will be the study of composing performance in time and space and developing a vocabulary to critically analyze emerging stage work (Anne Bogart, Liz Lerman et al). The term will also focus on the mechanics of constructing character detail (Constantin Stanislavski, Michael Chekhov, Yoshi Oida et al).

In the first part of the winter term, students will engage in performance construction of Western styles of theatre. A variety of performance styles and aesthetic sensibilities – of both historic and contemporary nature – will be explored in a practical context. In the second part of the winter term, the students they will learn non-Western performance approach vis-à-vis acquiring critical thinking and comparative understanding in performance creations and theatrical hybridity.

The course will consist of lectures, discussions, demonstrations, student presentations, and performance construction activities.

The description of content and listing of assignments is provided as a survey of intended curriculum but – due to the unprecedented nature of proceedings this year – is subject to change. Although the class is scheduled to run in-person on campus, this could change depending on the circumstances. First and foremost is the safety of students and instructors.

Correspondence with instructors: Email will be checked once a day and addressed within 24 hours of reception if possible. Students are responsible for checking their University of Winnipeg email regularly

to ensure that they are receiving all current information from the instructor and the university. Nexus email will **not** be used at all.

If it is necessary to cancel a class, students will be notified as soon as possible via email.

TEXTS

Required for first, second and third quarter:

Hodge, Alison (Ed.). *Twentieth Century Acting Training*.

Purchase either at the book store, [Amazon.ca](https://www.amazon.ca) OR directly from the Routledge/Taylor & Francis Group website at www.routledge.com.

Students will also be required to purchase a course-pack from the instructor. The course pack will cost approximately \$10.00. term.

NOTE: If it is necessary to switch to online instruction another book will be added to the reading list in December.

Required for fourth quarter:

Students will be required to purchase a second course-pack from the fourth quarter instructor containing additional reading material.

Suggested Reading first, second and third quarter:

Anne Bogart Viewpoints. Bigelow, Michael and Joel A. Smith (Eds.).

The Body Speaks. Marshall, Lorna.

Assumed for first quarter :

A Practical Handbook for the Actor. Bruder et al. If you did not use this text last year you will need to borrow a copy from someone within the first couple of weeks of class.

Reference:

In Quarters 1-3, students are responsible for finding their own scene and monologue material. The Library and the UW bookstore carry a selection of scene and monologue anthologies. A number of scripts are also available for loan from the Departmental Script Library; see Melinda Tallin (3T03, 786-9955) for details. Performance texts and other materials that are not available in the library will be provided by the instructor.

PRODUCTION REQUIREMENT

In some years, students in THFM-2101 would be required to assist in a production capacity on one of the major departmental shows. Due to the nature of the productions in 2021-22, the ATAP Production Requirement is waived for the 2021-22 year, but volunteering is still encouraged! Contact the Melinda at the Department office, m.tallin@uwinnipeg.ca, if you're interested in volunteering.

MARK BREAKDOWN

First, Second and Third Quarter

Lab (Practice)

<i>Viewpoints/Time and Space Group Assignment</i>	10%
Solo Performance	10%
Scene One	20%
Class Participation and Protocol *	7.5%

*Evaluation for Participation and Protocol will be based on evidence of the student’s preparation for class discussion, the quality of their verbal and written contribution to class discussion and the consistency of this contribution over the year. See Class Participation Section of course outline for detailed information about evaluation.

Lecture (Theory)

Group Presentation.....	10%
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All group members are expected to contribute equally to the presentation and will receive the same grade except in extenuating circumstances. The presentation must be 50 minutes long (the length of a lecture class). Each presentation will cover a different significant theatre maker from Western culture in the 20th and 21st century. See Alison Hodge book *Twentieth Century Acting Training*. Representatives from each group are required to meet with the instructor one month prior to the presentation.

Any student who fails to participate adequately in both preparation and presentation of the group project will be required to write an additional essay. Peer evaluation will serve as the determining factor for such a need.

Style Files.....	10%
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Process Evaluation	5%
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NOTE: Detailed guidelines for each written and performance project will be provided prior to the start of the project.

Fourth Quarter:

Attendance during the fourth quarter is compulsory. The work is a progression of principals that must be executed physically in order to develop both skill and material for your final presentation. Tardiness or absences during this section can result in failure of the section.

Lab (Practice)

Performance Ethnography.....	2.5%
Solo Performance.....	10%
Final Ensemble Presentation	15%

TOTAL **100%**

ASSIGNMENT AND PERFORMANCE DEADLINES: *TENTATIVE**

Viewpoints/Time and Space Group Assignment.....	Monday, October 25, 2021
Solo Project.....	Monday, November 29 and Wednesday, December 1, 2021
Performance One.....	Monday, February 14 and Wednesday 16, 2022
Style Files	Wednesday, February 16, 2022
Process Evaluation	Monday, April 6, 2022
Performance Two.....	Wednesday, April 13, 2022

Theorist/Practitioner Presentations will be scheduled for the Wednesday lecture section (1:30 PM) in both Fall and Winter Term. Presentations will begin on Wednesday, October 20, 2021. Winter Term presentations will be start on Wednesday, January 12, 2022. Students will select theorists in early September. Copies of notes and Power Point Presentations are to be emailed to the instructor following the date of the presentation.

The Process Evaluation and the Style File are to be handed in as a hard copy if the class is running live at the end of the year OR emailed to the instructor if it is necessary to move to an online platform.

*****PLEASE NOTE: As COVID protocol is constantly in flux dates may need to change to accommodate changes of platform or other unforeseen circumstances.**

LATE ASSIGNMENTS

Style Files **will NOT be accepted after the due date of WEDNESDAY, FEBRUARY 16, 2022**. An extended deadline for the process essay MAY be considered if this is negotiated well in advance of the original deadline.

Process essays **will NOT be accepted after the due date of APRIL 6, 2022**. An extended deadline for the process essay MAY be considered if this is negotiated well in advance of the original deadline.

REHEARSAL REQUIREMENTS

Students will be required to work in pairs and/or larger groups and must be able to arrange rehearsals and meetings outside of class time. This requirement will involve a **MINIMUM of 4-6 hours per week**. Students unable or unwilling to comply with the rehearsal requirement are asked to withdraw from the course immediately. **Students will be required to document and submit a listing of out-of-class rehearsals.** A file of printed booking sheets would be ideal.

During the year, any student who repeatedly misses rehearsals, comes late, or fails to rehearse adequately **will be asked to withdraw from the course.**

The above provision is in place to protect the educational interests of scene partners and other classmates.

GENERAL PROTOCOL

Developing knowledge and skill in the craft of acting requires participation and commitment. **Therefore, regular attendance and punctuality is necessary.** Students are required to be in attendance and ready to

work by the posted class start time. **Late students may be denied entry.**

The professor and students are responsible for developing a creative, supportive, and protective atmosphere in class 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 is placed above any antagonism, personal or artistic differences, temperaments, and idiosyncrasies.

See reference to ATTENDANCE AND LATENESS (in department notes later in course outline) for protocol concerning tardiness and absence from class.

The lab class is very physical in nature and therefore students are asked to wear comfortable clothing that does not restrict movement. Please observe the following guidelines: no street shoes, no hats, no jewelry AND no gum.

With the exception of water, no food and beverages will be allowed in class.

Students are required to keep the room clean and put away all props/rehearsal items used.

There will be specific COVID protocol to follow concerning this.

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%.

GRADING PARAMETERS

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 AND evidence of consistent 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 some degree of originality in the use of those concepts/techniques 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. Solid/good knowledge of concepts and/or techniques together with considerable skills in the use of those concepts/techniques in satisfying the requirements of an assignment or course.

C+ Competent. Acceptable level of knowledge of concepts and/or techniques together with considerable skill in the use of those concepts/techniques in satisfying the requirements of an assignment or course.

C Fairly Competent. Acceptable level of knowledge of concepts and/or techniques and some skill in the use of those concepts/techniques in satisfying the requirements of an assignment or course.

D Barely Passing. Minimum knowledge of concepts and/or techniques needed to satisfy the requirements of an assignment or course.

F Failing

CLASS PARTICIPATION AND PROTOCOL

The expectation is that everyone will come to class ready and willing to participate actively in class discussions, activities and group work. This means you will need to prepare for class discussion and for off-book deadlines. Your attendance and active participation in sessions involving class presentations will also be reflected in your participation grade. The following are the list of criteria that will be used to determine your participation and protocol grade. You are invited to submit a one page self-assessment using the following criteria on the last day of class to help with a fair determination of your mark.

Excellent (A range – 17-20) Contribute to almost every class discussion, active participation in all class exercises and attentive listening. Offer questions and comments that generate discussion. Know the readings very well and reflect on the issues[and ideas] they raise. Make connections between readings and class exercises. All assignments [including off-book deadlines] submitted on time.

Good to Very Good (B range – 14-16) Same as “Excellent” but less consistently.

Average (C range – 12-13) Speak up regularly but mainly offer points from the readings without your own insights. Generally demonstrate knowledge and comprehension of concepts but don’t connect concepts to your experiences. Most assignments submitted on time and participation in class is mostly consistent.

Fair (D range – 10-11) Offer your own opinion without much connection to the readings. It’s hard to tell if you have actually done the readings. Few assignments done on time. Thoughtful participation in class exercises is sporadic.

Not Satisfactory (F range – 0-9) [This is] Highly unlikely, unless you don’t do the readings, don’t submit assignments on time, and don’t contribute to class discussion and exercises.

NOTE: Permission to distribute this rubric was granted by Catherine Taylor – Faculty of Education and Department of Rhetoric and Communications.

TENTATIVE TIME LINE (will change according to need)

September

Review *Practical Aesthetics*

Viewpoints – Anne Bogart

Practical workshops

National Truth and Reconciliation Day - Thursday, September 30, 2021

October

Viewpoints Performance
The Stanislavski System

Fall Mid-Term Reading Week: Monday, October 11-Friday, October 15, 2021

Monologue work begins
Group Presentations begin
Practical workshops

November

The Stanislavski System
Group Presentations
Monologue Performance
Scene One construction and rehearsal begins
Practical workshops

Remembrance Day – Thursday, November 11, 2021

January

Scene One Development and Rehearsal
Technique Workshops
Group Presentations

February

Scene One Performance
Scene Two construction and rehearsal begins

VW Date: Wednesday, February 16, 2022

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

Winter Mid-Term Reading Week: Monday, February 21 – Friday, February 25, 2022

March

Reading Hand Out
Mask Exercises
Movement and Chant
Scene Development and Rehearsal

April

Process Evaluation DUE
Scene Two Performance

The final class for ATAP is Wednesday, April 6, 2022. Attendance that day is mandatory.

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. 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.

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: **OT09** (Concourse Studio), **OT19** (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, <https://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.