

## FILMMAKING 1 | 2310-001

09/07/2021-04/22/2022

Fall/ Winter: 2021/2022

Mon, Wed, Fri: 9:30am - 10:20am - Lecture

Mon, Wed, Fri: 10:30am - 11:20am - Lab

Classroom: OT14, OT 10, Synchronous, In-Person

Instructor: Lise Raven

Email: l.raven@uwinnipeg.ca

Virtual Office Time: By Appointment

Credit Hours: 6

### Land Acknowledgement

*We acknowledge that we are gathered on ancestral lands, on Treaty One Territory. These lands are the heartland of the Métis people. We acknowledge that our water is sourced from Shoal Lake 40 First Nation.*

If you would like to know more about the history and relevance of land acknowledgements, Indigenous UWinnipeg has posted links to opinion pieces offering some perspective:

<https://www.uwinnipeg.ca/indigenous/land-acknowledgement.html>

### Course Description

Filmmaking 1 is a course that aims to investigate and explore basic filmmaking techniques and apply these fundamentals to the creation of short narrative films. Through a series of in-person and online lectures, film screenings, in-class exercises, hands on experience and in-depth class discussions the students will familiarize themselves with the essentials needed to explore and develop their visual story-telling ability. The focus of this class will be to create compelling narrative scripts, translating these scripts from written word into narratively cohesive visual sequences, understanding the collaborative nature of narrative filmmaking, and developing technical craftsmanship.

### Student Learning Outcomes

- Develop an understanding of technical aspect of filmmaking.
- Execute pre-production, production, and post-production phases on a stated timeline.
- Develop an understanding of the structural aspects of filmmaking as it relates to storytelling.
- Demonstrate teamwork, communication skills and commitment to collaborative process until film is completed.
- Learn how to translate ideas into visual storytelling.
- Plan and practice the basics of digital picture and sound editing.
- Engage in exploration of creative possibilities of filmmaking as an art form.
- Communicate feelings and ideas through cinema
- Use the crafts of writing, producing, directing, cinematography, editing, and sound to design and build cinematic structures
- Both lead and participate in movie crews
- Develop starting ideas into complete movies
- Experiment with personal expression through cinema
- Present effective characters and tell stories
- Plan and manage time effectively
- Deliver and receive effective critiques of work in progress
- Establish ethical standards for movie making and critiquing.

**NEXUS**

This course outline and schedule will be posted on the course page on NEXUS.

All your assignments and handouts will be posted on NEXUS

Assignments will be turned in on NEXUS

All your grades will be posted on NEXUS

Discussions will take place on NEXUS

Links to films will be posted on NEXUS

It is your responsibility to check NEXUS on a regular basis for news or updates.

I will also post links to films, events, interesting articles, etc. on NEXUS

**Class Meetings**

We will meet in person in OT10.

Sometimes we may meet in the Editing Lab in OT14.

Sometimes we will go outside of the building (weather permitting) for exercises.

As things evolve and change with Covid-19, all of that may change.

Filmmaking is about being flexible, having grace under fire and coming up with creative solutions to unexpected obstacles. I am sure we will have plenty of opportunity to polish these skills over the next two semesters. Above all... hang onto your sense of humor.

**EMAIL**

Please use your UWinnipeg email to contact me. I will use my UWinnipeg to reply or to contact you.

It is your responsibility to check your UWinnipeg email on a daily basis.

**Covid-19**

Due to the outbreak of COVID-19, it is strongly suggested that students wear face masks during in-class lectures and labs. Specifics and information regarding face masks and all other COVID-19 related social distancing rules will be addressed in class.

**Equipment Requirements:**

Students are required to provide their own portable external hard drives for project storage and editing. The minimum requirement is a 1TB USB2 7200RPM drive formatted for Mac computers. We highly suggest USB A or USB C Drives. (Drives with Fire Wire 800 or Thunderbolt connections are also supported.) Students are also required to provide their own SD cards for camera recording. The minimum requirement is 2 (two) SDHC 16GB / Class 10 / 30MB/sec.

It is strongly suggested that students purchase an Adobe Premier license for this class due to this year's limited access of the editing lab. I also encourage students to download the **free versions** of

**Audacity** for sound editing, and **Davinci Resolve** for picture editing and color correction.

Due to COVID 19 regulations, Students are encouraged to use their own camera for the in-class and short film assignments. The school can provide gear as well, but students may bring their cameras to class to use during lab assignments and other film work.

**Required text:**

***Film Studies an Introduction*, ED SIKOV. SECOND EDITION**

Available in the bookstore and on Amazon.

Available as an e-book as well as an audiobook. (Can't find it? Ask me for suggestions.)

**Other Recommended texts are:**

Film Directing, Shot by Shot, by STEVEN D. KATZ.

The Filmmaker's Handbook by S. ASCHER & E. PINCUS

## FILM EQUIPMENT ORIENTATION, COSTS AND REQUIREMENTS

IMPORTANT NOTE: STUDENTS MUST PROVIDE THEIR OWN EXTERNAL HARD DRIVE. All Film Editing computers are now equipped with Deep-Freeze technology, meaning any information not saved to your personal hard drive will be unrecoverable. ALL YOUR FILES MUST BE SAVED TO YOUR HARD DRIVE ONLY, NOT THE DESKTOP (computer file folders). Students will be instructed on the correct software settings to ensure that work is saved onto their hard drive.

### COSTS

This is a practical hands-on course in filmmaking utilizing video and film equipment and students should take note of certain costs involved.

There is a **\$50.00 non-refundable Technology Fee** to help defray the costs of regular equipment maintenance. **You paid this fee with your tuition.**

In addition to the non-refundable Technology Fee, students are required to pay a **\$200 refundable Damage Deposit** for this class. The Damage Deposit is to allow students to borrow department equipment, use our Film Lab including hardware and software, and use of studio and building spaces (when available) for film shoots. If you lose or damage equipment while it is in your care, or damage software/hardware in the film lab, or incur damages to a space, the Damage Deposit will be applied to the costs of repair or replacement, but note: **you are responsible for the total value of the loss even if it is more than this deposit.** Any unused portion of your Damage Deposit will be returned to you, usually by the end of June.

The deadline for payment of the Damage Deposit will be confirmed shortly, and will be set for the end of September. If you fail to pay in full **you will not be permitted to sign out or use any equipment or book space, including time in the editing lab, at the ACTF.**

Instructions on the Damage Deposit payment process and deadline will be distributed in the first week of classes.

Once you have paid, send proof of payment to Melinda Tallin at [m.tallin@uwinnipeg.ca](mailto:m.tallin@uwinnipeg.ca), following which:

- You will be required to complete and sign an electronic *Equipment Loan Damage Deposit Agreement*.
- Keep a copy of the Agreement as you must present it (electronically or in print form) to the Equipment Manager the first time you attempt to sign out equipment.

(NB: if you are taking more than one course requiring a Damage Deposit, you only pay the Damage Deposit once during the Fall/Winter term.)

### MANDATORY FILM EQUIPMENT ORIENTATION SESSIONS

The Department of Theatre and Film will hold two scheduled Equipment Orientation Sessions in September (dates and method of delivery to be announced).

**ATTENDANCE IS COMPULSORY for students enrolled in THFM-2310 Filmmaking I (both sections).**

It is also compulsory for students in THFM-2311 Film Comedy who have not taken THFM-2310 in the past.

Failure to attend one of these Orientation sessions will result in:

- your being prohibited from borrowing equipment (without which you cannot pass your course);
- an automatic deduction of \$25 from your Damage Deposit; and
- a required separate meeting with our Equipment Manager.

Students in THFM-3312 Sound Editing and THFM-3310 Film II are encouraged to attend particularly if they have not attended before, or as a refresher.

### **STUDENT EQUIPMENT REQUIREMENTS**

- Students **MUST** provide their own hard drives for project storage and editing. The recommended minimum drive is a 1TB USB2 7200RPM drive. Thunderbolt and USB A and C drives are supported. **Drives must be formatted for Mac computers.**
- **We also recommend you have an additional hard drive to back up all of your media files and work.**
- **STUDENTS ARE NOT REQUIRED TO OWN A MAC PERSONAL COMPUTER.** Instructors will provide information on working on files between Mac and PC based computers.
- Students should also have a flash drive (also formatted for Mac computers) available for every in-person class/lab to copy assignments and media, and to hand in film work. Please note, they are very unstable storage devices and are not to be used in place of a hard drive.
- Students are required to provide their own media cards on which to record their video assignments. It is advised to bring them to every in-person class/lab. Recommended is a Class 10 16 gig card.
- When possible, students will be expected to work on the Media Lab computers (0T14) on the Apple-based editing software. **CLEANING ORIENTATION WILL BE PROVIDED AND STRICT HEALTH-SAFETY PROTOCOLS WILL BE FOLLOWED.**
- Acceptable editing software includes Adobe Premiere, Apple's Final Cut Pro 7 and Final Cut X, DaVinci Resolve, AVID, iMovie or Windows Movie Maker. Consult your instructor regarding any other editing software.
- Students are required to provide their own headphones.

### **Use of Cell Phones in Class**

Historically, I don't allow students to use cell phones in class. That being said... We're in an unusual situation this Fall.

Most of us have not had in-person classes since March, 2020. Many of us have been isolated at home for the last year and a half. Many of us have not spent time with more than one or two other people, and we are out of practice.

Some of us have habituated ourselves to using electronic devices to reduce anxiety, and the normal level of cell phone addiction has risen to **beast** levels of cellphone addiction.

How will we deal with the urge to use our cellphones in class?

How will we handle in-person classes again?

How will we pay attention in class?

I will ask you to turn off your cell phone when class begins. Not muted, but completely off. You are free to keep your cellphone out - or not. You can hold it - or not. You can look at it - or not. But it must be completely off.

Once an hour we will take a 5-minute cell phone break. Turn it on, check it, do as much as you can in 5-minutes, and then turn it completely off again. Completely off.

### **Class/Lab Participation and Attendance**

Filmmaking 1 should be a fun, team driven class that is rich with class discussions and participation by all students. This class is designed to familiarize students with various facets of motion picture production, and a large aspect of this is to instill the **NEED FOR PROFESSIONALISM**. Film production invariably requires collaboration between individuals working toward a common goal, often in trying circumstances. Cooperation, communication, and commitment from each student is vital when tackling projects, be it an individual's project or a group project during lab time.

**The class/lab participation and attendance will be marked as follows.**

**Attendance:** each unexcused absence will negatively affect your final participation mark.

### **Class Begins On Time**

In production there is a saying: **Fifteen minutes early is on time. On time is late.**

Please be on time to class. If you can't be there on time, let me know ASAP. Please don't make it a habit to be late. Chronic lateness will negatively affect your final participation mark.

**Lab Assigned Group Short Films:** Each Lab assignment will be marked on group participation and completion of assignment. During our lab time, I will demonstrate a film technique then will assign groups to make a short film demonstrating their knowledge of the film technique. Groups will be granted time to shoot their film and will be given editing time to complete their film. Groups will then be asked to present their group lab assignments to the class and will participate in a Q and A with myself and their peers. If you fail to hand in a lab assignment, you will fail the assignment.

With the reality of COVID 19 there will be flexibility around attendance and participation. The goal will be to work with students to make sure their access needs are met. The instructor will work with students if frequent absenteeism or lateness becomes disruptive and explore solutions if the challenges are due to the limitations of remote learning. However, failure to meet reasonable standards of responsible behavior in relation to classmates and instructors will not be tolerated.

**Late Assignments:** Filmmaking is all about handing things in on time - if you fail to hand in your assignment by the deadline, you will receive a grade penalty.

**Late Penalty:** Subtraction of 25% of grade earned for every day late.

### **Other criteria considered by the instructor for the evaluation of this grade includes:**

- A student's constructive contributions to class discussions and practical group exercises.
- The use of appropriate, RESPECTFUL behavior and language.
- The demonstration of an appropriate work ethic when engaging in shared endeavors during the lab assignments: each student is expected to pull their weight.

COURSE EVALUATION		
ELEMENT	PERCENT	DUE
Class Participation	25%	April 4, 2022
Short Documentary (3 - 4 minutes)	10%	October 1, 2021
Pitch Presentation #1	5%	October 6, 2021
Script #1 (3 - 5 pages)	10%	October 18, 2021
Short Film Project #1 (max. 5-minutes)	15%	January 7, 2022
Pitch Presentation #2	5%	January 22, 2022
Script #2	10%	February 22, 2022
Short Film Project #2 (max. 7-minutes)	20%	April 4, 2022
Attendance	(see below)*	(see below)*
EXTRA CREDIT	TBA	TBA
<b>TOTAL</b>	<b>100%</b>	<b>100%</b>

### **Grade Conversion Scale**

A+	90 - 100%	GPA 4.5	C+	66 - 69.9%	GPA 2.5
A	85 - 89.9%	GPA 4.25	C	60 - 65.9 %	GPA 2.0
A-	80 - 84.9%	GPA 4.0	D	50 - 59.9%	GPA 1.0
B+	76 - 79.9%	GPA 3.5	F	below 50%	GPA 0
B	70 - 75.9%	GPA 3.0	Work NOT submitted will be graded as 0.		

### **\*ATTENDANCE**

Attendance is mandatory.

Attendance is expected to ALL classes/sessions.

If you are unable to attend, PLEASE INFORM THE INSTRUCTOR PRIOR TO THE START OF CLASS.

**Failure to attend class without prior permission will result in the lowering of your final grade by as much as ten points.**

### **IN CLASS LAB EXERCISES**

In class exercises and short lab work will go towards your final class participation mark. They are pass/fail assignments that will be assigned every week or 2 weeks depending on time constraints. If you do the work, pull your weight in your groups, show up with a good attitude, finish the in-class lab assignments on time and produce quality work, you will automatically pass that specific assignment. If your group is dysfunctional, unwilling to work together, produce work that is uninspired and/or do not finish the work on time you will fail the class lab assignment. Failing a class lab assignment will cause a grade penalty on your class participation mark. Students may lose up to 2% of their class participation mark for each failed assignment.

**Note: Groups will be granted extra time on their lab exercises only if it is due to technical malfunctions and/or any other problems that are out of the hands of the group.**

### **CLASS ASSIGNMENTS**

This is a brief description of the assignments that the students will need to submit throughout the academic year. Each assignment will feature its own hand outs with a much more in-depth description. *Please note that these assignments are subject to change throughout the school semester.*

#### **Mise en Scène**

One frame, paying attention to Mise en Scène.

#### **Photo Roman**

Take 15 Photographs and arrange them in the order you choose, telling a story using a variety of shots and focal length, paying particular attention to unity of style. No sound. You may work in groups or by yourself.

#### **Short Documentary**

Students will be tasked to make a short 3-4 minute documentary about a moment in their lives. The film must be made using pictures, sound design and voice over narration. Students will compile the pictures, edit and sound edit their project. You will present your film to the class, and the screening will be followed up by a brief Question and Answer period.

#### **Pitch Presentation 1 & 2**

In preparation for the fall and winter term individual short film projects, students will be tasked to create a pitch package of 5 story ideas that they will then present to their classmates. This pitch package will be a PDF document that will include stills from similar works to each project, a brief synopsis, and an explanation of why the director believes each idea is important to them. The instructor and peers will recommend to the student which of the 5 ideas they should make but it is up to the student to decide which 1 film idea they would like to choose to make in the end.

#### **Scripts 1 & 2**

In preparation for the fall and winter term individual short film projects, students will be asked to write 2 drafts of their scripts for the two term short films. There will be a table read that the class will participate in, followed by a discussion about the script where peers will evaluate the script and provide ways in which the filmmaker can add or change their story.

#### **Film Proposal**

Before you are cleared to shoot your Individual Short Films you will be asked to answer the following questions.

- Describe the content of your film. (What is it about?)
- Describe the events that transpire. (What happens?)
- Describe the visual components that will express your intentions. (How will you do it?)
- Describe the difficulties you may encounter. (How hard will it be to make?)

#### **Individual Short Film Projects**

There will be a total of 2 individual short film projects that the students will be tasked to complete. One will be in the fall term, and one will be in the winter term. These short film projects will be narrative in nature - Fall term will be maximum 5-minutes and Winter term will be maximum 7-minutes. Students will then have to present their films to the class, explain why they shot their film the way they did and will have to participate in a short Q and A.

**TENTATIVE SCHEDULE 2021/2022 | Fall/Winter Term Year***This schedule is tentative and subject to change with notice.*

Week	Date	Class Description & Assignment Launch	Assignment Due
1	08 September	Introduction & Syllabus review <u>Story of Film – Cinema Today and the Future</u>	
	10 September	Finding the right idea + Screen previous short docs and short films <b>*Assignment #1 Launch: Short Documentary Due 01 October</b>	
2	13 September	Intro to the camera + shoot	
	15 September	<u>Story of Film – Birth of the Cinema</u> <u>Story of Film – The Hollywood Dream</u>	
	17 September	Intro to the camera continued   Edit Lab and Editing Breakdown <b>*Assignment #2 Launch: Pitch Package, Due 06 October</b>	
3	20 September	Lighting Lecture + Workshop	
	22 September	<u>Story of Film – Golden Age of World Cinema</u> <u>Story of Film – The Arrival of Sound</u>	
	24 September	Lighting Shoot and Edit	
4	27 September	Sound Lecture + Workshop	<b>*Assignment: Short Documentary, Due 01 October</b>
	29 September	<u>Story of Film – Post War Cinema</u> <u>Story of Film – Sex and Melodrama</u>	
	01 October	Short Doc Screenings and Q and A	
5	04 October	Camera Exercise - 180 Degree Rule, Framing (inc. Sound + Lights)	
	06 October	Pitch Presentations and discussion	
	08 October	Pitch Presentations and discussion <b>*Assignment #3 Launch: Script #1 Draft # 1 DUE 18 October.</b>	
6	October 10 - 17	READING WEEK - NO CLASSES	
7	18 October	Script Table Read and Discussion	<b>*Assignment #3: Script Draft 1 DUE 18 October</b>
	20 October	<u>Story of Film – European New Wave</u> <u>Story of Film – New Directors, New Form</u>	
	22 October	Script Table Read and Discussion	
8	25 October	Script Table Read and Discussion <b>*Assignment #3 Launch: Script #1 Draft # 2 DUE 1 November</b>	
	27 October	<u>Story of Film – American Cinema of the 70's</u> <u>Story of Film – Movies to Change the World</u>	
	29 October	EDIT LAB Editing Techniques	



Week	Date	Class Description & Assignment Launch	Assignment Due
9	01 November	EDIT LAB Sound Editing Techniques	<b>*Assignment #3:</b> <b>Script Draft 2</b> <b>DUE 01 November</b>
	03 November	<u>Story of Film – Asian Mainstream</u>	
	05 November	<u>Story of Film – Fight the Power</u> PRE-PRODUCTION MEETINGS	
10	08 November	PRE-PRODUCTION MEETINGS	
	10 November	<u>Story of Film – World Cinema in Africa, Asia and Latin America</u>	
	12 November	<u>Story of Film – New American Independents and the Digital Revolution</u> PRE-PRODUCTION MEETINGS <b>*Assignment #4 Launch: Short Film #1 (4 - 5 minutes) DUE 7<sup>th</sup> January</b>	
11	15 November	Group Film Shoot	
	13 November	Group Film Shoot	
	19 November	Group Film Shoot	
12	22 November	Group Film Shoot/ EDIT LAB	
	24 November	Group Film Shoot/ EDIT LAB	
	26 November	Group Film Shoot/ EDIT LAB	
13	29 November	EDIT LAB - Prep or Edit first film	
	31 November	EDIT LAB - Prep or Edit first film	
	03 December	EDIT LAB - Prep or Edit first film	
	06 December	Possible make up day	
	08 December	Possible make up day	
	December 10 - 23	FALL TERM EVALUATIONS - NO CLASSES	
	December 24 – January 4	UNIVERSITY CLOSED - NO CLASSES	
	07 January	Screen first term films and feedback <b>*Assignment #5 Launch: Pitch Package #2 DUE 21 JANUARY</b>	<b>*Assignment #4:</b> <b>Short Film #1 (5-minutes) DUE</b>
14	10 January	Screen first term films and feedback	
	12 January	<u>Women Make Film: Openings and Tone</u> <u>Women Make Film: Believability, Introducing Character and Meet Cute</u>	
	14 January	Pitch Presentations	
15	17 January	Pitch Presentations	
	19 January	<u>Women Make Film: Conversation, Framing Tracking</u> <u>Women Make Film: Staging, Journey, Discovery</u>	
	21 January	Pitch Presentations <b>*Assignment #6 Launch: Script #2, Draft #1 DUE FEBRUARY 11.</b>	

Week	Date	Class Description & Assignment Launch	Assignment Due
			*Assignment Due: Pitch Package Due 21 January
16	24 January 26 January  28 January	Film Grant 101 <u>Women Make Film: Adult/Child, Economy, Editing</u> <u>Women Make Film: POV, Closeup, Dreams</u> NUTS AND BOLTS OF PRE-PRODUCTION	
17	31 January 02 February  04 February	NUTS AND BOLTS OF PRE-PRODUCTION <u>Women Make Film: Bodies, Sex</u> <u>Women Make Film: Home, Religion, Work</u> NUTS AND BOLTS OF PRE-PRODUCTION	
18	07 February 09 February  11 February	NUTS AND BOLTS OF PRODUCTION <u>Women Make Film: Tension, Stasis, Leave Out</u> <u>Women Make Film: Reveal, Memory, Time</u> NUTS AND BOLTS OF PRODUCTION *Assignment #6 Launch: Script #2, Draft #2 DUE FEBRUARY 25. ( You will receive notes on your first draft during reading week)	*Assignment #6: Script #2 Draft #1 DUE 11 February.
19	12 February - 20 February	READING WEEK - NO CLASSES <b>Voluntary Withdrawal Date, February 16<sup>th</sup>.</b>	<b>Voluntary Withdrawal Date, February 16<sup>th</sup>.</b>
20	21 February 23 February  25 February	LOUIS RIEL DAY - NO CLASSES <u>Women Make Film: Life Inside, Meaning of Life, Love</u> <u>Women Make Film: Tension, Stasis, Leave Out</u> PRE-PRODUCTION MEETINGS *Assignment #7 Launch: Short Film #2 (7-minutes) Due April 4th	*Assignment #6: Script #2 Draft #2 DUE
21	28 February 02 March  04 March	PRE-PRODUCTION MEETINGS <u>Women Make Film: Death, Endings, Song and Dance</u> PRE-PRODUCTION MEETINGS	
22	07 March 09 March 11 March	Group Film Shoot Group Film Shoot Group Film Shoot	
23	14 March 16 March 18 March	Group Film Shoot/Edit Group Film Shoot/Edit Group Film Shoot/Edit	

Week	Date	Class Description & Assignment Launch	Assignment Due
24	21 March 23 March 25 March	EDIT Lab: Class Edits Final Films EDIT Lab: Class Edits Final Films EDIT Lab: Class Edits Final Films	
25	28 March 30 March 01 April	EDIT Lab: Class Edits Final Films EDIT Lab: Class Edits Final Films EDIT Lab: Class Edits Final Films	
26	04 April	Class Screening	<b>*Assignment #7: Short Film #2 (7-minutes) DUE</b>

**\*All class assignments, as well as this course evaluation is subject to change depending on time constraints and developments regarding COVID 19.**

### **ADDITIONAL IMPORTANT INFORMATION**

Voluntary withdrawal dates, without academic penalty:

February 16, 2022 for Fall/Winter courses which begin in September 2021 and end in April 2022;

The dates the University is closed for holidays, irrespective of campus closure related to COVID-19:

September 6 (Labour Day), Thanksgiving Day (October 11), November 11 (Remembrance Day),  
February 21 (Louis Riel Day), April 15 (Good Friday).

**Note: New Holiday, September 30<sup>th</sup>, National Truth and Reconciliation Day.**

Fall mid-term reading week is October-10-16; Winter mid-term reading week is February 20-26.

### **STUDENT PARTICIPATION POLICY & COURSE CONTENT**

Theatre & Film are communal art forms in which a number of interdependent artists and crafts people cooperate 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, meetings or shoots both within and outside of class times; and, in short, 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 variety of human action, both elevated and base, public and private, physical and psychological, sexual and non-sexual, etc. The Department of Theatre and Film will not undertake to censor the subject matter of dramatic works.

Students who have concerns about dealing with the full range of content and style in drama/film are urged to discuss these concerns with the 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](mailto:hrdo@uwinnipeg.ca)  
[You can report online here »](https://uwinnipeg.qualtrics.com/jfe/form/SV_4ONI2EP1gcXjyBv) ([https://uwinnipeg.qualtrics.com/jfe/form/SV\\_4ONI2EP1gcXjyBv](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](mailto:accessibilityservices@uwinnipeg.ca) to discuss appropriate options. All information about a stu-

dent'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](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.**