

VOICE & SPEECH SKILLS

Fall/Winter 2021/22
Tu/Th 10 - 11:15am
Room: Zoom

Instructor: Tom Soares
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Office Hours: MW, 10:30-noon and by
appointment.
*Email is best for communication.

COURSE DESCRIPTION

Students in this course will work on the basics of voice and speech as it applies to the performer and the professional voice user. This course will lay the groundwork for the development of a free, flexible and expressive voice, and clear, understandable speech. Students will also learn and practice the basics of effective body language (kinesics) to clarify communication. The course includes work on the removal of restrictive habits which hinders vocal and physical expression and provides the development of healthier, more effective habits which increase the students' expressive range and potential. Also integral to the course is developing skill in basic text work so that the speaker can create greater clarity and sense in their speaking while deepening their personal connection to the material. Students will be assessed on four speaking endeavours throughout the course which include both theatrical and non-theatrical styles. In the Fall Term students will prepare and present a Vocal Collage and a Storytelling Assignment. In the Winter Term the focus will be on using Shakespearean text and a Persuasive Speech Assignment as a tool to apply voice and speech techniques and awareness.

Due to COVID-19, there may be necessary changes in the mode of delivery. Although this may result in adjustments to aspects of the course outline, the learning outcome of improving the student's understanding and practice of vocal skills will remain the guiding principle.

This course aims to:

- 1) help the speaker recognize and identify personal strengths and weaknesses in their vocal and physical choices, as well as to develop a working method that encourages full and free vocal and physical usage.
- 2) help the public speaker gain valuable practical experience speaking in a variety of formats, while putting into practice new skills acquired through daily voice and body work. The public speaking experiences aim to serve the speaker's future demands in a variety of disciplines and occasions.
- 3) explore the interpretive possibilities in various texts, and to foster an awareness of the energy of sounds and words through Shakespearean text.
- 4) develop a level and quality of participation that nurtures a classroom environment conducive to personal growth and good work.
- 5) make discoveries and progress tangible and non-ethereal by speaking about these with clarity.
- 6) introduce the speaker to a variety of exercises that provide experience in the release of vocal energy, responsiveness, dynamics and strength. The following areas will be the focus: grounding through the feet and legs, dynamic alignment through the spine, breath, the head-neck relationship, opening the channel

for sound, an easy forward release of sound, the resonators, range and articulation. This will lead each student to create a personal voice warm up which can be used in future acting and speaking endeavors.

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

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

Some indirect skills that this course aims to develop include:

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

Methods:

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

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

TEXT

There is no required text for this course.

Handouts and PDFs will be given out (on Nexus) as supplements to class work.

TIME

Students are expected to come to class prepared and **ready to work when class begins. This includes having fulfilled all personal requirements of eating and using the washroom.** Exceptions will of course be made should the need arise, but **it is the expectation that students will remain present throughout the class.** A bottle of water is highly encouraged, please drink freely!

EVALUATION

Individual projects will be assigned a letter grade.

Fall Term:

Class Participation..... 10%

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

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

Personal Voice Paper (September 14, 2021) CP*

Storytelling (Oct 5, 7, 2021) 15%

Vocal Collage (Nov 23, 25, 2021) 15%

Fall Total.....40%

*CP stands for Class Participation. This assignment is not given a grade but counts towards your participation in the class.

Winter Term:

Class Participation: 10%

Rewriting Shakespeare Sonnet/Monologue (Jan 6, 2022).....P/F

Off-Book for Shakespeare (Jan 25, 2022).....P/F

Shakespeare Monologue/Sonnet (Feb 8, 10, 2022).....25%

Draft Outline of Persuasive Speech (March 22, 2022).....P/F

Final Speech Outline (Well Structured. Due the day you present).....P/F

Persuasive Speech (March 29, 31, April 5, 2022)..... 25%

Winter Total 60%

COURSE TOTAL 100%

Regarding Pass/Fail (P/F): All Pass/Fail components represent a portion of work that is to be done as part of a larger graded assignment. This is in place to ensure class productivity as a whole, so that students make regular progress, and so that students experience and understand the importance of the work as a process. In the Winter Term there are two Pass/Fail components connected to the Shakespeare Monologue/Sonnet presentation and an additional two connected to the Persuasive Speech presentation. *Failing one component will result in a 10% reduction in your grade for that assignment. Failing two components will result in a 20% reduction in your grade for that assignment.*

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

A permitted or necessary change in mode of delivery may require adjustments to important aspects of course outlines, like class schedule and the number, nature, and weighting of assignments and/or exams.

Students can find answers to frequently ask questions related to remote learning here:
<https://www.uwinnipeg.ca/covid-19/remote-learning-faq.html>.

Note that the final date to withdraw without academic penalty for Fall/Winter courses which begin in September 2021 and end in April 2022 is February 16, 2022. Withdrawing before the VW date does not necessarily result in a fee refund.

The first day of class is September 7th, 2021 . Last class will be held on April 5th, 2022. Evaluation period is April 8th -22nd, 2022.

LATE ASSIGNMENTS

Written assignments will be penalized at the rate of 2.5% per day (weekends included). Written assignments are accepted digitally for courses that are taught on-line, and in class or at the Department Office (3T03) for in-person classes. If a written assignment is not handed in within one week of the due date, it will receive a grade of 0.

Should a student be absent (unexcused) on the day of an assigned performance or quiz/test (described above), they will receive a 10% deduction for that assignment and will be expected to complete the assignment the following class. Should the student miss the following class (unexcused) an additional 10% deduction will be received. If a third class is missed and/or the student has not presented/completed their assignment at that time, the student will receive a grade of 0. Students who are absent (unexcused) on the day of Pass/Fail component will receive a failing grade for that component.

Extensions may be granted for assignments, but only **BEFORE** the due date and with a valid reason, at the professor's discretion. Communication with your instructor is key.

ATTENDANCE AND LATENESS

Given that this is a practical course, extensive participation and professionalism are required. As a result, punctuality and attendance at class and at out-of-class rehearsals is very important. However, with the reality of on-line classes' reliance on technology, some flexibility around attendance may be required for some students. The goal will be to work with students on a case by case basis 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. Failure to meet reasonable standards of responsible behaviour in relation to classmates and instructors will not be tolerated.

As a general rule, absences from lectures or labs which are unexcused and are not due to limitations in remote learning will be penalized at a rate of 2% per instance. Unexcused lateness for lectures or labs will be penalized at a rate of 1% per instance. Attendance and punctuality will be recorded at the beginning of every class. After a **THIRD** late or absence, the instructor will schedule a meeting with the student to

discuss potential withdrawal from the course. After a **FIFTH** unexcused absence the student may be asked 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. Again, depending on each student's ability to access the class during the scheduled time, some exceptions may be made. It is at the instructor's discretion whether or not to excuse a non-medical absence.

CONVERSION SCALE

For the calculation of the final grade the following conversion table will be used:

A+	90 – 100%	GPA	4.5	C+	65 – 69.9%	GPA	2.5
A	85 – 89.9%	GPA	4.25	C	60 – 64.9%	GPA	2.0
A-	80 – 84.9%	GPA	4.0	D	50 – 59.9%	GPA	1.0
B+	75 – 79.9%	GPA	3.5	F	below 50%	GPA	0
B	70 – 74.9%	GPA	3.0				

Work not submitted will be graded as 0%

DEFINITIONS OF GRADING DESCRIPTIONS

A+ Exceptional. Thorough knowledge of concepts and/or techniques and exceptional skill **AND** great originality in the use of those concepts/techniques in satisfying the requirements of an assignment or course.

A Superior. Thorough knowledge of concepts and/or techniques and exceptional skill **OR** great originality in the use of those concepts/techniques in satisfying the requirements of an assignment or course.

A- Excellent. Thorough knowledge of concepts and/or techniques together with a high degree of skill and/or some elements of originality in satisfying the requirements of an assignment or course.

B+ Very Good. Thorough knowledge of concepts and/or techniques together with a fairly high degree of skill in the use of those concepts/techniques in satisfying the requirements of an assignment or course.

B Good. Good level of knowledge of concepts and/or techniques together with considerable skill in using them to satisfy the requirements of an assignment or course.

C+ Competent. Acceptable level of knowledge of concepts and/or techniques together with considerable skill in using them to satisfy the requirements of an assignment or course.

C Fairly Competent. Acceptable level of knowledge of concepts and/or techniques together with some skill in using them to satisfy the requirements of an assignment or course.

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

F Failing

PROTOCOL and COURSE DELIVERY

Professional conduct is expected at all times. Regardless of the way the course is delivered, teacher and students are responsible for a creative, supportive and protective atmosphere in order to best serve the work. Students must accept artistic individualities and help their colleagues with constructive criticism. The unity, creativity, and health of the class are more important than any personal or artistic differences.

This course will be delivered through synchronous (live) and asynchronous (prerecorded) instruction, administered through Zoom and the course website on Nexus. Students will require reliable access to the

Internet. We will meet as a group during regularly scheduled class time via Zoom, for a combination of brief lectures, discussions, exercises and rehearsal of in class assignments. Some lectures or exercise descriptions may be prerecorded for asynchronous access. In the event that students are required to view asynchronous material, this time will be deducted from the synchronous weekly schedule (synchronous and asynchronous lessons will not exceed the total class time for the week). These recorded lectures will be available to course members only, via Nexus. Posted lecture videos will only be available for 72 hours before being removed from Nexus. While it is preferable for students to have cameras on during synchronous learning (if possible), students may choose to turn off personal cameras during recording (to be discussed). Students will be required to turn cameras on for coaching and performance-based assignments.

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

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

The material, assignments and exercises in this course will require a workspace which is roughly 6 feet square (or larger) in which students can move and lie down. This space should be one in which students can make sound freely (speaking, being loud and regularly making unique sounds to explore the human voice). Both space and the ability to make sound should be available to students during the scheduled class time. If this is problematic, please communicate this to your instructor as soon as possible. Ideally students should be able to move their cameras to capture themselves seated, standing and laying down.

COMMUNICATION:

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

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

DRESS REQUIREMENT

Some of the class work will be physical in nature and students are asked to wear comfortable clothing that **fits well and allows for ease of movement**. Your clothing should not limit you, either by being restrictive, or by causing you to hold back due to concerns for your modesty. Please observe the following guidelines:

Pants must allow freedom of movement (i.e. sweats, shorts, tights, yoga/martial arts pants)
 T-shirts or leotards
 Hair tied back is ideal
 No jeans or anything that may restrict your movement or waistline
 Skirts are not recommended
 No chewing gum

TENTATIVE SCHEDULE

Please note that the schedule listed below may be altered to respond to the needs of the class. It's possible some of the subjects listed do not get covered if the instructor believes it's beneficial for the group to spend more time on a topic. While the schedule of topics may be changed, the graded assignment dates and descriptions will not be altered without the permission of the entire class.

Reading Week is Oct 10 - 16, 2021 for the Fall Term, and Feb 20 – 26, 2022 for the Winter Term. Also, no classes will be held on Thursday, Sept 30th, National Truth and Reconciliation Day, and on Thursday, Nov 11th for Remembrance Day.

Fall Term

Week 1 Sept 7, 9	1	Intro, syllabus Assignment Overview How to work on your voice	Personal Voice Paper and Interpretive Vocal Collage assigned
	2	Anatomy and physiology of Voice Presence, Grounding and Active Alignment	
Week 2 Sept 14, 16	3	Intro to Storytelling Assignment Group Storytelling	Personal Voice Paper Due Sept 14
	4	Storytelling Prep Exploring Breath and Voice	
Week 3 Sept 21, 23	5	Storytelling Prep Voice/Speech work and coming onto sound Forward Tone and Resonance Basics	
	6	Storytelling Prep Exploring silence, tempo/pace, pitch and content	
Week 4 Sept 28	7	Storytelling Prep Volume/Projection Basics of Word stress Gesture basics	Sept 30 th - National Truth and Reconciliation Day – No classes
		No classes Sept 30th	
Week 5 Oct 5, 7	8	Storytelling Assignment	
	9	Storytelling Assignment	
Week 6 Oct 19, 21 (Post Reading Week)	10	Intro to Vocal Collage Assignment Voice/Speech work Release Work (shoulders)	Voice Collage Assigned (Oct 19)
	11	Voice/Speech work	

		Release Work (neck)	
Week 7 Oct 26, 28	12	Voice/Speech work Release work (jaw)	
	13	Voice/Speech work Release Work (tongue)	
Week 8 Nov 2, 4	14	Voice/Speech Work Release Work (soft palate)	Selecting your Shakespeare monologue/sonnet assigned (Nov 2)
	15	Voice/Speech work Articulation	
Week 9 Nov 9	16	Voice/Speech work Voice Collage Prep Return to body, breath and sound (check in)	Nov 11- Remembrance Day – University Closed
		No classes Nov 11	
Week 10 Nov 16, 18	17	Voice/Speech work Voice Collage Prep	
	18	Voice/Speech work Voice Collage Prep	
Week 11 Nov 23, 25	19	Voice Collage Assignment	
	20	Voice Collage Assignment	
Week 12 Nov 30, Dec 2	21	Intro to Shakespeare Sonnet/ Monologue Who was Shakespeare?	-Shakespeare assigned (Nov 30)
	22	Interpreting Shakespeare/Rewriting Your History of the time	
Week 13 Dec 7, 8	23	Elizabethan Worldview	-Shakespeare Selections due (Dec 8).
	24	Rewriting your sonnet/monologue Term wrap-up	

Winter Term

Week 1 Jan 6	1	Voice work/warm-up Initial Sonnet/Monologue Readings	Rewriting monologue/sonnet is due (Jan 6)
Week 2 Jan 11, 13	2	Voice work/warm-up review Sharing Your Interpretation	
	2	Voice work/warm-up review (Connecting to your Need/ Acting Basics)	
Week 3 Jan 18, 20	4	Voice work/warm-up review Monologue/Sonnet Prep - Speak Your Speech (First Folio Technique)	Commence Search for Persuasive Speech Topics (& Discussion)
	5	Voice work/warm-up Channel resonators Monologue/Sonnet Prep (Connecting to Words and Repetitions)	
		Voice work/warm-up	

Week 4 Jan 25, 27	6	Monologue/Sonnet Prep (Thought Structure, Ladders, Progressions)	Off-Book for Shakespeare (Jan 25)
	7	Voice work/warm-up Monologue/Sonnet Prep (Rhythm, Verse Line and Pauses)	
Week 5 Feb 1, 3	8	Voice work/warm-up Sinus resonators Monologue/Sonnet Prep (Rhetoric and the Art of Persuasion)	Initial Persuasive Speech Topics Due
	9	Voice work/warm-up Monologue/Sonnet Prep	
Week 6 Feb 8, 10	10	Shakespeare Monologue/Sonnet Assignment	
	11	Shakespeare Monologue/Sonnet Assignment	
Week 7 Feb 15, 17	12	Intro to Persuasive Speech Assignment Organizing Your Argument	Final Persuasive Speech Topic due (Feb 15) P/F
	13	Voice work/warm-up Playing the dome Persuasive Speech Prep (Organizing Your Argument Continued and Introduction – Group Work)	Feb 16 – Final day to withdraw without academic penalty
Week 8 March 1, 3 (Post Reading Week)	14	Voice work/warm-up Breath, body and sound revisited Persuasive Speech Prep (Body - Claims/Points and Support Material)	
	15	Voice work/warm-up Persuasive Speech Prep (Group Work - Claims/Points and Support Material)	
Week 9 March 8, 10	16	Voice work/warm-up Persuasive Speech Prep – (Conclusion, Consequences and Call to Action)	
	17	Voice work/warm-up Impromptu Persuasive Speech	
Week 10 March 15, 17	18	Voice work/warm-up Persuasive Speech Prep (Group Work) Impromptu Persuasive Speech continued	
	19	Voice work/warm-up Persuasive Speech Prep	
Week 11 March 22, 24	20	Voice work/warm-up Persuasive Speech Prep (Group Work - Dress Rehearsal)	Hand in draft outline of Persuasive Speech (March 22)
	21	Voice work/warm-up Persuasive Speech Prep (Group Work - Dress Rehearsal)	

Week 12 March 29, 31	22	Persuasive Speech Assignment	Final Speech Outline Due on the day you present
	23	Persuasive Speech Assignment	
Week 13 April 5	24	Persuasive Speech Assignment -Course Wrap-Up	

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: **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.