

MUSICAL THEATRE

Fall/Winter 2021/22
Tuesday and Thursday
Class: 11:30 am - 12:45 pm
Lab (immediately following): 1:00 - 2:15 pm
Room OT19

Instructor: Donna Fletcher
with Rachel Cameron & Matthew Armet
E-mail: fletcher_hickerson@shaw.ca
Cell: 204-297-7430 (text only)
Office Hours: virtual office hours by
appointment (Tuesday & Thursday
8:45 – 9:30 a.m.)

COURSE DESCRIPTION

Musical Theatre (THFM-3920-001 / THFM-3920L-070) focuses on the study of the multi-faceted elements of the Musical Theatre artform. The course includes dance, acting, movement and vocal workshops in which students will learn a series of solo musical numbers, scenes and dances in a variety of styles encompassing many genres. Focus will be placed on development of healthy vocal & dance technique, focused rehearsal skills, audition technique, repertoire selection, and the integration of character development into the performance of selections from the Music Theatre repertoire. Musical Theatre is a collaborative artform. This collaboration will be the basis of all learning and working expectations and will be reflected in how the class is structured and taught.

The music/vocal component will include both solo and Ensemble work with an emphasis on building the student's confidence, technique and skill in performing musical theatre in a dramatic context. The acting/vocal component will focus on bringing the student's acting technique into song all the while adapting to the demands of the Musical Theatre form. The dance component will focus on basic dance technique and development of skills as well as the incorporation of acting and singing into dance across the Musical Theatre discipline.

All grading practices will reflect the expectations which would be put upon a professional actor working under a professional contract. ***These expectations include: being on time with proper attire, footwear and material (sheet music, sides, choreography notes, recording devices, etc...), being prepared to work at the appointed start time of class; being prepared to perform when called upon; being prepared to take direction and re-direction; coming to class with all assigned homework prepared and assignments completed; being an engaged and supportive co-worker; and being vocally and physically prepared to participate in all in-class exercises, dance, music rehearsals, discussions, class presentations and master classes.***

GOAL

Our goal is to present an in-class Cabaret in December and a final concert in late March which will consist of vocal solos, scenes and dance excerpts from the Music Theatre repertoire. Songs, dances and scenes will be assigned by the instructors (in conjunction with the student) according to vocal & dance skill level as well as dramatic suitability for a role. Students will be expected to develop and rehearse his/her/their selection according to a set of specific criteria. Within these assigned pieces students will demonstrate their acquired skills through their song interpretation, vocal & dance technique, text & body work as well as character analysis, verbing, subtext and motivation.

TEXTS

On Singing Onstage by David Craig (Applause, 1990, rev. ed.)

Students will be charged a fee of \$15 for music copying expenses, This fee will be due Sept 14th, 2021.

MARK BREAKDOWN

Studio Mark in Dance 20%

(The course instructor will oversee this grading, with input from dance instructor Matthew Armet.)

4% - Technical Improvement - Students will be assessed on the consistency of demonstrable application of acquired technical dance and movement skills. Marking will reflect individual technical & artistic progress throughout the academic year.

4% – Students will be assessed on the demonstrable ability to integrate & apply acting/storytelling through dance/movement. Marking will reflect individual artistic progress throughout the academic year.

4% – Students will be assessed on the demonstrable ability to learn and retain choreography from class to class. Marking will reflect individual technical & artistic progress throughout the academic year.

8% - Dance Evaluation Tests - Late November & early March - Marking will be based on technical improvement as well as demonstrable integration of acting and movement tools. Each test will be worth ½ of 8%. Date subject to change based on class progress.)

Studio Mark in Singing 10%

(late October - Solo & late February - Solo. Students will be assessed on the consistency of demonstrable application of acquired singing & technical skills as well as consistency of musical, artistic and technical preparedness during Master Classes. Marking will be based on written work, technical improvement in vocal production as well as demonstrable integration of vocal technique tools. Each assessment will be worth ½ of 15%. Date subject to change based on class progress.)

Studio Mark in Acting/Scene work 10%

(Late November & early March - working in solos as well as in duets or trios. Students will be assessed on the consistency of demonstrable application of acquired acting, singing and movement skills as well as consistency of musical, artistic and technical preparedness during rehearsal. Marking will be based on written work, technical improvement in vocal production as well as demonstrable integration of acting and movement tools. Each assessment will be worth ½ of 15%. Date subject to change based on class progress.)

Research Presentation #1 & #2 15%

(Late November & early February. Topics assigned by Instructor. Marking will be based on written work, use of imaginative presentation tools, depth of information conveyed to the class and cited research. Each assignment will be worth ½ of 15%. Dates subject to change based on class progress.)

Mock Audition.....	5%
(January. Students will be assessed on the three components of a Musical Theatre audition: song excerpt, script sides & dance call. A script and song excerpt will be assigned to the student to be prepared for the following class. The dance audition will be taught cold at the mock audition. Marking will be based on the consistency of demonstrable application of acquired acting, singing and movement skills in a live audition situation. Date subject to change based on class progress.)	
Cabaret.....	10%
(December. Material includes performance student devised 5 minute Cabaret set incorporating solo song, short character based monologue & dance. Marking will be based on demonstrable technical skills in vocal production as well as demonstrable integration of acting and movement skills.)	
Preparation and Class Participation	10%
(As this is a performance-based course, students will be assessed on the quality and degree of real in-class performance and participation, their product of consistent preparation, teamwork, collegiality.)	
Final Presentation (TBC).....	20%
(This is an invited performance. Material includes performance of solo songs, scenes solo and ensemble dances. Marking will be based on technical improvement in vocal production and dance skills as well as demonstrable integration of acting tools.)	
TOTAL	100%

CONVERSION SCALE

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

A+	90 – 100%	GPA	4.5	C+	65 – 69.9%	GPA	2.5
A	85 – 89.9%	GPA	4.25	C	60 – 64.9%	GPA	2.0
A-	80 – 84.9%	GPA	4.0	D	50 – 59.9%	GPA	1.0
B+	75-79.5	GPA	3.5	F	below 50%	GPA	0
B	70 – 74.9%	GPA	3.0				

Work not submitted will be graded as 0%

Written Work

It is a requirement that all submitted assignments be typed and submitted in PDF form. Assignments **must be submitted before class discussion begins at 11:30 am**. Assignments submitted after class begins **will not be accepted**. In such cases, a grade of 0% will be assigned. Assignments are to be submitted **via email** to **fletcher_hickerson@shaw.ca**

LATE ASSIGNMENTS

Late assignments or projects will be penalized at the rate of 2% per day (weekends excluded) up to the final stated date of classes. For example, if the student fails to present any given practical or written project on the day assigned or, it has to be rescheduled to a different day, the student will be penalized 2% per day.

TENTATIVE SCHEDULE (subject to change based on class progress)

September	Introduction to Acting, Singing & Dance Rudiments, Lecture, Singing, Scene Work, Solo Songs, Intention Work, Subtext in Song, Vocal Warm Ups & Dance Module #1 National Truth & Reconciliation Day: September 30 th – No Classes
October	Solo Song Master Classes, Cabaret Creation, Lecture, Scene Work continues, Backstory Work, Laban Work, Verbing through Song, Vocal Warm Ups & Dance Module #2 Mid-term Reading Week October 10 th – 16 th – No Classes
November	Research Presentation #1, Cabaret Creation, Lecture, Solo Song Master Classes, Scene Work, Singing with Laban, Verbing through Song, Vocal Warm Ups & Dance Assessment #1
December	Cabaret & Christmas Break Holiday Make-up dates (December 7 th and 8 th)
January	Mock Auditions, Scene/Song work continues, Lecture, Individual Voice Coachings, Win/Loss, Moment Before, Mirroring, Vocal Warm Ups & Dance Module #3
February	Voluntary Withdrawal Date February 16, 2022, Research Presentation #2, Lecture, Scene/Song/Dance Work Continues, Extended Voice Work, Vocal Warm Ups, Individual Voice Coachings & Dance Module #4 Mid-term Reading Week February 20 th – 26 th – No Classes
March	Scene/Song/Dance Review, Solo Song Master Classes, Vocal Warm Ups, Review & Dance Assessment #2
April	Classes End , Final Performance (date TBC)

PARTICIPATION

Theatre is a communal art form in which a number of interdependent artists 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. To achieve optimum participation marks in this course, a student is expected to come to class ready and willing to participate actively in class and master class discussion. Your attendance and active participation in sessions involving class presentations or Master Classes is especially appreciated and will be reflected in your participation grade. 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.

Contribution to discussions of lectures and assigned activities is an important means of learning for this course. Your notes on the master classes, lectures and rehearsal will provide clear evidence that you have done the work and thought about it before class. You may expect to be called on to perform, give feedback, rehearse and enter into discussion about class lectures. To be prepared, it is strongly suggested that you keep detailed notes and comments on all rehearsals, coachings and lectures. Be ready to be asked, "What did you think of X?" Those who are working consistently and thoughtfully will achieve maximum participation marks. This consistent work will be shown by the student through comments,

answers and questions that draw directly on assigned material - considering implications, offering insights, and inviting exchange. Open and respectful discussions, rehearsals, master classes and coaching sessions are expected during the class. As this is a performance-based course, students will be assessed on the quality and degree of real in-class performance and participation, their product of consistent preparation, teamwork and collegiality

Outstanding (10%): Demonstrates consistent on-time attendance, preparation, and constructively contributes to all class activities, rehearsals and discussions; consistently demonstrates insight by asking questions, making statements that add to and facilitate the class discussion, or building upon others' comments. Consistently demonstrates respect for professor and other classmates.

Very Good (8-9%): Demonstrates consistent on-time attendance, preparation, and constructively contributes in all class, rehearsals and discussions; demonstrates insight by asking questions or making statements that are relevant, add to, and facilitate the class discussion. Usually demonstrates respect for professor and other classmates.

Fair (6-7%): Demonstrates consistent attendance and preparation; occasionally contributes to class discussions, rehearsals, regularly participates in other class activities; may occasionally arrive late to class. Generally demonstrates respect for professor and other classmates.

Poor (4-5%): Demonstrates inconsistent attendance/timeliness/contribution in class activities; may occasionally be unengaged in class activities, rehearsals and/or is disruptive/distracting or disrespectful in class; is frequently not prepared, regularly arrives late to class; falls asleep or uses laptop/cell phone, etc. during class.

Fail (0-3%): Demonstrates consistently poor attendance and consistently poor preparation; is unengaged or fails to contribute in class activities; may be disruptive/distracting or disrespectful in class to others; falls asleep or uses laptop/cell phone, etc. during class.

A NOTE RE: EMAIL

Students have the responsibility to regularly check their UWinnipeg email addresses to ensure timely receipt of correspondence from the University and/or their course instructors. All emails to Instructor Donna Fletcher must be sent to the following email address: fletcher_hickerson@shaw.ca. The Professor will check this account at least once per day and aim to respond within 24 hours. Please note that the Instructor does **not** regularly check Nexus mail.

VOLUNTARY WITHDRAWAL DATE

The voluntary withdrawal date for the FW term, without academic penalty, is:

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

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

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.