

THFM-4137-001 (4 credit hours)

ADVANCED VOICE 1

Fall/Winter 2021/2022
Tu/Th 11:30am - 12:45pm
Room 2T05: In person

Instructor: Tom Soares
Office: 4T10
Phone: 204-297-2727
E-mail: to.soares@uwinnipeg.ca
Office Hours: M/W 10:30 – noon & by app't
*Email is best for communication

COURSE DESCRIPTION

This course covers anatomy and physiology of voice, which informs a progressive curriculum of embodied vocal skills including breath responsiveness, ease of phonation (vibration), forward placement of tone, resonance, range, freedom of articulation, and awareness of speech action. Other areas covered include vocal health/hygiene, application of voice work connected to thought/acting through various texts, and performance support and coaching. Students will explore their vocal habits and build a repertoire of vocal technique in studio classes, and will gain experience in applying new skills to their acting work in performance. How the voice integrates with movement to express a variety of actions will also be explored.

This course aims to:

1. help the actor recognize and identify personal strengths and challenges in his or her vocal and speech choices, as well as to develop a working method that encourages full and free vocal usage.
2. develop a level and quality of participation that nurtures a classroom environment conducive to personal growth and good work.
3. introduce the speaker to a variety of exercises that connect thought and impulse to a free range of vocal expressivity.
4. help the actor apply vocal technique to his/her acting work by connecting specificity of thought with impulse and action.
5. Integrate the voice with physical action.

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

VOICE

- have a cognitive and experiential understanding of how the voice works physiologically
- have the knowledge to care for your voice, including how best to develop it (warm ups and ongoing development) and how to protect it
- express thoughts and emotion without tightening the body
- employ a forward placement of tone and have the ability to both isolate and blend various resonances.

TEXT AND LANGUAGE SKILLS

- The ability to delve into and understand the thoughts of a text, and to communicate them with specificity. This includes a knowledge of the structure of language and of various writing styles in prose and poetry.
- Knowledge of all of the tools of vocal communication (pitch, inflection, pause, volume, intensity, rate, duration, phrasing, etc) and a beginning ability to use these tools effectively.
- A growth in personal vocabulary and demonstration of clear language use for personal expression.

METHODS

- Daily warm-ups and exercises in voice and speech. You are responsible for knowing and **practicing** all the exercises learned in class. Good daily practice/review sessions outside of class, and detailed journal notes are essential to help you learn and receive full benefit from the exercises, and to help your body to learn these new patterns and ways of communicating.
- A class journal/notebook is required for daily notations. Make note of: exercises done in class that day, personal observations on progress, discoveries, and outside observations of vocal behaviour. Students are expected to complete the day’s journal entry for homework.
- Students will hand in 5 Progress Reports each term.

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

Fall Term

Studio Work	15%
<i>includes improvisational exercises, attitude, attendance (punctuality and lateness), engagement with the work at hand, growth/regression, comprehension and application of theories and techniques, class discussion, insight into one’s progress and process and a commitment to challenge oneself, try new things, and take risks. Also included are a disciplined attitude to the work, participation in class discussion and exercises, and the ability to critically watch others and understand which habits or choices may be at work. A rubric for Studio Work will be provided to students in the first week of class.</i>	
Voice Collage (Oct 7, 2021).....	10%
Text 1 - Voice and Text Assignment – Shakespeare (Dec 7, 8, 2021).....	10%
Progress Reports (5 per term x 1% each – Dates in schedule below).....	5%
Fall Total.....	40%

Winter Term

Studio Work.....	15%
Application to Honours Production (Feb 15, 2022).....	15%
Text 2 - Voice/Text/Movement Integration (March 31, 2022).....	15%
Progress Reports (5 per term x 1% each – Dates in schedule below).....	5%
End of Term Process Paper (April 5, 2022).....	10%
Winter Total.....	60%
COURSE TOTAL.....	100%

Detailed assignment descriptions will be provided in class.

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.

Hands on:

It can be beneficial for the instructor and students to use a respectful “hands on” approach. This is done to make students aware of breath in the body, posture and habitual tension that can inhibit vocal expression. Details of using this approach will be discussed with students prior to implementation. If there are concerns regarding this, you are encouraged to bring them up to your instructor so that modifications can be made.

Required Texts

Students will be given reading material and handouts in PDF format on Nexus.
 Students may be required to access additional reading material from the library.

LATE ASSIGNMENTS

Written assignments will be penalized at the rate of 10% per day (weekends included). Late written assignments can be emailed in a PDF format (only if handed in late) but a written copy must also be provided to the instructor as soon as possible. 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, they will receive a 0 for that assignment.

Extensions may be granted for assignments, but only **BEFORE** the due date and with a valid reason, at the professor’s discretion.

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

Professional conduct is expected at all times. Teacher and students are responsible for a creative and supportive 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 antagonism, personal or artistic differences, temperaments, and idiosyncrasies.

Any student, who repeatedly misses rehearsals, comes late, or fails to rehearse adequately may be asked to withdraw from the course. This includes all classes and out of class rehearsals. This provision has been established to protect the educational interests of scene partners and other classmates. Professional conduct is expected. Frequent absenteeism, lateness, or failure to meet reasonable standards of responsible behaviour in relation to classmates and instructors will not be tolerated. Attendance will be taken. This is part of the final grade. If you are to be absent, you must notify the instructor. Grades for practical work will be affected for anyone missing more than three classes per term.

Class and Studio Space: Students must clear all personal property (props, costumes, makeup, etc.) by the end of each class. This also applies to any term projects that take place in the Theatre Building (public exercise, painting projects); personal property must be removed each day once class or your studio booking is finished. This is in order to accommodate others who use these shared spaces. Anything left will be sent to the lost-and-found (Main Campus Security Office). The University assumes no responsibility for such items.

There is no food allowed in the classroom. Beverages are allowed (water, coffee, tea, juice). Students are required to keep the room clean and put away all props/rehearsal items used at the end of class. Marks will be adversely affected by destructive behaviour of university property.

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

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 keep you warm when you need it to, cool when you need it to, and 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

No jewelry

No jeans/low-rise pants or anything that may restrict your movement or waistline.

No street shoes or hats.

No short skirts or low neck lines.

No chewing gum

****please bring a personal mat for floor work if you would prefer this to lying directly on the floor. Floor mats will not be provided.**

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 Class Expectations	-Personal Voice Paper (not graded) -Vocal Collage assigned
	2	Voice Collage Assignment Intro 4 Stages of Learning How the Voice Works	
Week 2 Sept 14, 16	3	Grounding and stability Habitual breath and tidal breath Action and voice	Personal Voice Paper Due Sept 14
	4	Alignment, breath and presence Easy onset of sound	
Week 3 Sept 21, 23	5	Progress Report # 1 Due Pelvic release, rib openers, dynamic spine, breath and forward sound	Begin to look for text (to be discussed)
	6	Shoulder release, size of thought (breath capacity)	
Week 4 Sept 28	7	Neck Release, open throat and forward sound	Sept 30th- National Truth and Reconciliation Day – No classes
		No classes Sept 30th	
Week 5 Oct 5, 7	8	Progress Report # 2 Due Jaw and Tongue release Partnered Spine work	
	9	Voice Collage	
Week 6 Oct 19, 21 (Post Reading Week)	10	Debrief Voice Collage Intro to Text Based Assignment 1	
	11	Voice work review What's the point of text work?	
Week 7 Oct 26, 28	12	Progress Report # 3 Due Body, breath, voice: soft palate Text and voice: shifts in thought	
	13	Properties for voice and movement Text and voice: driving energy through the line	
Week 8 Nov 2, 4	14	Text and voice: key words Properties for voice and movement applied	
	15	Voice, resonance basics Voice and text work applied: connecting to words	

Week 9 Nov 9	16	Progress Report # 4 Due Voice, breath, body: muscularity of consonants Voice and Text work applied: triggers in thought	Nov 11- Remembrance Day – University Closed
		No classes Nov 11	
Week 10 Nov 16, 18	17	First Pass of Text – Group A and Shared Scene	
	18	First Pass of Text - Group B and Shared Scene	
Week 11 Nov 23, 25	19	Progress Report # 5 Due Second Pass of Text - Group A and Shared Scene	
	20	Second Pass of Text - Group B and Shared Scene	
Week 12 Nov 30, Dec 2	21	Dress Rehearsal of Text Based Assignment Group A	
	22	Dress Rehearsal of Text Based Assignment Group B	
Week 13 Dec 7, 8	23	Text Based Assignment – Shakespeare	
	24	Text Based Assignment – Shakespeare	

Winter Term

Week 1 Jan 6	1	<i>(rehearsals begin for 3rd year show)</i> Voice and movement technique	
Week 2 Jan 11, 13	2	Voice and movement technique	
	2	Voice and movement technique	
Week 3 Jan 18, 20	4	Progress Report # 6 Due Voice and text work	
	5	Voice and text work	
Week 4 Jan 25, 27	6	Voice and text coaching support (scene work)	
	7	Voice and text coaching support (scene work)	
Week 5 Feb 1, 3	8	Progress Report # 7 Due Voice and text coaching support (scene work)	
	9	Voice and text coaching support (scene work)	
Week 6 Feb 8, 10	10	Voice and text coaching support (scene work)	
	11	Voice and text coaching support (scene work)	
Week 7 Feb 15, 17 Performance Week	12	<i>(3rd year show opens)</i> Application to Honours Production Warmup for show Voice and text coach (overflow)	- Feb 16 – Final day to withdraw without academic penalty
	13	Voice care and maintenance mid-run	- Text 2 assigned (over break)
Week 8 March 1, 3 (Post Reading Week)	14	Progress Report # 8 Due 3 rd Year show post-mortem	
	15	Voice and movement gym Voice and Character Body	
Week 9 March 8, 10	16	Specificity of action and voice Text 2 First Pass – Group A	
	17	Voice and movement gym Text 2 First Pass – Group B	
Week 10 March 15, 17	18	Progress Report # 9 Due Voice and movement gym Text 2 Second Pass – Group A	
	19	Text 2 Second Pass – Group B	
Week 11	20	Voice and movement gym	

March 22, 24		Text 2 Third Pass – Group A	
	21	Text third pass Text 2 Third Pass – Group B	
Week 12 March 29, 31	22	Progress Report # 10 Due Dress Rehearsal of Text 2	
	23	Text 2 – Voice/Movement/Integration Assignment	
Week 13 April 5	24	Process Paper Due Term 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.