

THFM-2101-002 (6 credit hours)

ACTING THEORY AND PRACTICE

Fall/Winter 2022 - 2023
Lecture: Tu/Th 2:30-4:45 PM
Room: 2T05

Fall Instructor: Tom Soares
Office: 4T06
Phone: 204-297-2727
Email: to.soares@uwinnipeg.ca
Office Hours: M/W 10:30-noon

Winter Instructor: Claire Borody
Office: 3T04
Phone: 204-786-9385
E-Mail: c.borody@uwinnipeg.ca
Office Hours: TBA

COURSE DESCRIPTION

This course is designed to provide students with a theoretical knowledge of select movements of contemporary acting and actor training and to develop student competence in the practical application of concepts and principles from these movements. Students will explore a range of major 20th and 21st century approaches to acting as applicable to a variety of theatrical styles and aesthetics: both historic and contemporary.

The focus of the fall term will be on creating a foundational embodied approach that explores the specificity of action and listening using the integration of movement and voice. The second half of the fall term will explore the practice of text-based approaches to acting Shakespeare and by extension, classical text generally.

Classes in the winter term will focus on the study of Anne Bogart's Viewpoints – collaboratively created original theatre making – and on the construction and development of theatre styles other than Realism via a range of physical and vocal technique from eastern and western practices.

Lecture sections will consist of lectures, discussions, demonstrations and student presentations. Labs will emphasize scene-study and will include exercises and discussions that connect the theoretical components of the course to practical work.

Students will be required to participate in departmental productions (as has been the case pre-pandemic). See details below.

NOTE: The description of content and listing of assignments is provided as a survey of intended curriculum but due to the unprecedented nature of previous years and potential uncertainty moving forward, it is subject to change (including the number, nature, dates, and weighting of assignments). Although the class is scheduled to run in-person on campus, this could change depending on the circumstances. First and foremost is the safety of students and instructors.

In the event that a class must move to remote learning, students can find answers to frequently asked questions and support here: <https://www.uwinnipeg.ca/remote-hub/learning/learning-online.html>

Correspondence with instructors: Email will be checked once a day and, if possible, addressed within 24 hours of reception. Students are responsible for checking their University of Winnipeg email regularly to ensure that they are receiving all current information from the instructor and the university. Nexus email will not be used at all. If it is necessary to cancel a class, students will be notified as soon as possible via email. PLEASE NOTE NEXUS WILL ONLY BE USED IN THE FALL TERM (to post assignments and additional material). NO POSTINGS WILL OCCUR ON NEXUS IN THE WINTER TERM.

TEXTS

Required:

Bruder et al. *A Practical Handbook for the Actor.*
 Hodge, Alison. *Twentieth Century Acting Training.*
 Rodenburg, Patsy. *Speaking Shakespeare.*

Students will also be required to purchase a course-pack for the winter term from the instructor covering additional topics of study.

Additional reading may be assigned or suggested by the instructor in the fall term (either available at the University of Winnipeg Library or posted on Nexus).

Suggested:

Bigelow, Michael and Joel A. Smith (eds.). *Anne Bogart Viewpoints.*
 Marshall, Lorna. *The Body Speaks.*
 Luger, Michael. *The Expressive Actor.*

Reference:

Students are responsible for finding their own scene and monologue material. The Library and the UW bookstore carry a selection of scene and monologue anthologies. A number of scripts are also available for loan from the Departmental Script Library; see Melinda Tallin (3T03, 786-9955) for details.

MARK BREAKDOWN

Lab (Practice)

FALL

Action Study -Off Book (monologue).....	P/F
Action Study Score	P/F
Action Study	15%
Scene 1 Translation	P/F
Scene 1 Off-Book.....	P/F
Scene 1 First Pass	P/F
Scene 1	15%
Class Participation and Protocol	5%
Fall Grade	35%

WINTER

Viewpoints Group Assignment.....	10%
Monologue Off-Book	P/F
Monologue.....	10%
Scene Two Off-Book 1.....	P/F
Scene 1 First Pass	P/F
Scene Two	20%
Class Participation and Protocol	5%
Winter Grade.....	45%

Lecture (Theory)

FALL AND WINTER

Group Presentation.....	10%
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Each student is required to participate in one group presentation. This is expected to be a group effort and all group members will receive the same grade. The presentation is to be organized within one fifty-minute time slot. Each presentation will cover a significant theorist/practitioner within the field of 20-21 century acting training or practice. Representatives from each group are required to meet with the instructor prior to their presentation. Any student who fails to participate adequately in both preparation and presentation of the group project will be required to write an additional essay. Peer evaluation will serve as the determining factor for such a need.

The Group Presentations are scheduled for the Tuesday lecture section (2:30 PM) in both the Fall and Winter term. Students will select groups in September.

Groups presenting in the fall term will be scheduled between Tuesday, October 4th and Tuesday, November 8th, 2022. Groups presenting in the winter term will be scheduled between Tuesday, January 31 and Tuesday, February 14, 2023.

Process Evaluation	10%
(Fall Term 5% and Winter Term 5%)	

TOTAL.....	100%
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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, so that students make regular progress, and so that students experience and understand the importance of the work as a process. In the fall term there are two Pass/Fail components connected to the Action Study and three connected to Scene 1. I

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. Failing three components (in the case of Scene 1) will result in a **30% reduction** in your grade for that assignment. For example, if a student receives 70% on an assignment but fails two P/F components, they will receive a 50% for the assignment.

EVALUATION CRITERIA FOR PASS/FAIL ELEMENTS:**FALL TERM:**

Action Study Off-Book (Monologue) – well prepared, reasonably fluent, present with the text or exercise with few calls for ‘line’.

Action Study Score – Detailed actions and properties clearly marked (to be discussed).

Scene 1 – Translation: thorough and detailed translation of every one of your lines, thoughts, images, and concepts into modern English, with unit and beat-breaks marked, strong objectives and obstacles, and main and parenthetical thoughts distinguished (clear and legible).

Scene 1 Off-Book – well prepared, reasonably fluent, present in the scene or exercise with few calls for ‘line’.

Scene 1 First Pass: prepared, off-book, rehearsed, incorporating class work (clear progress).

WINTER TERM:

Details concerning specific parameters of P/F off book deadlines for the Solo and class participation and protocol expectations will be provided on the first day of the Winter Term.

ASSIGNMENT AND PERFORMANCE DEADLINES**FALL**Action Study

Off-Book: Tuesday, Sept 27 & Thursday, 29, 2022

Actor’s Score: Tuesday, Oct 18 & Thursday, 20, 2022

Action Study: Tuesday, Oct 18 & Thursday, 20, 2022

Scene 1

Translation: Tuesday, Oct 25, 2022

Off-Book: Tuesday, Nov 8, 2022

First Pass: Tuesday, Nov 15 & Thursday Nov 17, 2022

Scene 1: Thursday, Nov 29 & Dec 1, 2022

Process Evaluation: Thursday, Dec 8, 2022 (note this is after classes end). Please submit a hard copy of the paper unless Public Health measures make that impossible.

WINTER

NOTE: Details concerning specific off book deadlines, and class participation and protocol expectations will be provided on the first day of the Winter Term (January 5, 2023).

Project requirements will be provided at the start of each performance project.

Viewpoints: Tuesday, January 31, 2023

Monologue: Tuesday February 28, 2023

Scene Two: Tuesday, April 11 at 2:30 PM or 7:00 PM TIME TBA

Process Evaluation: Tuesday, April 11, 2023. Please submit a hard copy of the paper unless Public Health measures make that impossible.

FALL AND WINTER

Group Presentation dates differ depending on the topic (specific dates will be handed out in class).

LATE ASSIGNMENTS

Written assignments that are late will be penalized at the rate of **2% per day** (including weekends) up to the final stated deadline. For example, if your essay is given a mark of 70% and it is a week late (7 x 2%), you would receive 56%. The absolute deadline – with penalty – for the essay assignment in the fall term is **Monday, December 19, 2022**. The absolute deadline – with penalty – for the essay assignment in the winter term is **Tuesday, April 18, 2023**. **Papers will NOT be accepted after these dates unless there are extenuating circumstances OR arrangements have been made prior to the deadline date.**

Should a student be absent (unexcused) on the day of a final performance, the student will receive **0%** for that assignment. Should that student's absence affect a scene partner or partners, alternate arrangements will be made for their evaluation.

REHEARSAL REQUIREMENTS

Students will be required to work in pairs and/or larger groups and must be able to arrange rehearsals and meetings outside of class time. This requirement will involve a MINIMUM of 4-5 hours per week. Students unable or unwilling to comply with the rehearsal requirement are asked to withdraw from the course immediately. Students will be required to document and submit a listing of out-of-class rehearsals. A file of printed booking sheets would be ideal. During the year, any student who repeatedly misses rehearsals, comes late, or fails to rehearse adequately will be asked to withdraw from the course.

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

PROTOCOL

Developing knowledge and skill in the craft of acting requires participation and commitment. Therefore, regular attendance and punctuality is necessary. Students are required to be in attendance and ready to work by the posted class start time. Late students may be denied entry.

The professor and students are responsible for developing a creative, supportive, and protective atmosphere in class in order to best serve the work. Students must accept artistic individualities and help their colleagues with constructive criticism. The unity, creativity, and health of the class is placed above any antagonism, personal or artistic differences, temperaments, and idiosyncrasies.

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

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

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

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

PLEASE DO NOT WEAR SCENTED PRODUCTS OF ANY KIND TO CLASS.

TENTATIVE TIMELINE (subject to change)

The first day of classes at the university is September 6th, 2022, and the last class will be held on April 4th, 2023. Evaluation period is April 10th -21st, 2023.

Note that Reading Week is Oct 9 - 15, 2022 for the Fall Term, and Feb 19 – 25, 2023 for the Winter Term. Also, the university will be closed on Friday, Sept 30th, National Truth and Reconciliation Day, and on Friday, Nov 11th for Remembrance Day.

Additionally, note that the **final date to withdraw without academic penalty for Fall/Winter courses** which begin in September 2022 and end in April 2023 is **February 14, 2023**. Withdrawing before the VW date does not necessarily result in a fee refund.

September

Fall term overview and assignments
Review of *Practical Handbook*
Monologue Selection
Introduction to an Integrated Approach to Acting
Exercises exploring action (architecture and improvisation)
Technique on Integration (exercises)
Commence Monologue Work
Monologue Memorized
The Stanislavski System

October

Scene One Selection
Skill development
Monologue Work (Presented Oct 18, 20, 2022)
Group Presentations begin
Introduction to Shakespeare
Text-Based Exercises (Clarifying Complex Text)

November

Skill development (Text Work, Listening, and Embodying Text)
Group Presentations
Work on Scene One
Scene One Text Memorized

December

Scene One Presentations (Nov 29 & Dec 1, 2022)
End of Term Essay (Dec 8, 2022)

January

Introduction Winter Term
Viewpoints – Anne Bogart
Practical workshops
Group presentations

February

Skill development
Solo Style Project work and performance
Group Presentations
Scene Two selection and start

March

Skill development
Scene Two research and development

April

Process Essay Due
Scene Presentations: Tuesday, April 11 at either 2:30 PM or 7:00 PM. TIME TBA

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 classes (whether in person or online) 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.

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. 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. In the event an occasional class is scheduled online, there will still be physical work required. If there are limitations due to the student's remote environment, adjustments should be made with the instructor in advance.
- 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 **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.

PRODUCTION REQUIREMENT

THFM-2101 students are required to assist in a production capacity on one of the major departmental shows. In 2022/23, this will primarily consist of ushering at live performances and postering; other opportunities may be added as necessary. The form you receive in class must be completed at the time you fulfill this requirement and signed by the appropriate manager (e.g., House Manager, Office Manager, instructor or Crew Chief) confirming that you have completed this requirement. Failure to do so will result in a **5% grade penalty**. No partial marks will be assigned for this credit. Sign-up sheets will be available outside Room 3T03 (Melinda's office) by late September; sign up early for best choice.

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. \(https://www.uwinnipeg.ca/respect/sexual-violence/get-support.html\)](https://www.uwinnipeg.ca/respect/sexual-violence/get-support.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 CONSIDERATIONS

Should public health and university regulations require it, 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."

Lectures will take place in-person in the Theatre, Wednesday 12:30 – 13:20, on the following dates:

October 5, 2022

November 9, 2022

January 18, 2023

March 1st, 2023

Guests will be confirmed shortly.

MANDATORY ATTENDANCE FOR HONOURS STUDENTS: 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, and THFM-3801 Production II.

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 14 at 12:30 pm we will hold an *Orientation Assembly* in the Theatre 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!

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**; other events have included **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 find out more at TAFSA's meetings, held every second Monday from 12:30-13:20 pm. It's 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](https://www.instagram.com/tafsauw) or email them at [tfsa.uw@hotmail.com](mailto:tafsa.uw@hotmail.com).

BUILDING SECURITY

The Asper Centre for Theatre and Film (home to the Department of Theatre and Film) is open from 8:00 am to 6 pm weekdays only. Students are permitted to be in the building between 8:00 am and 10:00 pm seven days per week (except statutory holidays when the University is closed) **BUT PLEASE NOTE:** outside of regular building hours, it is **MANDATORY** that everyone in the building (students, faculty and community renters) **EITHER** carry an access card **OR** have a booking confirmation form in their possession (hard copy or electronic). **ALL EVENING STUDENTS in the building for classes must have a UW ID card.** If a Security Guard checks and you do not have proper accreditation, **you may be evicted.**

These rules are in place to protect our students and our equipment; please respect them.

All studios and labs are locked outside of building hours. Evening and weekend access can be added to your student card by visiting Melinda in the Department office, 3T03.

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 for complete information about campus security and emergency procedures: <https://www.uwinnipeg.ca/security/index.html>

ONLINE CLASSES

Instructors whose mode of delivery includes Zoom or a similar platform will clarify expectations for appropriate remote classroom behaviour or decorum (e.g., being on time, muting/unmuting, raising hand, reacting, etc.), and make appropriate allowances in order to respect the privacy of students (e.g., clarifying need to have video on/off).

Performance classes online: No eating, chewing gum, or wearing a mask during on-line work.

RECORDING ON-LINE CLASSES

Should a class be held online, the instructor 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](https://www.uwinnipeg.ca/theatre-film/docs/fire-evacuation-procedures_2020.pdf) (https://www.uwinnipeg.ca/theatre-film/docs/fire-evacuation-procedures_2020.pdf) and [Access Card/Building Use Policy](https://www.uwinnipeg.ca/theatre-film/rentals/access-card-and-building-use-policy.html) (<https://www.uwinnipeg.ca/theatre-film/rentals/access-card-and-building-use-policy.html>).

Room Bookings for Class Assignment Work: Students may book rehearsal room space class-related work or outside projects. Priority will be given to class assignment work. 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 2022-23 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 regarding such things as important information about health and safety, policies and registration, and Faculty will contact you about changes to class schedules, cancelled classes, etc.
- 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 video/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 2022-23 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://www.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 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.

Important information is outlined in the 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 could be considered non-academic misconduct. See the Respectful Working and Learning Environment Policy (<https://www.uwinnipeg.ca/respect/respect-policy.html>) and Acceptable Use of Information Technology Policy (<https://www.uwinnipeg.ca/institutional-analysis/docs/policies/acceptable-use-of-information-technology-policy.pdf>). More detailed information is outlined in the 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 <https://www.uwinnipeg.ca/research/ethics/index.html>

Privacy

Students should be 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, without academic penalty:

NOVEMBER 16, 2022 FOR FALL TERM COURSES which begin in September 2022 and end in December 2022

FEBRUARY 14, 2023 FOR FALL/WINTER TERM COURSES which begin in September 2022 and end in April 2023

MARCH 14, 2023 FOR WINTER COURSES which begin in January 2023 and end in April 2023

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.

CAMPUS CLOSURE DATES

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

September 5 (Labour Day)

September 30 (Truth and Reconciliation Day)

October 10 (Thanksgiving Day)

November 11 (Remembrance Day)

December 23, 2022 through January 2, 2023

February 20 (Louis Riel Day)

April 07 (Good Friday)