

THFM-3803-001 (3 Credit hours)

PROPERTIES FOR THE STAGE

Winter/Spring, 2023
Monday, Wednesday, Friday May 1 – May 19
Exam Date TBD
DELIVERED IN PERSON: 1T12, 2T21
Hours: 9 am - 1pm

Instructor: Kari Hagness
Office Hours: TBA
Phone: 204-888-1892
Email: k.hagness@uwinnipeg.ca

Prerequisite: THFM-2801-001 Theatrical Production I

COURSE DESCRIPTION

The objective of this course is to offer an introduction to the area of the theatre production department known as "Properties and Set Dressing." We will examine properties and set dressing through demonstrations, projects, and lectures, with the emphasis on hands-on "building" and practicing some basic skills common to Props construction.

The course will be divided into lab and lecture sessions which will take place in the Prop Shop (2T21) and Scene Shop (1T12) of the UW Theatre building. During lectures, students will study the role of the Props Department in the larger context of the theatrical production, relationships with other departments, responsibilities of the department and of the various members in it, as well as how to approach prop-building projects. Reference will be made to professional productions.

During lab sessions typical basic prop-building materials and techniques will be demonstrated and the student will be given the opportunity to experiment with them. Some topics will include Styrofoam carving, glues and solvents, mold making, casting, basic upholstery, and furniture breakdown. Through lab sessions and assigned projects students will be expected to become familiar with the basic patterns of research, planning, and execution as they relate to props work.

TEXTS

There are two books which are not mandatory, but recommended. They are both excellent texts for the prospective Props Artisan or Manager. They are: "The Prop Building Guidebook for Theatre, Film, and TV, 2nd Edition" (Eric Hart, Focal Press, 2017) and "Prop Building for Beginners: Twenty Props for Stage and Screen" (Eric Hart, Routledge Press, 2021). They examine Props from the point of view of the Artisan and the Manager, and provide valuable advice, tips and links to online resources. Other reference materials will also be suggested.

There will also be some handouts as well, but students will be expected to keep notes.

Reference Sources in Lieu of Texts:

Students must be prepared to use the internet, a library and/or a museum to research projects in specific fields such as weapons, armour, furniture, fine art, musical instruments, toys, food, publications, money, flowers, and so on. The student will be expected to distinguish the difference between genuine historical references and fantasy or cosplay references.

EVALUATION

| | | |
|-----|--|-------------|
| 1. | Class Participation | 5% |
| 2. | Script/Props List (due Wednesday, May 3, 2023)..... | 5% |
| 3. | 10 Daily Sketches (see details below) | 15% |
| 4. | Research Project (due Friday, May 5, 2023) | 5% |
| 5. | Project #1 Major Prop Research/Build (due Friday, May 19 2023) | 15% |
| 6. | Scale Drawing (due Monday, May 8, 2023) | 5% |
| 7. | Project #2 Styro carving/scrimming (due Wednesday, May 10, 2023) | 10% |
| 8. | Project #3 Small Observation/Build (due Friday, May 12, 2023 | 10% |
| 9. | Project #4 In Class Build (Friday, May 12, 2023)..... | 5% |
| 10. | Project #5 In Class Build (Monday, May 15, 2023) | 5% |
| 11. | Project #6 In Class Build (Friday, May 19, 2023) | 5% |
| | Term Work | 85% |
| | Final Written Exam (date to be determined) | 15% |
| | TOTAL..... | 100% |

Policy on Late Assignments:

Because in theatre Opening Night is the **DROP DEAD DEADLINE**, late assignments will **NOT** be accepted. All project work must be completed on schedule.

Minimum Average Workload:

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|--|----------------------|
| Lectures/Scheduled Labs= In Class..... | 12 hours/week |
| Research/Projects-Home Work | 6 hours/week |
| TOTAL..... | 18 hours/week |

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%

PREPARATION REQUIREMENTS

- Students will be expected to bring materials necessary to take notes.
- Access to web-based research, printer
- Ability to create and print a document with a table feature is required (eg: Excel, Word, Google Sheets).
- Familiarity with an architect’s scale ruler.
- Paper with ¼” gridded lines are recommended for sketches.
- Sharp, thin bladed break-off Olfa (or similar) knife and replacement blades.
- Also useful, but not mandatory, is a carpenter's or soft cloth tape measure.

DRESS REQUIREMENTS

Students must come to class dressed appropriately for shop work: prepare to get dirty: there will be exposure to normal shop conditions, which include sawdust, styrofoam chips, paint and other messy materials. Do not wear open-toed or high heeled shoes. (we expect to wear steel-toed shoes at work normally). Please bring a shop coat or MAYon if desired. Disposable gloves will be available.

EVALUATION DETAILS 2023

In all cases, please think of these assignments from the point of view of someone expecting to make a believable prop to be used by an actor.

1. CLASS PARTICIPATION: prompt attendance and willing participation is expected for each class. It is expected that there will be respectful cooperation with classmates in discussion and in hands on work in class.

Value 5%

2. SCRIPT ANALYSIS/PROPS LIST: read script with attention to anything pertaining to props, and create an original preliminary props list in Word, Excel, Google Sheets, or other software that enables a table format. Script will be provided. Props list must be printed to be handed in. Emailed lists will not be accepted or marked. The object is to imagine how things are used in a scene, even if not stipulated in script, to anticipate the need, as well as questions for the Designer.

Value 5%

Assigned on May 1, 2023

Due on May 3, 2023

3. 10 DAILY SKETCHES: One to be handed in each Wednesday and Friday, and two to be handed in on Mondays May 8 and May 15 for a total of 10. The requirement is to draw neatly a household object on letter sized paper, record its measurements, colour, finish, material, and a short description of properties (eg: soft, flexible, brittle, oily, etc). The object of this exercise is to observe mundane household objects as if you had to make a copy in a different material for a prop.

Value 15%

Assigned at each class, to be handed in the next class. Do not hand all in at once. This is intended as a daily exercise in observation.

4. RESEARCH PROJECT: Research in depth a real historical artifact from the Pre-Industrial Age (ie: prior to 1840 CE). Your research should include pictures (black and white is fine) from the web of similar artifacts, an original drawing of the object giving dimensions (preferably to scale), a brief description of the artifact, including materials, colour, other unique features, and thoughts on how to recreate it suitably for stage use, using available materials. The object of this exercise is to think in depth about the important properties of a historical artifact, so that you see it more thoroughly than just its outer appearance.

Suggested suitable projects:

dagger or tomahawk ornamented goblet ornamented box/treasure chest/jewelry box
piece of Jewelry/Crown/chain of office medieval book quiver fancy platter of food

Value 5%

Assigned on May 1, 2023

Due on Friday, May 8, 2023

5. MAJOR PROPS (RESEARCH AND) BUILD: You will build the project, based on your research from Assignment #4, to the best of your abilities, providing your own materials. (You may discuss this with the professor regarding found material in the shop). You must use the research from Assignment #4. IE: please do not “make something up”. All projects must be of a portable size. Your project should look like the research chosen, and give evidence that it is sturdy enough for potential use by actor. It does not need to be completely finished, but a portion of it should be, indicating how the rest of the project would be finished. You must hand in the research along with the prop, and any drawings you made to help you when you were building in order to show your process.

Value 15%

Assigned on May 1, 2023

Due on May 19, 2023

6. SCALE DRAWING OF A FURNITURE PIECE: you will be given a picture and an overall measurement. Using a scale ruler, do a working drawing that could be built from. You must include important measurements. Note any questions that you have for the designer. The goal is to be able to convert a picture of an article into meaningful dimensions that can be worked with for construction. This must be on paper to be handed in.

Value 5%

Assigned on May 3, 2023

Due on May 8, 2023

7. Project #2: SCALING, CARVING AND SCRIMMING EXERCISE. Draw onto Styrofoam provided the item assigned, using what you have learned about scaling a drawing. Carve out of Styrofoam, and then finish and scrim to protect. You are not required to paint the item. Scale up to use appropriately the Styrofoam provided (15), carve good detail (15), finish and scrim neatly (15). There will be a drop and kick test, to determine stage life expectancy (15) The object is to practice a skill that is in frequent use in theatre, whether in Props or Scenic Art.

Value 10%

Assigned on May 5, 2023

Due on May 10, 2023

8. Project #3: SMALL OBSERVATION/ BUILDING EXERCISE: Choose a “smaller than a breadbox, bigger than a package of gum” common, everyday household object that can be brought to class, and make a convincing copy out of a different material. Be as neat as you can. NOTE: assignment must be handed in with the original object being copied (which will be returned to you). Be neat and careful. You may raid the Prop shop for materials if needed. The object is to think creatively about the nature of the everyday things around us that we take for granted.

Value 10%

Assigned on May 8, 2023

Due on May 12, 2023

9. Project #4: In Class: LANTERN WIRING: We will convert a lantern into a battery-operated lantern. This is to become comfortable with basic skills often called on in Props.

Value 5%

Assigned on May 12, 2023, to be done in class

10. Project #5: In Class: SIMPLE WEAPON WORKSHOP: make a simple weapon in class, chosen from list provided. The object is to understand the “anatomy” of simple historical weapon construction.

Value 5%

Assigned on May 15, 2023, to be done in class

11. Project #6: In Class: BANQUET JUNKYARD CHALLENGE: details to be provided in class, work in teams from ideas provided. The goal is to have creative fun thinking about the visual aspects of food.

Value 5%

Assigned on May 19, 2023, to be done in class

| Course Timetable-May 1- May 19, 2023 (plus Exam, TBD) | | | |
|--|-------------------------|---|---|
| Class | Date | Details | Assignments/Tests See Separate Assignment Sheet for Details and Marking Rubric |
| 1 | Monday, May 1, 2023 | COURSE OUTLINE: What the course will cover, assignments, and projects, INTRODUCTION TO PROPS: creating a props list, different kinds of props, time-work-flow, relationship to other departments, evaluation | <u>ASSIGNED:</u> 1. Attendance each class Value 5% 2. Script analysis to create preliminary props list. Due in Class 2 Value 5% 3. 10 Daily Sketches—1 to be handed in each Wednesday and Friday, 2 each on following Mondays, for total of 10 Value 15% 4. Major Props Research Project Due in Class 4 Value 5% 5. Major Props Build (based on Research Project #4) Due in Last Class Value 15% |
| 2 | Wednesday, May 3, 2023 | SCALING A DRAWING FOR CARVING INTO 3-D OBJECTS: grid a design, work up to a full-scale working drawing in two or more planes, transfer to material; use of a scale ruler START CARVING STYROFOAM | Collect Drawings (Assignment #3) Discuss and collect Props List (Assignment #2) <u>ASSIGNED:</u> 6. Scale drawing Due in Class 4 Value 5% |
| 3 | Friday, May 5, 2023 | CARVING (cont'd) INTRODUCTION TO SCRIMMING: Students will experiment with different scrimming materials and techniques for the object carved in class. MOLDS: why we use them, different types; We will make a simple 1-part mold of object and make first part of simple 2-part mold | Collect Drawings (Assignment #3) <u>ASSIGNED:</u> 7. Carving and Scrimming Project, Due in Class 5 Value 10% |
| 4 | Monday, May 8, 2023 | MOLDS, cont'd: second half of 2-part mold; clean molds made Friday, cast into molds FOLIAGE: methods of mass-producing leaves, vines | Collect Drawings (Assignment #3) Discuss and collect Research Project (Assignment #4) Discuss and collect Scale Drawing (Assignment #6) <u>ASSIGNED:</u> 8. Small Observation/Building Project. Due in Class 6 Value 10% |
| 5 | Wednesday, May 10, 2023 | FINISH 2 PART MOLD: taking mold apart, cleaning, separators, discussion of how to use mold, finishing piece. PAINT, FINISHING, BREAKDOWN: How to achieve the correct finish, with an emphasis on furniture | Collect Drawings (Assignment #3) Collect Carving/Scrimming Project (Assignment #7) |

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|----|----------------------------|---|--|
| 6 | Friday, MAY 12, 2023 | <p>THINGS THAT COME UP ALL THE TIME: Discussion of some of the more common problems and solutions that come up in a Prop Shop</p> <p>WIRING AN OIL LAMP TO MAKE IT A LANTERN FOR STAGE USE: one of the more common props required is an actor-activated, battery powered period lantern. We will do this in class, to build up UW stock</p> | <p>Collect Drawings (Assignment #3) Collect Small Build Project (Assignment # 8)</p> <p><u>ASSIGNED:</u> 9. Lantern: This project will be marked based on classroom participation and final result In Class Value 5%</p> |
| 7 | Monday, MAY 15, 2023 | <p>WEAPONS: Fighting quality, shop made, looking at stock; sharpening, dulling, non-metal; briefly: guns, legality, repros that don't fire, scabbards, sheaths, hangers, racks, armour, helmets, backstage storage, stock storage</p> <p>LEATHER: We will look at different leather samples, and learn how to make a simple belt</p> | <p>Collect Drawings (Assignment #3)</p> <p><u>ASSIGNED:</u> 10. Weapon: This project will be marked based on classroom participation and final result In Class Value 5%</p> |
| 8 | Wednesday, MAY 17, 2023 | <p>UPHOLSTERY: students will learn how to cover a simple seat for a plain side chair from stock</p> <p>TIME IN SHOP TO WORK ON FINAL PROJECT</p> | Collect Drawings (Assignment #3) |
| | Friday, MAY 19, 2023 | VOLUNTARY WITHDRAWAL DATE | |
| 9 | Friday, MAY 19, 2023 | <p>FOOD AND DRINK: Food onstage, fake and real, different techniques and materials to make great fake food that actors will love.</p> <p>STAGE BLOOD: we will discuss various kinds, qualities, and make our own washable/edible blood</p> | <p>Collect Drawings (Assignment #3) Collect and Discuss Major Build Project (Assignment #4)</p> <p><u>ASSIGNED:</u> 11. Banquet Fake Food Challenge: This project will be marked based on classroom participation and final result In Class Value 5%</p> |
| 10 | Wednesday MAY 31, 2023 | 9 Am EXAM | Final exam based on class work, projects, assignments. Value 15% |

When time allows, these other topics will be discussed:

Materials we use: wood, plastics, fibreglass, Styrofoam, wire, thermoplastics, clay and so on:

Paper Props

Props Chemicals: Chemicals, adhesives, solvents commonly used

Prop Shopping: The Etiquette of borrowing/renting; receipts, mileage, phone research, returns

Theatre Hierarchy: The chain of command, etiquette, keeping your own good counsel, designers, team playing,

Seeing the Big Picture

Foliage and Greenery: plants, trees, flowers, grass, rocks, etc

Raked Stages, Revolves: things to consider

Picture Frames: use of mouldings to build up

Fire: torches, flame, "flame"

Building furniture: Carpentry skills needed, importance of finishing

CALENDAR

| | | | | |
|--|---------------|---|---------------|--|
| <u>CLASS 1 --- MAY 1</u> OVERVIEW/INTRO TOUR ASS'T #2, #3, #4, #5 ASSIGNED | <u>MAY 2</u> | <u>CLASS 2 --- MAY 3</u> GRIDDING, SCALE CARVING COLLECT ASS'T #2, #3 ASS'T #6 ASSIGNED | <u>MAY 4</u> | <u>CLASS 3 --- MAY 5</u> STYRO CARVING, SCRIMMING MOLDS COLLECT ASS'T #3 ASS'T #7 ASSIGNED |
| <u>CLASS 4 --- MAY 8</u> MOLDS FOLIAGE COLLECT ASS'T #3, #4, #6 ASS'T #8 ASSIGNED | <u>MAY 9</u> | <u>CLASS 5 --- MAY 10</u> MOLDS PAINT FINISHES COLLECT ASS'T #3, #7 | <u>MAY 11</u> | <u>CLASS 6 --- MAY 12</u> STUFF WE DO ALL THE TIME WIRE AN OIL LAMP (ASS'T #9) COLLECT ASS'T #3, #8 |
| <u>CLASS 7---MAY 15</u> WEAPONS (ASS'T #10) LEATHER COLLECT ASS'T #3 | <u>MAY 16</u> | <u>CLASS 8 --- MAY 17</u> BASIC UPHOLSTERY TIME IN SHOP TO WORK ON PROJECT COLLECT ASS'T #3 | <u>MAY 18</u> | <u>CLASS 9 --- MAY 19</u> FAKE FOOD (ASS'T #11) STAGE BLOOD <u>COLLECT ASS'T #3, #4</u> VOLUNTARY WITHDRAWAL DATE |
| | | <u>EXAM --- MAY 31, 2023</u> IN CLASS/PROPSHOP TBD | | |

STUDENT PARTICIPATION POLICY & COURSE CONTENT

Theatre & Film are communal art forms 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, meetings or shoots both within and outside of class times; and, in short, exhibit commitment towards the inevitably shared endeavours of our field of study.

Any student failing to fulfil these requirements is harmful to the progress of dedicated students and may, after due warning, be asked to withdraw from any individual Departmental course.

COURSE CONTENT NOTE

Dramatic Literature depicts a wide variety of human action, both elevated and base, public and private, physical and psychological, sexual and non-sexual, etc. The Department of Theatre and Film will not undertake to censor the subject matter of dramatic works.

Students who have concerns about dealing with the full range of content and style in drama/film are urged to discuss these concerns with the course instructor.

KNOW YOUR RIGHTS

Human Rights and Diversity

All students are encouraged to visit the University's Human Rights and Diversity website (<https://www.uwinnipeg.ca/respect/index.html>) to familiarize yourself about your rights, the University's policies, and resources in place to support you. This site includes links to the University's Sexual Violence Policy and Procedures (<https://www.uwinnipeg.ca/respect/sexual-violence-policy-and-procedures.html>), as well as resources for getting and providing support and clear steps for disclosing or reporting sexual violence.

Sexual Violence Resources on Campus

From the UW Human Rights & Diversity website:

The University takes all disclosures and reports of sexual violence seriously; survivors of all backgrounds and experiences will be treated with dignity, respect, and care. If you have experienced sexual violence, there are trained staff to help you in whatever way suits you best."

Disclosing is telling a member of the UW Community that you have experienced sexual violence. This could be someone you trust or feel comfortable with, like a professor, coach, another staff person, or a member of the Sexual Violence Response Team (**SVRT**). A disclosure can be made in order to receive support, accommodation, or to be connected to other resources. The Sexual Violence Response Team (**SVRT**) is a small team of specially trained, well-situated staff that coordinates and organizes services for survivors in a confidential manner. For example, if you personally do not feel comfortable talking to your professors about extensions or deferring work, they would be able to arrange changes for you without telling the professor why you need accommodation.

Contact SVRT by phone at 204-230-6660. [You can find more information on disclosing here.](#)

<https://www.uwinnipeg.ca/respect/sexual-violence/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) (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. Dates and guest speakers will be announced in September.

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-3101 Acting III General, THFM-3110 Screen Acting, THFM-3201 Styles in Design, and 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

EACH FALL, we 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! We hope you will come to our 2023 Orientation next September.

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 in the Fall/Winter terms 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 [@tfsauw](#) or email them at tfsa.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 5 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 two phones (one by the House Manager's office in the lobby, one in the basement by the elevator) to contact Security.

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://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>.

Clear expectations for assignments, tests, and exams should be set for students to avoid instances of “unintentional” misconduct. For instance, if an exam is “take-home”, students should be advised on permitted resources, being able to collaborate (or not) with other students, etc.

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>.

Instructors whose mode of delivery includes Zoom or a similar platform should clarify expectations for appropriate “remote classroom” behaviour or decorum (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).

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 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>).

The University of Winnipeg affirms the importance of student mental health and our commitment to providing accessible, culturally appropriate, and effective services for students. Students who are seeking mental health supports are encouraged to reach out to the Wellness Centre at studentwellness@uwinnipeg.ca or 204.988.7611. For community-based mental health resources and supports, students are encouraged to dial 2-1-1. This program of United Way is available 24/7 in 150 languages.

SPRING SESSION VOLUNTARY WITHDRAWAL DATES

The voluntary withdrawal dates, without academic penalty for the Spring session can be found at: <https://www.uwinnipeg.ca/registration/docs/withdrawal-schedule-spring.pdf>

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| THFM-2001-495 Theatre/Film Practicum I | May 31, 2023 |
| THFM-3502-050 Drama in Education | July 7, 2023 |
| THFM-3803-001 Properties Stage | May 19, 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.

SPRING SESSION CAMPUS CLOSURE DATES

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

- May 22, 2023 (Victoria Day)
- July 1, 2023 (Canada Day)
- July 3, 2023 (in lieu of Canada Day)