

THFM-2310-001 and THFM-2310L-070 (6 credit hours)

FILMMAKING I: SCREEN NARRATIVE TECHNIQUE

Fall/Winter, 2024/25
Class: MW 9:30-12:20
Rooms: OT10 and OT14

Instructor: Shereen Jerrett
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Office Hours: Wed after class/by apt

Course Teaching Assistant: TBA

COURSE DESCRIPTION

This is a practical introduction to storytelling on screen from the director's perspective. In film or video, the sequence structure of various shots and angles forms the basic grammar of screen narrative. This course focuses on the analysis and creation of these visual sequences. Techniques such as storyboarding, camera placement, movement, coverage, transitions, and editing are explored using the medium of video in both a field and studio environment.

COURSE OBJECTIVE

The objective of this course is to introduce and explore basic visual story-telling technique and narrative film structure through lectures, screenings, sequence analysis and hands on experience. It will focus on the role of the director in analyzing and interpreting the script, developing the production design and creating narrative flow and spatial coherence through the selective use of shots, lenses, camera placement, movement, transitions and editing.

LEARNING OUTCOMES

In order to develop the necessary skills to be a filmmaker, a student must first understand the methods of technical narrative construction in dramatic filmmaking. There are many complicated skills that need to be understood and mastered in order to properly realize the scope and potential of a film idea. Within the framework of narrative film storytelling technique, this course develops the student's filmmaking process.

The goals are as follows:

- Basic understanding of film-making procedure
- Basic understanding of the aesthetics of filmmaking and film language
- Understanding of basic story-telling techniques and narrative film structure
- Knowledge of film-making terminology
- Knowledge of screenplay format
- Introductory knowledge of digital camera equipment
- Introductory knowledge of sound recording equipment
- Introductory knowledge of lighting equipment
- Introductory knowledge of editing software and editing procedures.
- Basic understanding of film crew positions and responsibilities, with special emphasis on directing
- Understanding of set etiquette, on-set procedure
- Understanding of pre-production and post-production procedure
- Ability to both lead and participate in movie crews
- Demonstrate teamwork, communication skills and commitment to collaborative process until film is completed.
- Plan and manage time effectively
- Experiment with personal expression through cinema
- Deliver and receive effective critiques of work in progress
- Establish ethical standards for movie making and critiquing.

PRIMARY ASSIGNMENTS:

In *Filmmaking I: Screen Narrative Technique* students gain an understanding of the central principles of narrative structure through application of practical knowledge. Each student will write, direct and edit two original short sync-sound Narrative films, one in Fall term & one in Winter term.

- The Fall Film: 3-5 min. long.
- The Winter Film 5-7 minutes long.

Film is a collaborative medium; however, students should have sole authorship of their films.

The primary films each term will be narrative sync-sound. Just as there are a myriad of ways to tell a story, there are endless possibilities for how a narrative film unspools onscreen.

Recommended Course Texts:

Filmmaking in Action
and/or

The Filmmakers Handbook

MARK BREAKDOWN**First Term Assignments**

- Music video. DUE OCT 30	15%
- First term film. DUE DEC 6	30%
- TOTAL	45%

Second Term Assignments

- Script for second term drama. 1 st DRAFT DUE NOV 25/FINAL JAN 6.....	10%
- Action film assignment. DUE FEB 12 th	10%
- Second term film. DUE APRIL 4 th	35%
- TOTAL	55%

Course Topics covered to include / Students can expect to learn:

Idea Development and script writing/structure

- What makes a workable short film idea?
- Basic screenwriting concepts: outline, treatment, first draft
- Story structure and narrative flow
- Character outlines
- Storyboarding

Pre-production planning

- Script breakdown
- Storyboarding
- How to build a visual treatment/shot list for a film
- Creating production documents: call sheet, production schedules, shot list

Production

- Set Etiquette – Students in FILM I will receive micro-credentialing in *Set Orientation* via the online course offered by FILM TRAINING MANITOBA.
- Defining roles: filmmaking as a collaboration
- Reinforcing/refining on-set techniques

Basic camera concept

- Equipment: Intro to cameras
- Exposure techniques: ISO, Shutter and Aperture, using the triad for art
- Shots and Angles: Basic considerations of different shots, understanding focal length
- Composition: Framing, depth of field, depth of frame, basic compositions, use of color
- 180-degree rule of axis, continuity, eye line
- Location sound recording
- Coverage
- Blocking: placing actors and camera to establish spatial relationships and maintain cohesive scene geography, camera movement, actor choreography

Lighting

- Intro to lighting equipment
- three-point lighting
- lighting continuity
- types of light

Sound

- Intro to sound recording equipment, incl. microphones.
- location sound recording techniques.

Editing

- How to use picture editing software
- organization, process and workflow
- Constructing narrative structure, pace and flow
- Utilizing coverage
- Basic sound editing: Splitting and preparing tracks, ADR, sound F/X , music, foley

These objectives will be explored through lectures, hands-on exercises, and the completion of short **narrative** digital-video films: two main ones, Fall: 3-5 min. long, and Winter 5-7 min. long, and two shorter exercises.

Students will be expected to work on their projects outside of class times.

Students will be expected to work on a minimum of two other films being made by students in their FILM I section. *(If students wish to work on films made by students in the other FILM I section, it will not count towards the requirement to work on films from this section.)*

PROJECT EVALUATION

This is the criteria used in the evaluation of film assignments:

Concept

- Is the idea original to the creator?
- Is it unusual, innovative, challenging, does it amaze and engage the viewer?
- Is the situation fresh with interesting characters to watch?
- Does it give me insight into the vision and artistic sensibilities of the filmmaker?

Planning/Realization

- Does the film reflect an understanding of the problem posed in the assignment?
- Did the filmmaker use the time allocated to successfully plan, shoot and complete a "do-able" short film?

- Were the filmmaker's goals realistic and creative within the limitations of time/equipment/skill?
- How well does it achieve what it sets out to do?

Execution

How well were the specific goals of the assignment achieved?

a. Artistically

- Was there artistry in the direction, performance, image composition, rhythm, interpretation of ideas?
- Does the film crackle with energy? Is there sufficient dramatic tension to keep the energy flowing and the audience interested?
- Are the characters complex and interesting to watch?
- Did the filmmaker use all the technical possibilities to expand the cinematic narrative of the film?
- Was the use of music and effects appropriate and did it add to the dramatic purpose of the film?
- Was there a sense of story rhythm and narrative structure that was engaging and challenging?

b. Technically

- Camera/lighting:
 - Is the filmmaker able to correctly operate the camera?
 - Is the image stable and well composed?
 - Is the exposure appropriate?
 - Did the filmmaker use appropriate lighting techniques to create a stylish and cinematic image?
- Sound
 - Did the filmmaker pay attention to the sound quality of the film, using a boom to get clean, even sound at an appropriate level?
- Editing
 - Is there sufficient coverage to create a dynamic short film?
 - Is the pace energetic, while keeping the story clear and coherent?
 - Was there attention to detail in the post-production work so the film looks stylish and professional?
 - Did the filmmaker take the time to produce a final edit reflecting critical distance from the material?

Class/ Lab Participation-Attendance + Lab Assignments

Filmmaking 1 is intended to be an engaging and collaborative experience, fostering lively class discussions and active student involvement. The course is structured to introduce students to different aspects of motion picture production, with a strong emphasis on cultivating a sense of PROFESSIONALISM.

Successful collaboration among team members striving for a shared objective is crucial in film production, particularly in challenging situations. Whether working on individual or group projects during lab sessions, effective teamwork, communication, and dedication from each student play a pivotal role.

Grading for class and lab participation, as well as attendance, will be assessed according to the following criteria:

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%.

Attendance:

Attendance is expected. On time is late; early is on time.

We begin class promptly at 9:30 am Attendance will be recorded.

Each unexcused absence will impact your final participation attendance grade. If a student needs to miss a class without prior consultation with the instructor, at least 1 hour before the class, their Class Participation Grade will be reduced by 1%. Additionally, students who have frequent absences, even if they inform the instructor, may experience a 1% deduction from their attendance grade, depending on the reasons provided for their frequent absence.

Late Assignments

In the realm of filmmaking, adhering to deadlines is of utmost importance.

Because the assignments are based on availability of equipment and the logistics of scheduling film shoots within a limited time frame, **there is no margin for flexibility**. Extensions will be granted only if arrangements have been made with the instructor **PRIOR TO THE DUE DATE** and only under **EXCEPTIONAL** circumstances and at the instructor's discretion.

If you miss the deadline for submitting your assignment, your grade will be deducted. The penalty for late submissions is a reduction of half a letter grade for each day your project is overdue. Additionally, failing to attend class on the day an assignment is due will result in a full letter grade deduction.

Participation

The instructor will also assess the following criteria for grading purposes:

1. Active and constructive participation in class discussions and collaborative group exercises.
2. Displaying appropriate and respectful behavior and language. For example: engaging in side conversations, or using electronic devices at inappropriate times, such as during a classmate's film screening, is considered disrespectful.
3. Demonstrating a suitable work ethic when engaging in group projects during lab assignments. Each student is expected to contribute equally.
4. Mobile phones will be set to silent or turned off and will not be tolerated in class unless explicitly directed by the instructor. Students who persist in using their phones during class will be asked to leave.

TENTATIVE SCHEDULE (NOTE: subject to change)

FIRST TERM			ASSIGNMENTS/NOTES
Week 1			
Sept 4	W	Intro Course/ Common film terminology	Classes start
Week 2			
9	M	Camera concepts & terms	
11	W	Hands on camera	
Week 3			
16	M	In class prep for shoot	
18	W	In-class shooting exercise	in class exercise
Week 4			
22	M	Film ideas and concepts	
25	W	Screenwriting techniques and format	
Week 5			
30	M	Day for Truth and Reconciliation	University Closed
Oct 2	W	Screenwriting in class exercise	in class exercise
Week 6			
Oct 7	M	Hands on Screenwriting pitch	in class exercise
Oct 9	W	Editing overview	in class exercise
Week 7			
14	M	READING WEEK	in class exercise
16	W	READING WEEK	
Week 8			
21	M	Intro Lighting concepts	
23	W	Hands on Lighting	in class exercise
Week 9			
28	M	Intro sound recording	
30	W	In class sound recording.	in class exercise
Week 10			
Nov 4	M	Intro prod planning and scheduling	
6	W	Shot listing and storyboarding/in class scene prep	in class exercise
Week 11			
11	M	Remembrance Day	University Closed
13	W	Group PD scene shoot	In class exercise
Week 12			

18	M	Group scene edit	in class exercise
20	W	Group scene screening	
Week 13			
25	M	In class editing/feedback	feedback
27	W	In class editing/feedback	DUE: 1st draft of script
Week 14		END OF TERM	DUE: FIRST TERM FILM
Dec. 2	M	Lectures end	
Dec. 3	T	Make up class for Day for Truth and Reconciliation (Sept 30)	
Dec. 4	W	Make up class for Remembrance Day (Nov 11)	
SECOND TERM			
Week 1			
Jan. 6	M	In-class 1 st film review	DUE: Final draft of script
Jan 8	W	In-class 1 st film review	
Week 2			
13	M	In-class 1 st film review	
15	W	Action shooting introduction	
Week 3			
20	M	Action shooting concepts	
22	W	Action shooting breakdown	In class exercise
Week 4			
27	M	Screen action scenes	feedback
29	W	Intro dialogue shooting	
Week 5			
Feb 3	M	Shooting dialogue breakdown	In class exercise
Feb. 5	W	Intro set etiquette	
Week 6			
10	M	Intro paperwork	
12	W	In class paperwork exercise	in class exercise
14	F	Last day to withdraw without academic penalty	
Week 8			
17	M	READING WEEK	
19	W	READING WEEK	
Week 10			
24	M	In Class Scene shoot Prep	
26	W	In Class Scene shoot Prep	
Week 10			
March 3	M	In Class Scene shoot	In class exercise
March 5	W	In Class Scene shoot	In class exercise
Week 11			
10	M	Picture editing: finishing	In class exercise
12	W	Sound editing	In class exercise

Week 12			
17	M	In class edit time/work review	feedback
19	W	In class edit time/work review	feedback
Week 13			
24	M	In class edit time/work review	feedback
26	W	In class edit time/work review	feedback
Week 14			
31	M	In class edit time/work review	
April 2	W	FINAL SCREENING	DUE: 2nd FILM & ALL COURSE WORK

COSTS FOR PRACTICAL FILM COURSES

This is a practical hands-on course in filmmaking utilizing video and film equipment and students should take note of certain costs involved.

There is a **\$50.00 non-refundable Technology Fee** to help defray the costs of regular equipment maintenance. **You paid this fee with your tuition.**

In addition to the non-refundable Technology Fee, students are required to pay a **\$200 refundable Damage Deposit** for this class. The Damage Deposit is to allow students to borrow department equipment, use our Film Lab including hardware and software, and use of studio and building spaces (when available) for film shoots. If you lose or damage equipment while it is in your care, or damage software/hardware in the film lab, or incur damages to a space, the Damage Deposit will be applied to the costs of repair or replacement, but note: **you are responsible for the total value of the loss even if it is more than this deposit.** Any unused portion of your Damage Deposit will be returned to you, usually in the summer.

The deadline for payment of the Damage Deposit will be confirmed shortly, and will be set for the end of early October. If you fail to pay in full **you will not be permitted to sign out or use any equipment or book space, including time in the editing lab, at the ACTF.**

Instructions on the Damage Deposit payment process and deadline will be distributed in the first week of classes.

Once you have paid, send proof of payment to Melinda Tallin at m.tallin@uwinnipeg.ca, following which:

- You will be required to complete and sign an electronic or hard copy *Equipment Loan Damage Deposit Agreement*.
- You must keep a copy of the Agreement to present (electronically or in print form) to the Equipment Manager the first time you attempt to sign out equipment.

(NB: if you are taking more than one course requiring a Damage Deposit, you only pay the Damage Deposit once during the Fall/Winter term.)

MANDATORY FILM EQUIPMENT ORIENTATION SESSIONS

The Department of Theatre and Film will hold two IN-PERSON scheduled Equipment Orientation Sessions during the week of Sept 16 – 20 (dates to be confirmed).

ATTENDANCE AT ONE SESSION IS COMPULSORY for students enrolled in THFM-2310 Filmmaking I (both sections).

It is also compulsory for students in THFM-2312 Documentary Film, THFM-2314 Film Horror, THFM-3310 Film II and THFM-3313 Advanced Picture Editing who have NOT taken THFM-2310 in the past.

Failure to attend one of these sessions will result in:

- your being prohibited from borrowing equipment (without which you cannot pass your course);
- an automatic deduction of \$25 from your Damage Deposit; and
- a required separate meeting with our Equipment Manager.

All Film students above Intro are encouraged to attend as new information may be shared.

STUDENT EQUIPMENT REQUIREMENTS FOR PRACTICAL FILM COURSES

- **Students are required to provide their own portable external hard drives for project storage and editing. The minimum requirement is a 1TB USB2 7200RPM drive formatted for Mac computers. Drives with USB, USB-C, and Thunderbolt connections are supported.**
- **Note: Computers in OT14 will not retain any saved data once turned off so any project files will have to be saved at the end of each session to either your personal external hard drive or the NAS (Network Attached Storage) that is located in the film lab.**
- Students are required to provide their own headphones.
- We also recommend you have an additional hard drive to back up all of your media files and work.
- **STUDENTS ARE NOT REQUIRED TO OWN A MAC PERSONAL COMPUTER.** Instructors will provide information on working on files between Mac and PC based computers.
- Students should also have a flash drive (also formatted for Mac computers) available for every in-person class/lab to copy assignments and media, and to hand in film work. Please note, they are very unstable storage devices and are not to be used in place of a hard drive.
- Students are required to provide their own media cards on which to record their video assignments. It is advised to bring them to every in-person class/lab. Recommended is a Class 10 16 gig card.
- When possible, students will be expected to work on the Media Lab computers (OT14) on the Apple-based editing software.
- Acceptable editing software includes Adobe Premiere, Apple's Final Cut Pro 7 and Final Cut X, DaVinci Resolve, AVID, iMovie or Windows Movie Maker. Consult your instructor regarding any other editing software.

STUDENT PARTICIPATION POLICY

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)
(<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

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.

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 (subject to change):

- **12:30 pm Wednesday, October 9, 2024**
- **12:30 pm Wednesday, November 6, 2024**
- **12:30 pm Wednesday, January 22, 2025**
- **12:30 pm Wednesday, March 5, 2025**

Guests will be announced prior to each lecture.

MANDATORY ATTENDANCE FOR SENIOR AND 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 Advanced Practice, THFM-3110 Screen Acting, THFM-3201 Styles in Design, and THFM-3801 Production II. Sign-in sheets are posted outside the theatre before each lecture.

All students are encouraged to attend these fun and informative lectures. Please see our department website regularly for information.

ORIENTATION ASSEMBLY

WEDNESDAY, SEPTEMBER 11, 2024 12:30 pm – 1:20 pm

Our THFM Orientation Assembly in the Theatre welcomes students to the new term; introduces our new students to faculty and other students; provides information about the department, its various activities and those of its professors, TAFSA, and the UWSA; and delivers 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.

TAFSA offers lively social interaction for U of W students, to ensure their academic career is as fun and memorable as possible! TAFSA aims to provide a safe and welcoming environment where Theatre and Film students can meet and enjoy shared interests. TAFSA's mission is to bring Theatre and Film students together, improve student life and enjoyment, and advocate for students. TAFSA also hosts events where students can network and showcase their skills.

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 [@tafsauw](https://www.instagram.com/tafsauw) or email them at 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 4:00 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.**

When the external ACTF doors are locked, access to the building is through Security using the video intercom at the building entrance to the left of the front door.

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

All interior 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> and to download the UW Safe App: <https://www.uwinnipeg.ca/security/uw-safe-app.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 2023-24 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 paper or digital 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 holydays 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 2023-24 Undergraduate Academic Calendar: <https://www.uwinnipeg.ca/academics/calendar/docs/important-notes.pdf>
- Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams or during lectures/laboratories are encouraged to contact Accessibility Services (AS) at 204.786.9771 or <https://www.uwinnipeg.ca/accessibility-services/> to discuss appropriate options. All information about a student's disability or medical condition remains confidential.

- Reference to the appropriate items in the Regulations & Policies section of the *Course Calendar*, including Senate appeals and academic misconduct (e.g. plagiarism, cheating) <https://www.uwinnipeg.ca/academics/calendar/docs/regulationsandpolicies.pdf>. Instructors should become familiar with the procedures for dealing with alleged academic misconduct at <https://www.uwinnipeg.ca/policies/docs/procedures/academic-misconduct-procedures.pdf> and <https://www.uwinnipeg.ca/policies/docs/policies/academic-misconduct-policy.pdf>
- All students, faculty and staff have the right to participate, learn, and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found at <https://www.uwinnipeg.ca/respect/>.
- **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 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. An updated and expanded U of Winnipeg library site outlining principles of Academic Integrity can be found at <https://library.uwinnipeg.ca/use-the-library/help-with-research/academic-integrity.html>.

Important information is outlined in the Academic Misconduct Policy and Procedures: <https://www.uwinnipeg.ca/policies/docs/policies/academic-misconduct-policy.pdf> and <https://www.uwinnipeg.ca/policies/docs/procedures/academic-misconduct-procedures.pdf>.

- **Academic Integrity and AI Text-generating Tools.** Students must follow principles of academic integrity (e.g., honesty, respect, fairness, and responsibility) in their use of material obtained through AI text-generating tools (e.g., ChatGPT, Bing, Notion AI). If an instructor prohibits the use of AI tools in a course, students may face an allegation of academic misconduct if using them to do assignments. If AI tools are permitted, students must cite them. According to the MLA (<https://style.mla.org/citing-generative-ai/>), “you should:
 - a. cite a generative AI tool whenever you paraphrase, quote, or incorporate into your own work any content (whether text, image, data, or other) that was created by it
 - b. acknowledge all functional uses of the tool (like editing your prose or translating words) in a note, your text, or another suitable location
 - c. take care to vet the secondary sources it cites”

If students aren’t sure whether or not they can use AI tools, they should ask their professors.

- **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/policies/docs/policies/acceptable-use-of-information-technology-policy.pdf>). More detailed information is outlined in the Non-Academic Misconduct Policy and Procedure: <https://www.uwinnipeg.ca/policies/docs/policies/student-non-academic->

[misconduct-policy.pdf](#) and <https://www.uwinnipeg.ca/policies/docs/procedures/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/basics/copyright-policy.html>
- **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/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.

2024-25 VOLUNTARY WITHDRAWAL DATES

The voluntary withdrawal dates for 2024-25, without academic penalty:

- **November 13, 2024** for Fall courses which begin in September 2024 and end in December 2024
- **February 14, 2024** for Fall/Winter courses which begin September 2024 and end in April 2025
- **March 14, 2025** for Winter courses which begin in January 2025 and end in April 2025

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.

2024-25 CAMPUS CLOSURE DATES

The University is closed for the following holidays:

- September 2 (Labour Day)
- September 30 (Truth and Reconciliation Day)
- October 14 (Thanksgiving Day)
- November 11 (Remembrance Day)
- December 23 through January 1
- February 17 (Louis Riel Day)
- April 18 (Good Friday)

2024-25 READING WEEKS

- Fall mid-term reading week is October 14-18, 2024
- Winter mid-term reading week is February 17-21, 2025

THFM DEPARTMENT OFFICE INFORMATION

3T03 (3rd Floor, Asper Centre for Theatre and Film)

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