

FILMMAKING 1 | 2310-050 (6 CH)

Fall/ Winter: 2024/2025

Tuesday (lecture): 6:00pm - 9:00pm

Thursday (lab): 6:00pm - 9:00pm

Classroom: OT10

Instructor: Milos Mitrovic

Email: m.mitrovic@uwinnipeg.ca

Virtual Office Time: By Appointment

Credit Hours: 6

Land Acknowledgment: I acknowledge that we are gathered on ancestral lands, on Treaty One territory. These lands are the heartland of the Métis people. We recognize that our water is sourced from Shoal Lake 40 First Nation. We express our gratitude to the Anishinaabe, Cree, Oji-Cree, Dakota, and Dene nations, past, present, and future, for their continued presence, resilience, and contributions to this land.

***The course assignments and evaluations listed in the syllabus may change due to factors such as time constraints, teaching methods, and unexpected situations. While we start with a solid plan, the dynamic nature of learning could lead to adjustments in the schedule and assessments.**

Course Description:

The course, Filmmaking 1, introduces the fundamental principles of filmmaking, helping students master key filmmaking techniques for creating short narrative films. The course features a dynamic mix of in-person tutorials, curated film screenings and analysis, interactive assignments, practical hands-on experience, and engaging class discussions. Through these workshops, labs and discussions, participants will develop the core skills necessary for visual storytelling.

The key focus of this course is helping students learn how to successfully navigate the pre-production, production and post-production process of filmmaking to help craft compelling narrative scripts and effectively translating them into visually coherent sequences. Students will learn about the collaborative nature of narrative filmmaking and refine their technical skills to achieve a deeper understanding and mastery of the craft.

Required Reading and Other Requirements:

Students must have their own portable external hard drives to ensure smooth project storage and editing. The minimum specifications include a 1TB USB2 7200RPM drive that is Mac-formatted. Alternatively, drives with FireWire 800 or Thunderbolt connections are acceptable. Additionally, students are expected to have their SD cards for camera recording. The minimum requirement is 2 (two) SDHC 16GB cards with a Class 10 rating and a speed of 30MB/sec.

Considering the limited access to the editing lab this year, it is highly recommended that students consider purchasing an Adobe Premiere license for the class.

While the school does offer equipment, students are allowed to bring their cameras to class for use during lab assignments and other filmmaking activities.

Recommended texts are:

Film Directing, Shot by Shot, by STEVEN D. KATZ.

The Filmmaker's Handbook by S. ASCHER & E. PINCUS

The Story of Film by Mark Cousins

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:

Attendance:

Each unexcused absence will affect your final Class Participation and Lab Assignments grade, with a reduction of 1% for every missed class. If you are sick, you must notify me at least 5 hours before class, or your absence will be unexcused. If you are sick more than twice in a month, a doctor's note is required. Failure to provide a doctor's note or to communicate with the instructor will result in any additional absences being marked as unexcused, with a 1% grade deduction per class missed. It is essential to attend every class and arrive on time. Habitual tardiness will also result in a 1% deduction from your final grade in Class Participation and Lab Assignments.

Lab Assigned Group Short Films:

In our lab sessions, I will first showcase a film technique and subsequently assign groups to create a brief film showcasing their comprehension of the method. Each group will have 3 hours to shoot the film and another 3 hours for editing. The groups will be expected to present their lab assignments to the class and engage in a question-and-answer session with their peers.

It is important to note that not submitting a lab assignment will fail that assignment.

Furthermore, behaviour that falls short of reasonable standards of respect and responsibility towards classmates and instructors will not be acceptable.

Refer to <https://www.uwinnipeg.ca/respect/respect-policy.html>

Late Assignments:

In the realm of filmmaking, adhering to deadlines is of utmost importance. 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. 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 behaviour and language. For instance, using cell phones 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.

COURSE EVALUATION		Due Date (all assignments are due by 10pm on the due date)
Class Participation - Attendance + Lab Assignments	20%	N/A
Pitch Presentation #1	5%	October 22
Script #1 (3 - 5 pages)	5%	October 29(Draft 1), November 7, (Final Draft)
Short Film Project #1 (4 - 5 minutes)	30%	January 7
Script #2	5%	January 14 (Draft 1), January 21 (Final Draft)
Short Film Project #2 (7 - 10 minutes)	35%	April 3
TOTAL	100%	

Conversion Scale

A+	90 - 100%	GPA 4.5	C+	66 - 69.9%	GPA 2.5
A	85 - 89.9%	GPA 4.25	C	60 - 65.9 %	GPA 2.0
A-	80 - 84.9%	GPA 4.0	D	50 - 59.9%	GPA 1.0
B+	76 - 79.9%	GPA 3.5	F	below 50%	GPA 0
B	70 – 75.9%	GPA 3.0			

Work NOT submitted will be graded as 0.

CLASS ASSIGNMENTS

This is a brief description of the students' assignments to submit throughout the academic year. Each assignment will feature its handouts with a much more in-depth description. **Please note that these assignments are subject to change throughout the school semester.**

In Class Lab Exercises

For your final class participation grade, your in-class exercises and brief lab assignments will be taken into account. Detailed instructions for each assignment will be provided in separate handouts. The lab sessions will be structured as follows: I will begin by showcasing a filmmaking technique, and then your group will be given a total of 3 hours for filming and 3 hours for editing your film. It's important to utilize the entire 3-hour period for both shooting and editing; early submissions and extending shooting time beyond 3 hours won't be permitted. Your performance in these labs will be evaluated as a collective effort, with grades assigned to you and your group members as a whole.

LAB #1: Short Film Documentary - Students are tasked with creating a short photo documentary with narration about a personal life event. They will use scanned photos or images from their personal photo albums. The completed documentaries will be presented at the end of September (see date above).

LAB #2: Camera + Edit Lab - Students will be grouped and asked to make a short silent film in the allotted time given.

LAB #3: Lighting + Edit Lab - Students will be grouped and asked to make a short silent film using the 3 Point Lighting System

LAB #4: Sound + Edit Lab - Students will be taught how to use the sound equipment and will be asked to remake the sound for a scene in a well known film. The sound in the film will be removed and students will need to add dialogue, ambience, music, SFX and more.

LAB #5: 3 Point Lighting and Camera Test - Students will individual need to set up the 3 point lighting system and camera set up for an interview with monitor set up. Each student will need to do this individual to test their skill and knowledge of camera and 3 point lighting. This is important and will ensure me that students are ready to shoot their films.

LAB #6: Editing Montage Test - Students will receive a short, 3-page script that includes narration and visual cues. They will have a total of 6 hours in class to edit the script, incorporating stock footage, recording narration, and applying skilled editing techniques to demonstrate their ability to edit a film. This project will occur two times in the year, once in the fall and once in the winter term.

LAB #7: Action Lab - Students will be given a wide variety of shots to use in an action scene that they will be required to shoot using the 3 point lighting system, camera and audio equipment.

LAB #8: Group Film - This project will be a group film involving the entire class. We will assign roles such as director, producer, writer, and other crew positions. Specific classes will be scheduled for filming, and we will adhere to the stages of pre-production, production, and post-production. This will give students a comprehensive understanding of the entire process of creating a short film.

Note: Groups will be granted extra time on their lab exercises only if it is due to technical malfunctions and any other problems that are out of the group's hands.

Pitch Presentation

To prepare for the upcoming individual short film projects in the fall term, students will undertake the creation of a pitch package comprising five distinct story concepts. These concepts will be presented to their fellow classmates. The pitch package, presented as a PDF document, will encompass imagery from analogous works for each project, a concise summary, and an elucidation of the director's personal connection to each idea.

Both the instructor and peers will provide recommendations regarding which of the five ideas holds the most promise, ultimately guiding the decision-making process. However, the final choice of which film idea to pursue will rest with the student.

There will not be a Pitch Presentation for your second film.

Scripts 1 & 2

Students will be asked to write two drafts of their scripts for the two-term short films in preparation for individual short film projects in the fall and winter terms. There will be a table read that the class will participate in, followed by a discussion about the script where peers will evaluate the script and provide ways the filmmaker can add or change their story. A storyboard and shot list must accompany the final draft of the scripts.

Individual Short Film Projects

There will be a total of 2 individual short film projects that the students will be tasked to complete. One will be in the fall term, and one will be in the winter term. These short film projects will be narrative - The fall term will be a maximum of 5 minutes, and the Winter term will be 10 minutes. Students will then have to present their films to the class at the year end screening in April, explain why they shot their Film the way they did, and participate in a short Q and A.

TENTATIVE SCHEDULE 2024/2025 | Fall/Winter Term Year

DATE	Class Description & Assignment Launch
Sep 3, Sep 5	Introduction & Syllabus review: Tour of Equipment and Editing Facilities. Finding the right idea: Screenwriting on CELTX + Screen previous short docs and short films LAB #1: <u>Short Film Documentary</u>
Sep 17, Sep 19	Intro to Camera Edit Lab and Breakdown LAB #2: <u>Camera + Edit Lab</u> <i>*Assignment #1 Launch: Pitch Package Presentation</i>
Sep 24, Sep 26	Intro to Lighting Edit Lab and Breakdown LAB #3: <u>Lighting + Edit Lab</u>
Oct 1, Oct 3	Intro to Sound + Short Film Documentary Screening and Q and A LAB #4: <u>Sound + Edit Lab</u>
Oct 8 Oct 10	Intro to Sound Edit Lab and Breakdown Continued + Individual Camera and Lighting Test LAB #5: <u>3 Point Lighting and Camera Test</u>
Oct 15, Oct 17	READING WEEK - NO CLASSES
Oct 22, Oct 24	Pitch Presentations and Discussion Period <i>*Assignment #3 Launch: Script #1</i>

Oct 29, Oct 31	Script Table Read and Discussions <u>*Assignment #4 Launch: Short Film #1 (4 - 5 minutes)</u>
Nov 5, Nov 7	Intro to Advanced Editing Techniques (Timeline Adjustment, Colour, Sound Design, AI, Intro to After Effects, Audition, GarageBand) + Montage Lab #1 Edit Lab and Breakdown LAB #6: <u>Editing Montage Test</u>
Nov 12, Nov 14	Montage Lab #1 Edit Lab and Breakdown Continued LAB #6: <u>Editing Montage Test</u>
Nov 19, Nov 21	Camera, Lights and Sound: Making a Movie with Proper Aesthetic + Action Assignment Lab Edit Lab and Breakdown Continued LAB #7: <u>Action Lab</u>
Nov 26, Nov 28	Edit Lab - Rough Cut Screening and Notes
	FALL TERM EVALUATIONS - NO CLASSES
	UNIVERSITY CLOSED - NO CLASSES
Jan 7, Jan 9	Screening of First Term Films and analysis on films + Next Steps <u>*Assignment #3 Launch: Script #2</u>
Jan 14, Jan 16	Script Table Read and Discussions + Film Festivals 101 LAB #8: <u>Group Film</u>
Jan 21, Jan 23	How to Direct Actors + Directing Actors Workshop + Group Film Project Production Meeting and Work Period Guest Director: TBD LAB #8: <u>Group Film</u>
Jan 28, Jan 30	Producing for Film + Film Grants 101 + Group Film Project Production Meeting and Work Period Guest Producer: TBD LAB #8: <u>Group Film</u>
Feb 4, Feb 6	Green Screen/GFX Lecture + Workshop Guest Director: TBD Edit Lab and Breakdown
Feb 11, Feb 13	Montage Lab #2 Edit Lab and Breakdown Guest Director: TBD LAB #6: <u>Editing Montage Test</u> **February 14** Last day to withdraw without academic penalty
Feb 18, Feb 20	READING WEEK NO CLASSES

Feb 25, Feb 27	Group Film Project Prep - Auditions + Group Film Project Production Meeting and Work Period LAB #8: <u>Group Film</u>
Mar 4, Mar 6	Group Film Project Rehearsals and Full Cast and Crew Table Read Group Film Project Shoot Week #1 LAB #8: <u>Group Film</u>
Mar 11, Mar 13	Group Film Project - Shoot Week #2 LAB #8: <u>Group Film</u>
Mar 18, Mar 20	Group Film Project - Shoot Week #3 LAB #8: <u>Group Film</u>
Mar 25, Mar 27	Edit Lab - Rough Cut Screening and Notes + Edit of Group Film Work Period
Apr 1, Apr 3	Edit Lab - Rough Cut Screening and Notes + Edit of Group Film Work Period
April 8	Class Screening

***The course assignments and evaluations listed in the syllabus may change due to factors such as time constraints, teaching methods, and unexpected situations. While we start with a solid plan, the dynamic nature of learning could lead to adjustments in the schedule and assessments.**

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 cooperate 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)

Office Manager/Student Advisor: Melinda Tallin

204-786-9955

m.tallin@uwinnipeg.ca