

THFM-2312-001 (6 credit hours)

## **DOCUMENTARY FILMMAKING**

F/W 2024-2025

Time: Fridays, 9:30 – 12:20

Location: Asper OT10

Instructor: Lise Raven

Text: 431 866 9111

E-mail: l.raven@uwinnipeg.ca

### **COURSE DESCRIPTION:**

Emerging filmmakers will be introduced to documentary filmmaking tools and techniques. With screenings, lectures and hands-on experience students will explore and experience non-fiction storytelling through an examination of contemporary filmmaking practices and the opportunity to conceive, develop, produce and direct their own short, non-fiction films.

Each student will be required to write and present documentary pitches and creative treatments. Students will be required to make two short documentary exercises and a final film and will be graded on their practical work and participation in class. Prior training or experience with operating cameras and editing software and equipment is recommended.

This class is about the issues in documentary film/video making: some will be practical, and some will be theoretical, but all of the issues discussed will encourage students to see documentary films in a fuller light, and to make better and more thoughtful films of their own. The focus of the class will be on the elements that come together to create the “look” and meaning of a documentary film and is designed to help you conceive of your own work in the light of critical and contemporary concerns.

Topics will range from cinematic storytelling, developing an interviewing style, archival filmmaking, walking the line between fiction and non-fiction, and ethics and morality. Examples will be drawn from a range of documentaries: features, shorts, reality TV, and experimental films.

### **LEARNING OBJECTIVES**

Based on the issues discussed in class, outside screenings and short project assignments, students will develop a portfolio of ideas and video realizations that will provide the basis for a final 5-7-minute documentary to be completed by the end of the term.

NOTE: No docudramas, music videos or "mockumentaries." Films are not to exceed the 7-minute maximum. No bloopers at the end of the film.

### **COURSE DELIVERY / COURSE ENGAGEMENT**

This course will be delivered in person. At times there will be Studio Camera/Lighting/Sound/Editing labs, Assigned films will always be free to watch and will never require subscription to a pay platform (Netflix, etc.) or pay to watch.

### **COURSE TOPICS COVERED TO INCLUDE / STUDENTS CAN EXPECT TO LEARN:**

Idea Development and script writing/structure

- What makes a workable short documentary film idea?
- Basic documentary grant proposal
- Story structure and narrative flow
- Character outlines

### Pre-production planning

- Story Breakdown
- Paper Edit
- How to build a visual treatment/shot list for a film
- Creating production documents: call sheet, production schedules, shot list

### Production

- Documentary Set Etiquette
- Defining roles: filmmaking in small teams
- 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: establishing spatial relationships,
  - maintaining cohesive scene geography,
  - camera movement

### 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

**ASSIGNMENTS**

All Assignments will be posted on NEXUS with due dates, as well as detailed explanations and/or readings, worksheets or handouts.

All assignments will be turned in via Nexus unless prior arrangements have been made with the instructor. If you are unable to access NEXUS to download an assignment or turn it in, please contact me and I will send it to you via email and arrange for you to turn it in via email.

**COURSE CONTENT NOTE**

Films and screenplays depict 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 student's writing.

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.

**CONTENT ALERTS**

I will make every attempt to post the content alerts.

If there are specific subjects that you would like to recommend I post content alerts for, please email me and I will add them to the list.

**CLASSROOM PROTOCOL**

Regardless of the way the course is delivered, teacher and students are responsible for a creative, supportive and protective atmosphere in order to best serve the work.

Students must accept artistic individualities and help their colleagues with constructive criticism. The unity, creativity, and health of the class are more important than any personal or artistic differences.

Phones are not permitted to be used during class. If you need to send or respond to a message, or make or receive a phone call, please leave the classroom and do it in the hallway.

The use of electronic devices for anything other than note taking in class is seriously frowned upon.

**A NOTE RE: EMAIL**

Students have the responsibility to regularly check their UWinnipeg email addresses to ensure timely receipt of correspondence from the University and/or their course instructors. I will only contact you from my uwinnipeg email at your uwinnipeg email.

**REQUIRED TEXTBOOKS:****Order in Chaos – Storytelling and Editing in Documentary Film.**

By Niels Pagh Andersen

We will be using the e-Book. (€12 = \$17 CA)

<https://orderinchaosbook.com/>

<https://orderinchaosbook.com/product/e-book/>

**OTHER READINGS**

All other readings will be available on NEXUS, the university library, or handed out in class.

**SUGGESTED TEXTBOOKS**

*Will be available to borrow from instructor as e-pdfs:*

**Regarding the Pain of Others** - By Susan Sontag

Publisher: Farrar, Straus and Giroux, Publication Date: 2003,

ISBN: [978-0-374-24858-1](#) , OCLC [51446024](#)

**In the Blink of an Eye. Revised Second Edition.** By Walter Murch

Publisher: Silman-James Press, Publication Date: 2005, ISBN: [978-1879505629](#)

**Documentary Film: A Very Short Introduction (Very Short Introductions)**

By Patricia Aufderheide, paperback Oxford University Press, USA 2007-10-27

**Rethinking Documentary: New Perspectives, New Practices**

Edited By Thomas Austin and Wilma de Jong, Open University Press, USA 2008

**Documentary Theory and Practice**

Asian School of Media Study, School of Journalism and Mass Communication

**The Documentary Handbook**

By Peter Lee-Wright, Routledge Press, 2010

**STUDENT EQUIPMENT REQUIREMENTS**

- Students are required to provide their own portable external hard drives for project storage and editing. All students are required to have their own external hard drive for this course.
- Your drive must be fast enough for video editing. The minimum requirement is a 1TB USB2 7200RPM drive that is able to be formatted for Mac as well as for your own home computer.
- **STUDENTS ARE NOT REQUIRED TO OWN A MAC PERSONAL COMPUTER.** Instructors will provide information on working on files between Mac and PC based computers.
- SSD drives are STRONGLY suggested.
- You should also have an additional drive where you can back up all your footage.
- Students are required to provide their own headphones.
- Students are also required to provide their own SD cards for camera recording. The minimum requirement is 2 (two) [SDHC 16GB / Class 10 / 30MB/sec.](#)
- When possible, students will be expected to work on the Media Lab computers (0T14) on the Apple-based editing software.

**FILM SCREENINGS**

I will assign you at least one documentary film per week outside of the classroom. This can be on television, internet, downloaded, Netflix, or whatever streaming network you subscribe to.

As we move through the semester you will be able to describe the film's structure, style and social or political relevance and discuss what strategies the filmmakers use to win your attention and convey their point of view. I will also be posting a list of resources on Nexus, where you can watch Documentary Films online for free.

**ASSIGNMENTS**

1. The Body Documentary.....	10%
2. Final Film Pitch .....	5%
3. Portrait /Profile Interview Documentary .....	10%
4. Documentary Grant Proposal .....	10%
4. Documentary Paper Edit .....	5%
5. Documentary Film Rough Cut .....	15%
6. Documentary Film Fine Cut.....	15%
7. Delivery of Final Film.....	20%
8. Documentary Grant Completion Report .....	10%
<b>TOTAL.....</b>	<b>100%</b>

**GRADE CONVERSION SCALE**

For the calculation of the final grade the following conversion table will be used:

<b>A+</b>	<b>90 – 100%</b>	<b>GPA</b>	<b>4.5</b>	<b>C+</b>	<b>65 – 69.9%</b>	<b>GPA</b>	<b>2.5</b>
<b>A</b>	<b>85 – 89.9%</b>	<b>GPA</b>	<b>4.25</b>	<b>C</b>	<b>60 – 64.9%</b>	<b>GPA</b>	<b>2.0</b>
<b>A-</b>	<b>80 – 84.9%</b>	<b>GPA</b>	<b>4.0</b>	<b>D</b>	<b>50 – 59.9%</b>	<b>GPA</b>	<b>1.0</b>
<b>B+</b>	<b>75 – 79.9%</b>	<b>GPA</b>	<b>3.5</b>	<b>F</b>	<b>below 50%</b>	<b>GPA</b>	<b>0</b>
<b>B</b>	<b>70 – 74.9%</b>	<b>GPA</b>	<b>3.0</b>				

*Work not submitted will be graded as 0%. There is no final exam. Practical work is graded.*

**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?

### **ATTENDANCE**

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

We begin class promptly at 09:30am. 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. Missing more than 5 classes requires a meeting with the instructor to discuss whether dropping the course is the best next step.

### **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. Each student is expected to contribute equally.
4. Mobile phones will be set to silent or turned off and won't be tolerated in class unless explicitly

directed by the instructor. If you need to use your phone during class, leave the classroom and use the phone and then return when you are finished.

- Students who persist in using phones during class will be asked to leave.

### **FALLING BEHIND IN ASSIGNMENTS**

Key factors for success in this course are preparedness and consistent, thoughtful participation. Timely completion of all assigned work is essential.

***But... even your instructor knows the feeling of falling behind in your work, missing deadlines and hoping that ignoring it will just make it magically go away. If this is happening with you, please reach out to me and we will figure out a plan to get you back on track. No judgement, I promise.***

### **ASSIGNMENTS:**

#### **THE BODY - OBSERVATIONAL DOCUMENTARY (10%).**

A three-minute observational documentary on the subject of "The Body".

Further detailed explanation will be discussed in class and posted on NEXUS.

Assigned: September 20<sup>th</sup>.

First Cut Due: October 4<sup>th</sup>

Final Cut Due: October 11<sup>th</sup>

#### **THE PITCH – FINAL FILM PITCH (5%)**

Final Film Pitch – in class and submitted on paper.

Further detailed explanation will be discussed in class and posted on NEXUS.

Assigned: September 13<sup>th</sup>

In Class Pitches: September 27<sup>th</sup>, October 4<sup>th</sup>, October 11<sup>th</sup>.

Pitch Document: October 11<sup>th</sup> on NEXUS.

#### **PORTRAIT/PROFILE INTERVIEW DOCUMENTARY (10%)**

A three-Minute interview style documentary.

Further detailed explanation will be discussed in class and posted on NEXUS.

Assigned: October 11<sup>th</sup>

Due: October 25<sup>th</sup>.

#### **FINAL FILM DOCUMENTARY GRANT PROPOSAL (10%)**

Further detailed explanation will be discussed in class and posted on NEXUS.

Assigned: October 25<sup>th</sup>

First Draft Due: November 1<sup>st</sup>.

Final Draft Due: November 8<sup>th</sup>.

#### **DOCUMENTARY FILM – (percentages broken down in assignments below.)**

Documentary is a 5-7 minute documentary.

Further detailed explanation will be discussed in class and posted on NEXUS.

Assigned: November 15<sup>th</sup>.

#### **PAPER EDIT (5%)**

Paper Edit/Script for Documentary. Created on PowerPoint.

Further detailed explanation will be discussed in class and posted on NEXUS.

Assigned: November 22<sup>nd</sup>.

First Draft Due: December 6<sup>th</sup>.

Final Version Due: December 20<sup>th</sup>.

FILMING MAY BEGIN AFTER BOTH GRANT PROPOSAL AND PAPER EDIT HAVE BEEN APPROVED BY INSTRUCTOR.

#### DOCUMENTARY ROUGH CUT (15%)

Rough Cut of Documentary.

Assigned: November 15<sup>th</sup>

Due: February 7<sup>th</sup>

**\*\*February 14<sup>th</sup>\*\* Last day to withdraw without academic penalty**

#### DOCUMENTARY FINE CUT - PICTURE (15%)

Fine Cut of Documentary (Picture). Begins After Instructor Editing Advisement on Rough Cut.

Assigned: November 15<sup>th</sup>

Due: March 7<sup>th</sup>

#### DOCUMENTARY FINAL DELIVERY – PICTURE, SOUND, COLOUR (20%)

Delivery of Final Documentary with Picture, Sound, Music, Colour.

Further detailed explanation will be discussed in class and posted on NEXUS.

Assigned: November 15<sup>th</sup>

Due: April 4<sup>th</sup>.

#### DOCUMENTARY GRANT COMPLETION REPORT (10%)

Delivery of Documentary Grant Completion Report.

Further detailed explanation will be discussed in class and posted on NEXUS.

Assigned: April 4<sup>th</sup>

Due: April 18<sup>th</sup>

#### **FINAL SCREENING TBA**

#### **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](mailto: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 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](mailto:hrdo@uwinnipeg.ca).  
[You can report online here »](https://uwinnipeg.qualtrics.com/jfe/form/SV_4ONi2EP1gcXjyBv) ([https://uwinnipeg.qualtrics.com/jfe/form/SV\\_4ONi2EP1gcXjyBv](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](mailto: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](mailto:tafsa.uw@hotmail.com).

### **BUILDING SECURITY**

The Asper Centre for Theatre and Film (home to the Department of Theatre and Film) is open from 8:00 am to 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](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](mailto: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 (3<sup>rd</sup> Floor, Asper Centre for Theatre and Film)

Office Manager/Student Advisor: Melinda Tallin

204-786-9955

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