

**THFM-2406-050/HIST-2192-050  
HISTORY OF FASHION AND DRESS**

Fall/Winter 2024/25 Wednesdays 18:00-21:00 Course Delivery: online/synchronous	Instructor: Jaime Johnson (she/her) E-mail: ja.johnson@uwinnipeg.ca Virtual Office Hours: by appointment
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### Course Description

This course introduces students to the history of fashion. Students learn methods of observation, analysis, and design of fashion. Dress from ancient times to the 21<sup>st</sup> century is discussed, with a focus on western Europe. The links between fashion, social history, and material culture are examined. The course is intended as background for students of theatrical design, but may be taken as an elective by anyone interested in the field.

### Course Learning Objectives

By the end of this course students should be able to:

Identify periods of fashion history by silhouette

Demonstrate intermediate level of visual research skills

Generate analysis of historical events and links to fashion

### Course Engagement

1. Email: Students should check their UWinnipeg e-mail address daily as this is the most direct way the instructor will contact students. The instructor will use email to share Zoom meeting links, pertinent course information, and as a backup method to distribute test or assignment questions (should any technical problems occur via Nexus).

Please note: all emails to Instructor Jaime Johnson must be sent to the following address: ja.johnson@uwinnipeg.ca. The instructor will check this email at least once per day (Monday to Friday) and aim to respond within 24 hours.

2. Live-Stream Lectures (Synchronous Learning): A recurring zoom meeting will be created and accessible via Nexus. Students are expected to sign in on time using their full first name and last name as listed on the class roster.\* Students may choose to keep their cameras off during class. Students are expected to engage with the class either through the chat function or speaking via microphone when called on. Please use the **Raise Hand** function via Zoom. Students are still subject to the University's Regulations & Policies even though you are in a digital environment. Disruptive participants may be removed from a Zoom session. There will be at least one 10-minute break mid-way through the class-time.

**Please note:** Some parts of lectures will be recorded to assist in grading of student research presentations. These lectures are for instructor use only and will not be distributed. When a student presentation lecture is recorded, students will be informed at the start of class, before recording begins. During recording, students have the option of protecting their private information by keeping their cameras off, using a pseudonym, and only using the chat function to ask questions.

**\* If a student wishes to remain anonymous during recorded lectures,** please inform the instructor at the start of the course by email so that the instructor knows how to identify you.

Pre-recorded lectures: There may be occasions when the instructor will pre-record a lecture, rather than deliver it live. Pre-recorded lectures will be made available to students through Nexus until the end of term. **No student is permitted to share the lecture recordings outside of the class, or post recordings or recording stills (e.g. screenshots), publicly.**

3. Midterm Tests: Tests will be administered through Nexus, and will have a start time, end time, and due date. The start time determines when a test becomes available to students. The end time determines when a test becomes unavailable to students. The due date specifies the date when a test is expected to be completed. Each test must be completed within a 3-hour window. If you do not complete the test by the end time for taking a test you will receive a grade of 0. These will be expected to be completed on the scheduled date as outlined on the course schedule, which will be a regularly scheduled class. In other words, you will have class time to complete a test but can choose to take it any time that day. If you wish to have a full 3 hours then you **MUST** begin your test by 18:00 (it will more than likely take less time to complete).
4. Final Tests: Tests will be administered through Nexus, and will have a start time, end time, and due date. The start time determines when a test becomes available to students. The end time determines when a test becomes unavailable to students. The due date specifies the date when a test is expected to be completed. Each test must be completed within a 3-hour window. If you do not complete the test by the end time for taking a test you will receive a grade of 0. These will be expected to be completed on the scheduled date as outlined on the course schedule. Like the Midterm Test, you can choose to take the test any time in the days the test is available, but it must be completed within 3 hours and by the end time.
5. Assignments and projects: Assignments and projects **MUST** be uploaded to Nexus as a PDF. Word documents or email submissions will not be accepted. If there are technical difficulties with Nexus, students are expected to send me an email immediately with the subject line reading URGENT: Assignment Submission along with a PDF attachment of the completed assignment. An assignment or project is considered late if it is submitted after the due date is reached. **Work submitted after the due date may be penalized with the loss of a third of a grade (eg., A- to B+) for each day late.**
6. In the event of a technical issue with Nexus, assignments/tests may be emailed to the students and may be accepted by email. Technical issues on due dates **MUST** be communicated IMMEDIATELY. The instructor will email students the test or assignment to be completed and returned via email to ja.johnson@uwinnipeg.ca within a specified time.
7. A.I. Policy: The use of AI for text or image creation is prohibited for this class. **Students found using it will receive 0% for that assignment.**

## Course Readings & Materials

### Required Text:

*Survey of Historic Costume* by Phyllis G. Tortora & Sara B. Marcketti, 7th edition, Fairchild Books / Bloomsbury Publishing Inc., 2021

Hardback editions (ISBN: 9781501337406) will be available at the University of Winnipeg bookstore: [www.bkstr.com/winnipegstore](http://www.bkstr.com/winnipegstore)

### Optional Text:

*MLA Handbook 9<sup>th</sup> Edition*, Modern Language Association of America, 2021

### Additional Materials:

Certain art supplies may be required for Final Project

### Reading Assignments:

Reading assignments from the textbook will be given each class, as indicated on the course schedule. Reading the assigned chapter(s), making notes, and identifying relevant glossary terms before every class will help students to comprehend the detailed lecture material presented. Class lectures and image slides are intended to broaden students' understanding of the subject matter as presented in the text. You are encouraged to take notes during class. Slides will be posted to Nexus the day following the lecture, but it should be noted that not everything the instructor says will be on the slides. Occasionally, additional articles, writings, or other media sources may be given as reading assignments.

### Other recommended reading:

There are many resources available through the library which students may find useful. You can search the stacks by topic, including: Costume (call number area GT), Fine Arts (N), and History (D). It is also possible to search the Library collection online (<https://library.uwinnipeg.ca>). The reference desk is available to help you with research assignments and papers, questions about books, journal articles, and other resources available in the library collections, as well as assist you with citing and referencing sources. The reference desk may be contacted at [reference@uwinnipeg.ca](mailto:reference@uwinnipeg.ca). I recommend that you familiarize yourself with the library resources available to you.

### Examples of other Fashion History research books:

*Fashion History from the 18th to the 20th Century*, The Kyoto Costume Institute, Taschen, 2015

*20,000 Years of Fashion*, Boucher, Francois, Harry N. Abrams, 1987

*The Fabric of Civilization*, Postrel, Virginia, Basic Books, 2021

*Character Costume Figure Drawing*, Huaixiang, Tan, Focal Press, 2013

*The Worldwide History of Dress*, Anawalt, Patricia Rieff, Thames & Hudson, 2007.

If you are interested in more resources on Fashion History, please ask and I will send you more.

## Assignment and Mark Distribution

Overview	Value	Due Dates
Test #1 (Midterm)	10%	Oct 23 2024
Research Presentation	20%	TBD See schedule for your selected slot
Final Assignment 1 (Semester 1 end)	15%	Nov 27 2024
Test # 2 (Semester 1 end)	10%	Test will be take-home and be completed on Nexus starting December 9, 2024
Test #3 (Midterm)	10%	Feb 12 2025
Final Assignment 2 (Semester 2 end)	15%	Apr 2 2025
Test #4 (Semester 2 end)	10%	Test will be take-home and be completed on Nexus starting April 9, 2024
Attendance and Participation	10%	
Total	100%	

## Assignment Overview

**Please refer to COURSE ENGAGEMENT to review how Tests and Assignments/Projects will be administered.**

### 1. Tests 4 x 10% each = 40% of final mark

Students will write 2 tests in each term: a midterm test and a final test. Tests will be reviews of the fashion and history covered in class up to and including the class scheduled for test review. Tests are NOT cumulative. Students will be provided with images, statements, key term definitions and will answer multiple choice or true/false questions about those topics, label images, or match answers. Students may also be asked to compare/contrast items or concepts in a short-answer format. Tests will be administered through Nexus and there is a 3-hour time limit for each test.

Midterm tests will open at 9:00 on the scheduled date and close at 21:00. You can take the test any time you choose, but it must be completed in 3 hours and by 21:00 so please do not consider leaving it until the last hour. No exceptions. Class time on midterm days is reserved for the test to ensure you have a 3-hour window scheduled and available for the test. Do NOT come to class that day—make sure you have taken or are taking the test during class time. Email reminders will be sent before a test becomes available.

Final tests will be available during a 72-hour period, starting on the first day of exam week at the end of each semester. You will have a 3-day window to take the exam and the format and time limit will be the same as midterm tests. Tests will be administered through Nexus and there is a 3-hour time limit for each test.

Due to the nature of online delivery, these tests are considered open book. Students are NOT to collaborate with other students during a test period. Additionally, a higher degree of specificity and detail will be expected because students have access to their text and notes. Do not Google answers for short answer questions—they must come from sources we discussed in class.

### 2. Research Presentation 1 X 20%= 20% of final mark

Students will select a historical period covered within the course and focus on a specific costume

or beauty trend or a related curiosity or development within that period. This historical trend/development/curiosity will be the student's choice, but it **MUST** be a trend that has **NOT** withstood the test of time. In other words, it cannot still be popular today or found to have been popular over multiple historical periods. Students will prepare and deliver a slideshow and accompanying oral presentation of their research topic. Students will select their historical period and presentation date on the first day of class. If two students select the same presentation date they may **NOT** cover the same topic. In these cases, each student will email the instructor with their topic choice. The first to email will get their chosen topic. A detailed assignment sheet and grading rubric will be distributed by the **end of the first day of class**.

### 3. **Final Projects 2 x 15% = 30% of final mark**

Students will select **TWO** of the following options as their final projects; **ONE** for the first term final project and **ONE** for the second term final project. The other two project options can be ignored. You cannot choose the same option for both final projects. We will discuss each option in detail no later than **October 9, 2024**.

#### **Final Project Options:**

**Annotated Costume Images:** Students will submit images derived from an appropriate academic source of one identifying male and one identifying female for each historical period discussed throughout the term. Each image will be appropriately and specifically labeled from head to toe of all associated costume, hair, and makeup contained within the image. A detailed assignment sheet and grading rubric will be distributed by **October 9, 2024**.

**Historical Trend Timeline:** Students will select a specific historical trend, development, or curiosity from a pre-determined list and trace its history with a detailed and well-documented timeline. This could be in the form of an annotated visual timeline, written essay format, or a combination of both. A visual timeline can be hand-drawn, or computer generated (WITHOUT the assistance of AI programs). Unlike the Research Presentation this trend **WILL HAVE** withstood the test of time and still be in use today. A detailed assignment sheet and grading rubric will be distributed by **October 9, 2024**.

**Costume Designer Research and Redrawing:** Students will select a costume designer of **THEIR** choice from either film or theatre who has a known body of work. Students will research the designer and provide biographical information on their life and career. Students will also provide **SIX** examples of the designer's rendered costume designs and will also provide their own fully rendered redrawing of each. These must be done by hand—no digital redrawings will be permitted. A detailed assignment sheet and grading rubric will be distributed by **October 9, 2024**.

**Play/Film Research Essay:** Students will select a play or film from a pre-determined list and complete initial research in support of a historical understanding of the chosen play or film. Students will provide a synopsis, character descriptions, socio-political climate, silhouettes and fashion trends, materials, information about the setting, and any other relevant information. A detailed assignment sheet and grading rubric will be distributed by **October 9, 2024**.

### 4. **Attendance and Participation = 10% of final mark**

Attendance will be taken each class. Your participation will be graded on attendance and the quality (not necessarily quantity) of your participation where opportunities arise. Students should expect to be called on to speak about the readings during class. Opportunities for participation are also available during student research presentations. Students who do not respond will be marked as absent for that lecture.

**Students are expected to:**

Attend all lecture sessions

Complete all tests and assignments on time

Complete assigned readings prior to the scheduled class

Conduct themselves in a respectful manner and follow the University of Winnipeg's policy on academic integrity.

Contribute relevant comments or discussion questions

Be engaged with the class and its content (not eating, sleeping, texting, etc. during class)

Please be advised that a significant amount of material and images not in your text is presented during each lecture. Missing classes will put you behind and at a disadvantage in the course. Access to a computer and high-speed internet is mandatory for this course. However, the reality of online classes' reliance on technology necessitates there be flexibility around missed attendance due to mechanical and/or internet connectivity issues. Should a student not be able to sign on to a live lecture due to technical problems beyond the student's or instructor's control, please contact the instructor as soon as possible via email to alert them to the situation. Provided such circumstances are infrequent, the instructor will work with the student to explore ways to remediate the missed information. However, failure to meet reasonable standards of responsible behaviour including attendance and participation will not be tolerated.

There are genuine times in your university life when you may become ill or there is an emergency. Please report absence due to illness or emergency via the instructor's email address prior to the missed class. Missed classes due to illness or injury without notifying the instructor will be dealt with on a case-by-case basis and may or may not be subject to penalties.

Mark deduction for undocumented missed classes (per semester)	
Out of 15 marks per semester	
Miss 1 class	No penalty
Miss 2 classes	Lose 5 marks
Miss 3 classes	Lose 10 marks
Miss 4 or more classes	Receive 0 marks

**Conversion Scale**

The following conversion table will be used for calculating the final grade.

A+	98 – 100%	GPA	4.5	C+	75 – 79.9%	GPA	2.5
A	94 – 97.9%	GPA	4.25	C	70 – 74.9%	GPA	2.0
A-	90 – 93.9%	GPA	4.0	D	60 – 69.9%	GPA	1.0
B+	85 – 89.9%	GPA	3.5	F	below 60%	GPA	0
B	80 – 84.9%	GPA	3.0				

## Proposed Lecture Schedule

**Please Note: Schedule is subject to change depending on the needs of the class.**

Additional articles, writings, or other media may be assigned throughout the course.

Term	Date	Lecture Topic	Textbook Readings
Fall term	Sep 4	Introductions Course outline and assignment overview Student presentation topic signup MLA standards Analyzing dress	Chapter 1: Introduction (pp. 1-8) Course Outline Research Presentation Assignment
	Sep 11	Pre-Historic Peoples and The Ancient World	Chapter 2: Mesopotamian Civ (pp. 9-22)
	Sep 18	Ancient World	Chapter 2: Mesopotamian Civ/Ancient Egypt (pp. 22-38)
	Sep 25	Ancient World	Chapter 3: Greece and Rome (pp. 39-65)
	Oct 2	The Middle Ages	Chapter 4: The Byzantine Period (pp. 66-76)
	Oct 9	Test review Final Assignment discussion	Final Assignment Project details
	Oct 16	READING WEEK	
	Oct 23	<b>Test Day No Class</b>	Complete Test on Nexus by 21:00
	Oct 30	Europe Middle Ages	Chapter 4: Early Middle Ages (pp. 76-95)
	Nov 6	Europe Late Middle Ages	Chapter 5: Late Middle Ages (pp. 96-121)
	Nov 13	Worldwide Middle Ages	See Nexus for readings
	Nov 20	Europe Renaissance	Chapter 6: Italian Renaissance (pp 122-142)
	Nov 27	Final Test review. <b>Final Assignment 1 due</b>	Chapter 7: Northern Renaissance (pp. 143-162)
	Dec 7	Final Test start date	
	Dec 9	Final Test end date	
	Dec 11	No lecture	
	Dec 18	No lecture	
	Dec 23	WINTER BREAK	

Winter Term	Jan 8	17 <sup>th</sup> and 18 <sup>th</sup> Century (1600-1800)	Chapter 8 and 9: The 17 <sup>th</sup> and 18 <sup>th</sup> Century Baroque and Rococo (pp. 163-215)
	Jan 15	19 <sup>th</sup> Century (1790-1820)	Chapter 10: Directoire and Empire Period (pp. 216-238)
	Jan 22	19 <sup>th</sup> Century (1820-1870)	Chapter 11 and 12: Romantic and Crinoline Period (pp. 239-283)
	Jan 29	19 <sup>th</sup> Century (1870-1900)	Chapter 13: Bustle and Nineties (pp. 284-308)
	Feb 5	Test #3 review 20 <sup>th</sup> Century (1900-1920)	Chapter 14: Edwardian and WWI (p. 309-343)
	Feb 12	<b>Test Day No Class</b>	Complete Test on Nexus by 21:00
	<b>Feb 14</b>	<b>Last date for Voluntary Withdrawal from class</b>	
	Feb 19	READING WEEK	
	Feb 26	20 <sup>th</sup> Century (1920s-1930s)	Chapters 15 and 16: Jazz Age and Depression (pp. 344-385)
	Mar 5	20 <sup>th</sup> Century (1940s-1950s)	Chapters 17 and 18: WWII and Fashion Conformity (pp. 386-426)
	Mar 12	20 <sup>th</sup> Century (1960s-1970s)	Chapters 19 and 20: Fashion Subcultures, Activism (pp. 427-468)
	Mar 19	20 <sup>th</sup> Century (1980s-1990s)	Chapters 21 and 22: Changing Roles and Fashion Fragmentation (pp. 469-516)
	Mar 26	21 <sup>st</sup> Century (2000s-2010s)	Chapters 23 and 24: New Millennium and Modern Age (pp.517-560)
	Apr 2	Test #4 review. <b>Final Assignment 2 due</b>	
	Apr 9	Final Test start date	
	Apr 11	Final Test end date	

Students are encouraged to speak to the Instructor before withdrawing to explore other options.

**Please note that withdrawing before the VW date does not necessarily result in a fee refund.**

### **CAMPUS CLOSURE DATES**

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

September 2 (Labour Day)

September 30 (Truth and Reconciliation Day)

October 14 (Thanksgiving Day)

November 11 (Remembrance Day)

December 23, 2024 through January 1, 2025

February 17 (Louis Riel Day)

April 18 (Good Friday)

### **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>)

**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))

### **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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