THFM-3313-002 (6 credit hours)

ADVANCED PICTURE EDITING

Fall/Winter, 2024 - 25
Classes/Labs Tuesday/Thursday: 14:30 – 17:15
Room 0T14

INSTRUCTOR: Mandeep Sodhi
Phone: 204-786-9955
email: ma.sodhi@uwinnipeg.ca
Office Hours: Tuesday 13:00 – 14:00
                      Thursday 13:00 – 14:00
                      (and by appointment)

COURSE DESCRIPTION

This is an advanced film editing course focusing on continuity style editing techniques. The course will examine standard narrative editing techniques from assembly to fine cut. Students will learn editing theory, the importance of pacing and rhythm within a scene and sequence, making the edit work, cutting for dramatic effect, cutting around continuity problems and techniques for "invisible" editing. The course will also look at Montage editing, from the theories of Eisenstein and Montage editing in dramatic features to the application of montage in movie trailers.

TEXTS
Recommended
1. The Eye is Quicker **by Richard Pepperman**
2. In the Blink of an Eye **by Walter Murch**

STUDENT EQUIPMENT REQUIREMENTS

Students are required to provide their own portable external hard drives for project storage and editing. The minimum requirement is a 1TB portable external drive (USB 3.0 or higher) formatted for Mac computers (Exfat).

Students are required to bring their own headphones.

MARK BREAKDOWN

Lab Assn. 1 (Tentative date Sept. 25) **5%**
Lab Assn. 2 (Tentative date Oct. 23)... **5%**
Class Test 1 (Tentative date Oct. 31) **15%**
Class Test 2 (Tentative date April 1) **15%**
1st Assignment: Dialogue edit (Due Dec. 9) **15%**
2nd Assignment: Short Film Picture Edit (Due Feb. 25)... **20%**
3rd Assignment: Movie Trailer (Due March 27) **20%**
Class participation (See note below) **5%**

TOTAL.. 100%

EVALUATION

Total grade evaluation will be based on the three (3) assignments, two (2) class tests, two (2) lab assignments and class participation, spread over Fall and Winter
Lab Assignment 1: Montage
Lab Assignment 2: Music Video Multicam Edit
1st Assignment: Dialogue edit
2nd Assignment: Short Film Picture Edit
3rd Assignment: Movie Trailer

There will be No Final Exam.

Late assignments: 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. Work submitted late without prior arrangement will be graded at zero (0).

Class Participation: Students are expected to attend in-person, participate in the labs and class discussions, and contribute to the set-up and break-down of equipment used during labs and demonstrations. Attendance will be taken at each class and will be reflected in the class participation grade. Class participation is worth 5% of the total grade for this class.

Copies of Assignments: It is the student's responsibility to keep a copy (photocopy or on hard drive) of all written assignments and of all video assignments submitted for grading.

Voluntary withdrawal date without academic penalty is February 14, 2024.

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

LETTER GRADE	A+	A	A-	B+	B	C+	C	D	F
PERCENTAGE	90 - 100	85 - 89.9	80 - 84.9	75 - 79.9	70 - 74.9	65 - 69.9	60 - 64.9	50 - 59.9	< 50
GPA	4.5	4.25	4.0	3.5	3.0	2.5	2.0	1.0	0.0

Work not submitted will be graded as 0

Grading Schema
The individual grading criteria will be outlined as each assignment is launched, however, students can expect that the following elements will factor into the general academic measure:
a) Concept & Statements
    i. Has the student exemplified a measured, considerate process?
    ii. Are they displaying the learned technical skill?
    iii. Does the submitted work provide insight into the artistic sensibilities of the creator?
b) Planning & Organisation
    i. Has the student implemented appropriate planning and scheduling protocols to allow for a successful completion of the assignment?
    ii. Are the appropriate supplies and timelines being used?

c) Presentation
    i. Have the stated creative goals of the assignment been satisfied?
    ii. Does the work reflect an understanding of the assignment goals, and to what creative capacity?
    iii. Has the submitted work maximized the capabilities of the equipment used (technically and/or creatively)?
    iv. Does the final format of the deliverable meet the expectations and outlines as defined by the assignment?
    v. Was the assignment submitted on or before the deadline?
d) Creative
    i. Has the student pursued the creative components of the work with purpose and direction?
    ii. Has the student explored appropriate narrative structure and is able to explain it effectively?
    iii. Does the work reflect the stated intent?

Tentative Schedule

This schedule is tentative and is subject to change with notice.

WEEK	DATE	CLASS DESCRIPTION & ASSIGNMENT LAUNCH	ASSIGNMENT DUE
01	05 September 2024	- Discussion: Introduction, welcome and getting-to-know-you	
02	10 September 2024	- Guest Lecturer (Editing styles) - LAB ASSN NO.1 MONTAGE HANDOUT	25th September 2024
	12 September 2024	- Discussion: Defining Editing: the art of putting moving images together. Real time vs. Dramatic time	
03	18 September 2024	- Lab and discussion: Getting the lay of the UI, Ingesting Media and adding Metadata	
	20 September 2024	- Lecture: Editing and creative storytelling - Making timelines and handing footage	
04	26 September 2024	- **Montage Assignment: Crit Session** ★ **LAB ASSN.1: REVIEW AND DISCUSSION**	
	28 September 2024	- Edit in Motion: The importance of sound, good practices and "selling it with sound" - LAB ASSN NO.2 MUSIC VIDEO HANDOUT	28th October 2024
05	01 October 2024	- Edit in Motion: Invisible cutting - Letting story take over, Cutting on action, Long shots vs. More shots	
	03 October 2024	- Edit in Motion: Context and Subtext ⊛ GETTING THE FIRST ASSEMBLY; FIRST IS THE WORST	
06	08 October 2024	- Edit Clockworks: Importance of timecode and filenames, render settings - LEARNING DATA BURN IN	
	10 October 2024	- Edit Clockworks:Introduction to Multicam clips, Nesting and Patenting ⊛ START OF MUSIC VIDEO EDIT	

WEEK	DATE	CLASS DESCRIPTION & ASSIGNMENT LAUNCH	ASSIGNMENT DUE
		OCTOBER 13 - 19 2024: FALL READING WEEK - NO CLASSES	
07	22 October 2024	• Edit Clockworks: Hiding imperfections and bolstering storytelling • DISCUSSION: POPULAR MUSIC VIDEOS	
	24 October 2024	- Edit Clockworks: Counting Music, Using Markers and using music for transition. • 3.03: GOOD SOUND IS IMPORTANT	
08	29 October 2024	★ **Music Video Assignment: Crit Session** ★ LAB ASSN.2: REVIEW AND DISCUSSION	
	31 October 2024	• CLASS TEST NO.1 - KNOWLEDGE BUILDING ★ ASSN NO.2 DIALOGUE HANDOUT	3rd December 2024
09	05 November 2024	★ Cut to the Chase: Editor's duties, power and responsibilities, Editor's Jargon, Best Practices and Setting up your project for success.	
	07 November 2024	- Cut to the Chase: Storytelling tools - Cross cutting, transitions, SFX, composite modes	
	09 November 2024	*REMEMBRANCE DAY: UNIVERSITY CLOSED*	
10	12 November 2024	• Reel Talk: Introduction to Dialogue Editing, Why is it so serious?	
	14 November 2024	• Reel Talk: Preliminary sound clean up, Speech Analysis and general AI discussion	
11	19 November 2024	• Reel Talk: Introduction to ADR, Using Wild Lines, Getting the prelim sound mix.	
	21 November 2024	• Reel Talk: Introduction to Music, use of music and omission of music in the edit	
12	27 November 2024	• Reel Talk: Advance Storytelling Techniques: Flashbacks and Flashforwards, J and L cuts, building anticipation, show vs. tell	
	29 November 2024	• Reel Talk: Subtitles, Closed Captioning, Auto Generation of Subtitles, Burn-in vs. SRT file	
	04 December 2024	- **1st Assignment - Dialogue Edit: Crit Session** - REVIEW AND DISCUSSION	
		DECEMBER 9 - 21: FALL TERM EVALUATIONS - NO CLASSES	

		DECEMBER 23 - JANUARY 4: UNIVERSITY CLOSED	
13	07 January 2025	- The Invisible Editor: Contemporary filmmaking techniques, keyboard shortcuts. ★ ASSN NO.2 SHORT FILM HANDOUT	13th February 2025
	09 January 2025	- The Invisible Editor: How is Documentary editing different from Narrative editing? ★ FACTUAL VS. NON-FACTUAL	
14	14 January 2025	- The Invisible Editor: Presenting change - Linear vs. Non-Linear	
	16 January 2025	- Lab Exercise: Making "Memento" linear	
15	21 January 2025	- The Invisible Editor: Working with Green/Blue screen, How much do you need to do as an Editor	
	23 January 2025	- The Invisible Editor: Different effects in Premiere Pro	
16	28 January 2025	- The Invisible Editor: Adding effects from After Effects and Sound cleanup with Adobe Audition - Adobe Dynamic Linking	
	30 January 2025	- The Invisible Editor: Adding effects from After Effects and Sound cleanup with Adobe Audition - Adobe Dynamic Linking	
17	04 February 2025	- The Invisible Editor: Preparing your edit for Color Grading	
	06 February 2025	- The Invisible Editor: Color Grading in Premiere Pro Vs. DaVinci Resolve - How much is too much?	
18	11 February 2025	- The <u>Visible</u> Editor: Preparing your timeline for a VFX, Sound and Color Grading handoff	
	13 February 2025	- **2nd Assignment - Short Film Edit: Crit Session** - REVIEW AND DISCUSSION - FINAL ASSN: MOVIE TRAILER HANDOUT	27th March 2025
	14 February 2024	FINAL DATE to withdraw without academic penalty from courses which begin in September 2024 and end in April 2025 of the 2024-2025 Fall and Winter Term.	
		FEBRUARY 16 - 22: WINTER TERM READING WEEK - NO CLASSES	
19	25 February 2024	- Editing Virtuoso: What else exists out there to chop - Intro to DaVinci, Vegas Pro and Avid	
	27 February 2024	- Editing Virtuoso: Working in DaVinci Resolve	
20	04 March 2024	- Editing Virtuoso: Working in DaVinci Resolve	
	06 March 2024	- Editing Virtuoso: Working in Avid	
21	11 March 2024	- Editing Virtuoso: Working in Avid	

	13 March 2024	- Editing Virtuoso: Working in Vegas	
22	18 March 2024	- Frame of Mind: Visual effects, old-school tricks and creative problem-solving in production	
	20 March 2024	- Frame of Mind: Back to Adobe Premiere Pro	
23	25 March 2024	- Frame of Mind: Refreshing Premiere Pro - Students Teach me a thing	
	27 March 2024	- **Final Assignment - Movie Trailer: Crit Session** - **REVIEW AND DISCUSSION**	
24	01 April 2024	- CLASS TEST NO.2 - KNOWLEDGE BUILDING	
	03 April 2024	- Discussion: Reviewing year's work - Screening and Discussion, Year-end wrap up and what's next	
		APRIL 3 2025: LECTURES END FOR THE 2025 WINTER TERM	
		APRIL 7 - 21: WINTER TERM EVALUATIONS - NO CLASSES	

Disclaimer Statement

This syllabus, schedule and course outline may be amended, altered or changed while the course is underway. The weekly schedule can be altered in response to ongoing concerns of students and participants, however, a class quorum will be required for major scheduling changes. Guest speakers and industry tours may be organised throughout the term; the class will be notified and, when possible, consulted about developments and changes.

Further to the Course Content Note, the Instructor reiterates that this is a creative course, where ideas and expressions are encouraged to be developed and explored. As such, critiques are designed to be learning experiences utilising constructive criticism, NOT open criticism or mockery. Hateful speech in any form will not be tolerated.

NOTES

IMPORTANT NOTE: READ THIS! All computer hard drives will be wiped clean as of APRIL 29/2025. Make sure you are finished all your projects and have output all your desired files to a personal storage device by this date. Hard Drives may also be wiped in January to make room for 2nd term projects.

Cellular phones MUST BE TURNED OFF during classes, both in the lecture room AND in the Editing room. Students discovered talking on their cell phones during class time will be asked to leave the class. Ringing cell phones will be confiscated for the duration of the class.

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 0T14 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 (0T14) on the Apple-based editing software.

- Acceptable editing software includes Adobe Premiere, Apple's Final Cut Pro 7 and Final Cut X, DaVinci Resolve, AVID, iMovie or Windows Movie Maker. Consult your instructor regarding any other editing software.

STUDENT PARTICIPATION POLICY

Theatre & Film are communal art forms in which a number of interdependent artists and crafts people co-operate to create a work of art. This fact is necessarily transferred to the learning situation, and is reflected in many of the Department's courses. Consequently, it is the Department's policy that students are required to: complete homework such as reading, line-learning, script analysis, prop lists, design drawings, etc.; attend classes; attend rehearsals, meetings or shoots both within and outside of class times; and, in short, exhibit commitment towards the inevitably shared endeavours of our field of study.

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

COURSE CONTENT NOTE

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

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

KNOW YOUR RIGHTS

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

Sexual Violence Resources on Campus
From the UW Human Rights & Diversity website:
The University takes all disclosures and reports of sexual violence seriously; survivors of all backgrounds and experiences will be treated with dignity, respect, and care. If you have experienced sexual violence, there are trained staff to help you in whatever way suits you best."

Disclosing is telling a member of the UW Community that you have experienced sexual violence. This could be someone you trust or feel comfortable with, like a professor, coach, another staff person, or a member of the Sexual Violence Response Team (**SVRT**). A disclosure can be made in order to receive support, accommodation, or to be connected to other resources. The Sexual Violence Response Team (**SVRT**) is a small team of specially trained, well-situated staff that coordinates and organizes services for survivors in a confidential manner. For example, if you personally do not feel comfortable talking to your professors about extensions or deferring work, they would be able to arrange changes for you without telling the professor why you need accommodation.
Contact SVRT by phone at 204-230-6660.   You can find more information on disclosing here.
(https://www.uwinnipeg.ca/respect/sexual-violence/get-support.html)

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 <u>EVERY</u> 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
ALL STUDENTS ARE ENCOURAGED AND WELCOME TO ATTEND!

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.

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** 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) and *Access Card/Building Use Policy* (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