

THFM-4331-001 (6 credit hours)
DIRECTING I

The University of Winnipeg acknowledges that we are gathered on ancestral lands, on Treaty One Territory. These lands are the heartland of the Métis people. We acknowledge that our water is sourced from Shoal Lake 40 First Nation.

To learn more about the history and relevance of Land Acknowledgements visit:
<https://www.uwinnipeg.ca/indigenous/land-acknowledgement.html>

Fall/Winter 2024/25
Tues/Thurs 2:30-5:15pm
Room: OT19

Instructor: Heidi Malazdrewich
Office: 4T08
Phone: (204) 786-9489
Email: h.malazdrewich@uwinnipeg.ca
Office Hours: 12:30-1:30pm T/Th or by
appointment

Course Description:

This course focuses on fundamental aspects of play direction: the director's knowledge of their creative sources, inspirations and leanings, and a deep knowledge of working with actors as collaborators. While some theory will be addressed, this is a practical, skills-based course.

Working from the premise that directing is creating action in space and time through the expressive interplay of image, action and word, in-class and at-home work will have students:

- examine the nature of artistic leadership
- deeply investigate techniques for understanding and realizing the world, text (action) and characters of a play and converting that understanding into practical approaches
- assess these elements in the work of others through written production responses to play performances
- develop a production concept based on this understanding of the play
- pitch a project
- create image/analysis scripts/notebooks
- practice working with actors, focusing on how to create a freeing, respectful, collaborative but rigorous process
- practice rehearsal methodologies and investigate staging techniques
- connect their creative ideas with an understanding of design and collaboration with designers
- connect their creative ideas with an understanding of technical theatre and collaboration with technicians
- direct one short play (staged reading) in Fall and direct a 10-minute play in Winter (fully staged with select technical elements).

Through both discussion and practice, classwork will concentrate on developing effective methods of interrogating a script, casting, communicating and collaborating with actors, stage managers and designers, bringing yourself to the work, creating images that reveal what is essential in the play, how to begin a rehearsal process, how to create an equitable space, how to manage the inevitable roadblocks that come up in rehearsal, and how to effectively use the tools of light, sound, space, and costumes.

It is an assumption of the course that theatre directing is, by its nature, a fundamentally interdisciplinary activity to develop any sense of a directorial point of view, the stage director becomes a student not only of theatrical practice but of politics, literature, visual art, music, philosophy, science, religion, current

events, and so forth. Students in this class must be generators of ideas, unafraid to take risks and to take responsibility for the philosophical and political implications of their work.

Communication for this course will be principally by email. Please check your UWinnipeg account often.

Please note: 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.

Required Texts:

- (Fall) A play for Staged Reading exercise, to be decided upon in consultation with the instructor
- (Fall) The Directors Lab edited by Evan Tsitsias (available as an [E-Book](#) through University of Winnipeg Library)
- (Fall) Playwrights’ Center, “Panel: Empowering Directors and Playwrights”, March 31st, 2021. <https://www.youtube.com/watch?v=G6SxrWJvZvk>
- (Fall) Tarragon Talk-A discussion with 3 FINGERS BACK Co-directors Cole Avis and Yvette Nolan <https://www.youtube.com/watch?v=g7SAM9NSAE4>
- (Winter) Walker, John W. *Theater of War*, <https://www.youtube.com/watch?v=4PQQ0sRAAzc>
- (Winter) Conversation with George C. Wolfe, Middleburg Film Festival, <https://www.youtube.com/watch?v=vPOkjOdbaE>
- Winter Artist Talk with Tadashi Suzuki at the Segal Center in New York City, May 30th, 2017 <https://www.youtube.com/watch?v=OopXin50lOs>
- (Winter) A ten-minute play or excerpt for Short Shot exercise to be chosen in consultation with Instructor (written post-1980)
- (Winter) Bogart, Anne. Chapters: “Introduction” and Embarrassment” from A Director Prepares available as an [E-Book](#) through University of Winnipeg Library)

Assignments:

Cornell Box Assignment (Due Oct. 10th in class) 10%

Staged Reading:

Pitch meeting (Oct. 1st, in class) P/F
 Directors’ Notebook for Staged Reading – emailed PDF or printed (Nov. 28th, 2:30pm) 10%
 Presentation of Staged Reading (Nov.19th and 21st) 10%

Participation:

Participation/Engagement Fall (vigorous contribution to discussion and exercises) 5%
 Participation/Engagement Winter (vigorous contribution to discussion and exercises) 5%

Play Responses: (3)

#1: “World” – emailed PDF (Thursday Jan. 9th) about *Ponderosa Pine* at PTE 3.3%
 #2: “Character” – emailed PDF (Thursday Feb. 6) about *Little Women* at RMTC Warehouse .. 3.3%
 #3: “Text/Action” – emailed PDF (Thursday Mar. 27) about *King James* at RMTC 3.3%

Short Shot

Short Shot pitch (December exam period at one-on-one interview) P/F
 Draft 1 of Director’s Notebook for Short Shot – emailed PDF (Feb 13 by 2:30pm) P/F
 Presentation of Short Shot (dates TBD between April 9th- 23rd) location TBA, time TBA)..... 25%
 Image Script and Director’s Notebook for Short Shot - emailed PDF (Date TBA) 25%

TOTAL 100%

Regarding Pass/Fail: Since this is a process-oriented course, the Pass/Fail component evaluates the student's participation in process. Failing any P/F component will result in a 10% reduction in the final mark for that assignment.

Participation:

Participation will be evaluated based on attendance and prompt arrival (or timely and thorough communication when the current COVID situation makes this impossible), demonstrated preparation for class, positive contribution to discussion (including making space for all voices to be heard), committed engagement in exercises and projects. You do not need to be an extrovert or excessively verbose to excel in this course, but, as a would-be director, you do have to engage conscientiously and rigorously in all aspects of the class.

Attendance:

In the theatre profession, the Director, along with the Stage Manager, is the one who addresses issues of attendance and lateness with the various artists working on the project. Given this, the expectation is that the Director will have impeccable attendance – arriving early, leaving late, being available for all meetings. Directing I is a rigorous, practical course delivered synchronously, and as such requires of the directing student, the same ethic around punctuality and attendance as does the profession.

However, these are complex times. The expectation is that students will make EVERY EFFORT to attend classes and rehearsals on time, and for those moments when circumstances prevent this, clear, timely communication and explanation are REQUIRED. Failing to fulfill these expectations will result in significant reductions in the participation grade.

Late Assignments will NOT be accepted unless negotiated in advance.

Conversion Scale

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

A+ 90 – 100% GPA 4.5 C+ 65 – 69.9% GPA 2.5

A 85 – 89.9% GPA 4.25 C 60 – 64.9% GPA 2.0

A- 80 – 84.9% GPA 4.0 D 50 – 59.9% GPA 1.0

B+ 75 – 79.9% GPA 3.5 F below 50% GPA 0

B 70 – 74.9% GPA 3.0

Work not submitted will be graded as 0%

Definitions of Grading Descriptions:

A+ Exceptional. Thorough knowledge of concepts and/or techniques and exceptional skill AND great originality in the use of those concepts/techniques in satisfying the requirements of an assignment or course.

A Superior. Thorough knowledge of concepts and/or techniques and exceptional skill OR great originality in the use of those concepts/techniques in satisfying the requirements of an assignment or course.

A- Excellent. Thorough knowledge of concepts and/or techniques together with a high degree of skill and/or some elements of originality in satisfying the requirements of an assignment or course.

B+ Very Good. Thorough knowledge of concepts and/or techniques together with a fairly high degree of skill in the use of those concepts/techniques in satisfying the requirements of an assignment or course.

B Good. Good level of knowledge of concepts and/or techniques together with considerable skill in using them to satisfy the requirements of an assignment or course.

C+ Competent. Acceptable level of knowledge of concepts and/or techniques together with considerable skill in using them to satisfy the requirements of an assignment or course.

C Fairly Competent. Acceptable level of knowledge of concepts and/or techniques together with some skill in using them to satisfy the requirements of an assignment or course.

D Barely Passing. Minimum knowledge of concepts and/or techniques needed to satisfy the requirements of an assignment or course.

F Failing.

Schedule:

- Schedule subject to change to reflect the needs of the class and the changing nature of the current global situation
- Should the instructor be required to cancel a class, students will be contacted via email.

Fall Term:

Week 1 (Sept. 3rd and 5th):

- Course introduction
- Classroom Agreement workshops
- Introduction to Community Agreements

READINGS: Watch Playwrights' Center Panel due Sept. 5th

<https://www.youtube.com/watch?v=G6SxrWJvZvk>

Week 2 (Sept 10th and 12th):

- Positionality and perspective
- Introduction to staged reading assignment
- Introduction to Cornell box assignment
- What is leadership?

READINGS: The Directors Lab, pgs. XI to 16 Due Sept. 10

The Directors Lab, pgs. 17- 54 Due Sept. 12

Week 3(Sept 17th and 19th):

- Director's Notebook Discussion (Staged Reading)
- What is directorial research?
- The world of the play
- Breaking down a text for performance

READINGS: The Directors Lab, pgs. 55-128 Due Sept. 17th

Watch Tarragon Talk

<https://www.youtube.com/watch?v=g7SAM9NSAE4>

Due Sept. 19th

Week 4 (Sept. 24th and 26th):

- **Guest Lecturer (Sept. 24th)**
- Artistic collaboration
- Physical space
- The actor in space

READINGS: The Directors Lab, pgs. 129-201 Due Sept. 26th

Week 5 (Oct. 1st and 3rd):

- Casting considerations
- Drafting a casting notice
- Audition processes and practices

READINGS: The Directors Lab, pgs. 202-233 Due Sept. Oct. 1st

ASSIGNMENTS DUE: One on one pitch meetings for staged readings (during class on Oct. 3rd)

Week 6 (Oct. 8th and 10th):

- Rehearsal processes and practices
- Holding the space
- Considering sound, light, and space for staged readings

READINGS: The Directors Lab, pgs. 234- 285

ASSIGNMENTS DUE: Cornell box presentations (during class time) Oct. 10th

Week 7 (Oct 15th and 17th) **No Class, Reading Break****Week 8 (Oct 22nd and 24th):**

- **Guest Lecturer Oct. 22nd**
- Final rehearsal prep

Week 9 (Oct. 29th and 31st):

- Open Rehearsals

Week 10 (Nov. 5th and 7th):

- Open Rehearsals

Week 11 (Nov. 12th and 14th):

- Open Rehearsals

Week 12 (Nov. 19th and 21st):

ASSIGNMENTS DUE: Staged Reading Presentations (Time TBD, presented in studio TBD, with minimal tech)

Week 13 (Nov. 26th and 28th):

- Staged reading debriefs
- Overview of Winter Term

ASSIGNMENTS DUE: Director's Notebook for Staged Reading due at beginning of class (Nov. 28th)

****Fall Evaluation Period Dec. 7th- 20th ****

****One on one Interviews that include the pitch meeting for the Short Shot****

Winter Term:

Week 1 (Jan. 7th and 9th):

- Casting protocol refresh and establish casting strategy for Short Shots
- Considering costumes, hair, and make up
- Breakdowns for costume, hair, and make up

READINGS: Directors Lab, "The Manual" pgs. 283-419

ASSIGNMENTS DUE: **Play Response #1 (Ponderosa Pine at PTE)**
Due at 2:30pm on Jan. 9th

Week 2 (Jan. 14th and 16th):

- **Guest Lecturer Jan. 14th**
- Read each other's Short Shots aloud
- Questions and Feedback sessions (world, text, character)

READINGS: Watch Interview with George C. Wolfe Due Jan. 7th

Week 3 (Jan. 21st and 23rd):

- Read each other's Short Shots aloud
- Questions and Feedback sessions (actions, listening, movement)

Week 4 (Jan. 28th and 30th):

- Auditions for Short Shots
- Casting process
- Planning and Scheduling

READINGS: Watch *Theatre of War* Due Jan. 14th
<https://www.youtube.com/watch?v=4PQQ0sRAAzc>

Week 5 (Feb. 4th and 6th):

- The first day presentation planning
- Table work planning and discussion

READINGS: Artist Talk with Tadashi Suzuki Due. Feb. 4th
<https://www.youtube.com/watch?v=OopXin50IOs>

ASSIGNMENTS DUE: **Play Response #2 (Little Women at RMTC Mainstage)**
Due at 2:30pm on Feb. 6th

Week 6 (Feb. 11th and 13th):

- **Guest Lecturer Feb. 11th**
- Review tech plans and considerations

READINGS: Chapters “Introduction” and “Embarrassment” from A Director Prepares by Anne Bogart

ASSIGNMENTS DUE: **Draft of Director’s Notebook for Short Shot due Feb. 13th at 2:20pm**

*****February 14th is the final day to withdraw without academic penalty*****

Week 7 (Feb. 18th and 20th) **No Class Reading Break****Week 8 (Feb. 25th and 27th):**

- Open Rehearsals

Week 9 (Mar. 4th and 6th):

- Open Rehearsals

Week 10 ((Mar. 11th and 13th):

- Open Rehearsals

Week 11 (Mar. 18th and 20th):

- Open Rehearsals

Week 12 (Mar. 25th and 27th):

- Open Rehearsals

ASSIGNMENTS DUE: **Play Response #3 (King James at RMTTC Warehouse) Due at 2:30pm on Mar. 27th**

Week 13 (Apr. 1st and 3rd):

- Open Rehearsals
- Course Closing

Exam Period:

**** Short Shot Presentations will take place between April 9th and 23rd**

1. Tech Day
2. Tech and Presentation Day

STUDENT PARTICIPATION POLICY

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

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

COURSE CONTENT NOTE

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

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

KNOW YOUR RIGHTS

Human Rights and Diversity

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

Sexual Violence Resources on Campus

From the UW Human Rights & Diversity website:

The University takes all disclosures and reports of sexual violence seriously; survivors of all backgrounds and experiences will be treated with dignity, respect, and care. If you have experienced sexual violence, there are trained staff to help you in whatever way suits you best."

Disclosing is telling a member of the UW Community that you have experienced sexual violence. This could be someone you trust or feel comfortable with, like a professor, coach, another staff person, or a member of the Sexual Violence Response Team (**SVRT**). A disclosure can be made in order to receive support, accommodation, or to be connected to other resources. The Sexual Violence Response Team (**SVRT**) is a small team of specially trained, well-situated staff that coordinates and organizes services for survivors in a confidential manner. For example, if you personally do not feel comfortable talking to your professors about extensions or deferring work, they would be able to arrange changes for you without telling the professor why you need accommodation.

Contact SVRT by phone at 204-230-6660. [You can find more information on disclosing here.](https://www.uwinnipeg.ca/respect/sexual-violence/get-support.html)
(<https://www.uwinnipeg.ca/respect/sexual-violence/get-support.html>)

Reporting is making a statement to the **Human Rights & Diversity Officer (HRDO)** with the intention of seeking remedy, sanction, or consequences through the university. Once a report is made, the **HRDO** will review your report and discuss your options. Your options could include an investigation process, or informal resolution (if you wish to resolve it without an investigation). The **HRDO** can still connect you with support, accommodation, or external organizations while the investigation is taking place.

You can contact the HRDO by phone at 204-988-7508 or by email at hrdo@uwinnipeg.ca.
[You can report online here »](https://uwinnipeg.qualtrics.com/jfe/form/SV_4ONi2EP1gcXjyBv) (https://uwinnipeg.qualtrics.com/jfe/form/SV_4ONi2EP1gcXjyBv)

PUBLIC HEALTH CONSIDERATIONS

A permitted or necessary change in mode of delivery may require adjustments to important aspects of course outlines, like class schedule and the number, nature, and weighting of assignments and/or exams.

Should public health and university regulations require it, the schedule and content of the course may be subject to change on short notice. Every effort will be made to inform students of these changes, to deliver the course content in the best way possible under the circumstances, and to evaluate students fairly.

HEALTH AND ACCESSIBILITY SERVICES

Life happens to everyone. If you are experiencing a crisis in your life, or if you have a physical or mental health issue, communicate with your Professor or Accessibility Services – let us know so we can provide support or direct you to those who can. The earlier we know, the earlier we can discuss what resources might be available. Students with documented disabilities, or temporary or chronic medical conditions requiring academic accommodations for tests/exams/presentations (e.g., private space or more time) or during lectures/labs (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 204-786-9771 or accessibilityservices@uwinnipeg.ca to discuss appropriate options. All information about a student's disability or medical condition remains confidential. If you are registered with Accessibility Services, do not assume that Accessibility Services (AS) has informed your instructor that you have registered with them. Please see <http://www.uwinnipeg.ca/accessibility>. If you do not register with AS, you cannot be granted special consideration (e.g. extra time to write exams/tests, attendance issues because of physical or mental health conditions, etc.).

The University of Winnipeg promotes a scent-free environment. Please be respectful of the needs of your fellow classmates and your instructor by avoiding the use of scented products while attending on-campus lectures and labs. Exposure to perfumes and other **scented products (such as lotion)** can trigger serious health reactions in persons with asthma, allergies, migraines or chemical sensitivities. We are asking for your cooperation to create a scent-free environment **on campus** by students, faculty and staff.

"THE REAL THING" LECTURE SERIES

During the FW terms, the Department of Theatre and Film presents a series of lectures held on Wednesdays during the free period (12:30-13:20). This series will feature speakers from a range of areas in the performing arts: technical, performance, design, management, film, directing, playwriting, etc. and are open to all students. The speakers will specifically address issues related to “the business of the business.”

Lectures will take place in-person in the Theatre, Wednesday 12:30 – 13:20 on the following dates (subject to change):

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

Guests will be announced prior to each lecture.

MANDATORY ATTENDANCE FOR SENIOR AND HONOURS STUDENTS: Attendance at EVERY lecture is mandatory for ALL Honours students in Theatre (that is, anyone taking 4000-level courses in any area), as

well as students in THFM-3101 Acting III Advanced Practice, THFM-3110 Screen Acting, THFM-3201 Styles in Design, and THFM-3801 Production II. Sign-in sheets are posted outside the theatre before each lecture.

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

ORIENTATION ASSEMBLY

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

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

ALL STUDENTS ARE ENCOURAGED AND WELCOME TO ATTEND!

TAFSA

All students enrolled in at least one theatre or film class are automatically members of TAFSA, the Theatre and Film Students' Association.

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

Please find out more at TAFSA's meetings, held every second Monday in the Fall/Winter terms from 12:30-13:20 pm. It's a great opportunity for students to connect with other like-minded people and a way to get involved in the department events. Visit the TFSA Instagram account at [@tafsauw](https://www.instagram.com/tafsauw) or email them at tafsa.uw@hotmail.com.

BUILDING SECURITY

The Asper Centre for Theatre and Film (home to the Department of Theatre and Film) is open from 8:00 am to 4:00 pm weekdays only. Students are permitted to be in the building between 8:00 am and 10:00 pm seven days per week (except statutory holidays when the University is closed) **BUT PLEASE NOTE:** outside of regular building hours, it is **MANDATORY** that everyone in the building (students, faculty and community renters) **EITHER** carry an access card **OR** have a booking confirmation form in their possession (hard copy or electronic). **ALL EVENING STUDENTS in the building for classes must have a UW ID card.** If a Security Guard checks and you do not have proper accreditation, **you may be evicted.**

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

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

All interior studios and labs are locked outside of building hours. Evening and weekend access can be added to your student card by visiting Melinda in the Department office, 3T03.

SECURITY PHONE (General, non-emergency, Safe Walk and Safe Ride): 204-786-9272
SECURITY EMERGENCY NUMBER: 204-786-6666

The Asper Centre for Theatre and Film is equipped two phones (one by the House Manager's office in the lobby, one in the basement by the elevator) to contact Security.

Students are encouraged to visit the UW Security Services webpage for complete information about campus security and emergency procedures: <https://www.uwinnipeg.ca/security/index.html> and to download the UW Safe App: <https://www.uwinnipeg.ca/security/uw-safe-app.html>.

ONLINE CLASSES

Instructors whose mode of delivery includes Zoom or a similar platform will clarify expectations for appropriate remote classroom behaviour or decorum (e.g., being on time, muting/unmuting, raising hand, reacting, etc.), and make appropriate allowances in order to respect the privacy of students (e.g., clarifying need to have video on/off).

Performance classes online: No eating, chewing gum, or wearing a mask during on-line work.

RECORDING ON-LINE CLASSES

Should a class be held online, the instructor may choose to record a zoom or video class if there are online connectivity issues, absences, or to post to Nexus for later review. If a lecture is recorded, students will be given notice (via the course outline or on a case-by-case basis) that their personal information may be captured; informed of how long the recording will be retained; and whether the recording will be used for evaluation of any kind. Students will also be given the option to turn off their cameras/microphones and use pseudonyms to remain anonymous (except where class participation is required).

Students with concerns or who wish to seek alternate arrangements may discuss the matter with the instructor. Access to recordings will be limited to the academic staff, students, and others with a legitimate need. Recordings containing student personal information will not be posted publicly, but only on UW-approved servers.

No student is allowed to disseminate recordings outside of the class or post recordings publicly. Access to the recordings will be limited to the instructor and the students.

ELECTRONIC COURSE OUTLINE ADDENDA

Department Website: <https://theatre.uwinnipeg.ca> or <https://film.uwinnipeg.ca>

Please refer to the website for department information, but particularly regarding:

Fire and Safety Information for ACTF: Students must check our website and review the [Fire Safety Instructions in the Asper Centre for Theatre and Film](https://www.uwinnipeg.ca/theatre-film/docs/fire-evacuation-procedures_2020.pdf) (https://www.uwinnipeg.ca/theatre-film/docs/fire-evacuation-procedures_2020.pdf) and [Access Card/Building Use Policy](https://www.uwinnipeg.ca/theatre-film/rentals/access-card-and-building-use-policy.html) (<https://www.uwinnipeg.ca/theatre-film/rentals/access-card-and-building-use-policy.html>).

Room Bookings for Class Assignment Work: Students may book rehearsal room space class-related work or outside projects. Priority will be given to class assignment work. Please see our website links to *Room Booking Instructions* and electronic *Online Room Booking Form* found on our department website at <https://www.uwinnipeg.ca/theatre-film/rentals/access-card-and-building-use-policy.html>. Please read

and note all instructions carefully. Room booking availability is subject to change according to public health and university policies.

GENERAL NOTES

- **Students can find answers to frequently asked questions related to the University's Covid-19 policies for the 2023-24 year here: <https://www.uwinnipeg.ca/covid-19/index.html>**
- **Students should check their UWinnipeg e-mail addresses daily as this is the most direct way instructors and the University will contact students regarding such things as important information about health and safety, policies and registration, and Faculty will contact you about changes to class schedules, cancelled classes, etc.**
- **This course outline should be considered a guideline only. Time constraints and other unforeseen factors may require that some topics be omitted or covered in less detail than indicated.**
- Archival records such as video/sound recordings and photographs may be made or taken during class or lab times. The University uses such materials primarily for archival, promotional, and teaching purposes. Promotional use may include display at open houses or conferences, or use in advertising, publicity, or brochures. In reading and accepting the terms in this course outline, students acknowledge consent for such use by the University. Should a student not wish to convey such consent, they should withdraw from this course immediately.
- Unless necessary for accessing class, cellular phones should be turned off during classes and examinations. Texting is not permitted in class.
- Any student attending a test or final examination may be required to present proof of identity; photo identification is preferred.
- It is the student's responsibility to retain a paper or digital copy of **ALL** assignments submitted for grading; in the event of loss or theft, a duplicate copy is required.
- When it is necessary to cancel a class due to exceptional circumstances, instructors will make every effort to inform students via UWinnipeg webmail (and/or using the preferred form of communication, as designated by the instructor), as well as the Departmental Assistant and Chair/Dean. ***Students are reminded that they have a responsibility to regularly check their UWinnipeg e-mail addresses to ensure timely receipt of correspondence from the university and/or their course instructors.***
- Students may choose not to attend classes or write examinations on holydays of their religion, but they must notify their instructors at least two weeks in advance. Instructors will then provide opportunity for students to make up work or examinations without penalty. A list of religious holidays can be found in the 2023-24 Undergraduate Academic Calendar:
<https://www.uwinnipeg.ca/academics/calendar/docs/important-notes.pdf>
- Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams or during lectures/laboratories are encouraged to contact Accessibility Services (AS) at 204.786.9771 or <https://www.uwinnipeg.ca/accessibility-services/> to discuss appropriate options. All information about a student's disability or medical condition remains confidential.

- Reference to the appropriate items in the Regulations & Policies section of the *Course Calendar*, including Senate appeals and academic misconduct (e.g. plagiarism, cheating) <https://www.uwinnipeg.ca/academics/calendar/docs/regulationsandpolicies.pdf>. Instructors should become familiar with the procedures for dealing with alleged academic misconduct at <https://www.uwinnipeg.ca/policies/docs/procedures/academic-misconduct-procedures.pdf> and <https://www.uwinnipeg.ca/policies/docs/policies/academic-misconduct-policy.pdf>
- All students, faculty and staff have the right to participate, learn, and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found at <https://www.uwinnipeg.ca/respect/>.
- **Regulations, Policies, and Academic Integrity.** Students are encouraged to familiarize themselves with the Regulations and Policies found in the University Academic Calendar at <https://www.uwinnipeg.ca/academics/calendar/docs/regulationsandpolicies.pdf>. Particular attention should be given to subsections 8 (Student Discipline), 9 (Senate Appeals), and 10 (Grade Appeals). Please emphasize the importance of maintaining academic integrity and the potential consequences of engaging in plagiarism, cheating, and other forms of academic misconduct. Even unintentional plagiarism is a form of academic misconduct. Similarly, uploading essays and other assignments to essay vendor or trader sites (filesharing sites that are known providers of essays for use by others who submit them to instructors as their own work) is a form of misconduct, as it involves aiding and abetting plagiarism. An updated and expanded U of Winnipeg library site outlining principles of Academic Integrity can be found at <https://library.uwinnipeg.ca/use-the-library/help-with-research/academic-integrity.html>.

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

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

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

- **Respectful Learning Environment.** Students are expected to conduct themselves in a respectful manner on campus and in the learning environment irrespective of platform being used. Behaviour, communication, or acts that are inconsistent with a number of UW policies could be considered non-academic misconduct. See the Respectful Working and Learning Environment Policy (<https://www.uwinnipeg.ca/respect/respect-policy.html>) and Acceptable Use of Information Technology Policy (<https://www.uwinnipeg.ca/policies/docs/policies/acceptable-use-of-information-technology-policy.pdf>). More detailed information is outlined in the Non-Academic Misconduct Policy and Procedure: <https://www.uwinnipeg.ca/policies/docs/policies/student-non-academic->

[misconduct-policy.pdf](#) and <https://www.uwinnipeg.ca/policies/docs/procedures/student-non-academic-misconduct-procedures.pdf>

- **Copyright and Intellectual Property.** Course materials are the property of the instructor who developed them. Examples of such materials are course outlines, assignment descriptions, lecture notes, test questions, and presentation slides—irrespective of format. Students who upload these materials to filesharing sites, or in any other way share these materials with others outside the class without prior permission of the instructor/presenter, are in violation of copyright law and University policy. Students must also seek prior permission of the instructor/presenter before, for example, photographing, recording, or taking screenshots of slides, presentations, lectures, and notes on the board. Students found to be in violation of an instructor’s intellectual property rights could face serious consequences pursuant to the Academic Misconduct or Non- Academic Misconduct Policy; such consequences could possibly involve legal sanction under the Copyright policy <https://copyright.uwinnipeg.ca/basics/copyright-policy.html>
- **Research Ethics.** Students conducting research interviews, focus groups, surveys, or any other method of collecting data from any person, including a family member, must obtain research ethics approval before commencing data collection. Exceptions are research activities done in class as a learning exercise. For submission requirements and deadlines, see <https://www.uwinnipeg.ca/research/ethics/human-ethics.html>
- **Privacy.** Students should be reminded of their rights in relation to the collecting of personal data by the University (<https://www.uwinnipeg.ca/privacy/admissions-privacy-notice.html>), especially if Zoom is being used for remote teaching (<https://www.uwinnipeg.ca/privacy/zoom-privacy-notice.html>) and testing/proctoring (<https://www.uwinnipeg.ca/privacy/zoom-test-and-exam-proctoring.html>)
- The University of Winnipeg affirms the importance of student mental health and our commitment to providing accessible, culturally appropriate, and effective services for students. Students who are seeking mental health supports are encouraged to reach out to the Wellness Centre at studentwellness@uwinnipeg.ca or 204.988.7611. For community-based mental health resources and supports, students are encouraged to dial 2-1-1. This program of United Way is available 24/7 in 150 languages.

2024-25 VOLUNTARY WITHDRAWAL DATES

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

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

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

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

2024-25 CAMPUS CLOSURE DATES

The University is closed for the following holidays:

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

2024-25 READING WEEKS

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

THFM DEPARTMENT OFFICE INFORMATION

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

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