

FILMMAKING 1 | 2310-050 (6 CH)

Fall/ Winter: 2021/2022
Tuesday (lecture): 7:00pm - 10:00pm
Thursday (lab): 7:00pm - 10:00pm
Classroom: OT10
Credit Hours: 6

Instructor: Milos Mitrovic
Email: m.mitrovic@uwinnipeg.ca
Virtual Office Time: By Appointment

Course Section: 1010 - 050

Land Acknowledgment: 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.

Course Description:

Filmmaking 1 is a course that aims to investigate and explore basic filmmaking techniques and apply these fundamentals to creating short narrative films. Through a series of in-person and online lectures, film screenings, in-class exercises, hands-on experience, and in-depth class discussions, the students will familiarize themselves with the essentials to explore and develop their visual story-telling ability. The focus of this class will be to create compelling narrative scripts, translating these scripts from the written word into narratively cohesive visual sequences, understanding the collaborative nature of narrative filmmaking, and developing technical craftsmanship.

Due to the outbreak of COVID-19, it is strongly suggested that students wear face masks during in-class lectures and labs. Specifics and information regarding face masks and all other COVID-19 related social distancing rules will be addressed in class.

Required Reading and Other Requirements:

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 FireWire 800 or Thunderbolt connections are also supported. Students are also required to provide their SD cards for camera recording. The minimum requirement is 2 (two) SDHC 16GB / Class 10 / 30MB/sec.

It is strongly suggested that students purchase an Adobe Premier license for this class due to this year's limited access to the editing lab.

Due to COVID 19 regulations, Students are encouraged to use their cameras for the in-class and short film assignments. The school can also provide gear, but students may bring their cameras to class to use during lab assignments and other film work.

Recommended texts are:

Film Directing, Shot by Shot, by STEVEN D. KATZ.
The Filmmaker's Handbook by S. ASCHER & E. PINCUS

Class/Lab Participation - Attendance + Lab Assignments

Filmmaking 1 should be a fun, team-driven class rich with class discussions and participation by all students. This class is designed to familiarize students with various facets of motion picture production, and a significant aspect of this is to instill the NEED FOR PROFESSIONALISM. Film production invariably requires collaboration between individuals working toward a common goal, often in trying circumstances. Cooperation, communication, and commitment from each student are vital when tackling projects, be it an individual's project or a group project during lab time.

The class/lab participation and attendance will be marked as follows.

Attendance:

Each unexcused absence will negatively affect your final participation attendance mark. If a student does not attend class without consulting the instructor at least 1hr before class, they will lose 1% of their Class Participation Grade. Students who are frequently absent from class, even when notifying the instructor, may lose 1% of their attendance mark depending on the reasoning for their frequent absence.

Lab Assigned Group Short Films:

Each Lab assignment will be marked on group participation and completion of the assignment. During our lab time, I will demonstrate a film technique then will assign groups to make a short film demonstrating their knowledge of the film technique. Groups will be granted 2 hours on Thursday to shoot their film and given 2 hours of editing time to complete their film. Groups will then be asked to present their group lab assignments to the class and participate in a Q and A with my peers and me. If you fail to hand in a lab assignment, you will fail the assignment.

With the reality of COVID 19, there will be flexibility around attendance and participation. The goal will be to work with students to make sure their access needs are met. The instructor will work with students if frequent absenteeism or lateness becomes disruptive and explore solutions if the challenges are due to the limitations of remote learning. However, failure to meet reasonable standards of responsible behavior concerning classmates and instructors will not be tolerated.

Late Assignments:

Filmmaking is all about handing things in on time - if you fail to hand in your assignment before the deadline, you will receive a grade penalty. The grade penalty for not handing something in on time will be half a letter grade off every day your assignment is late. Furthermore, you will lose a full letter grade if you fail to attend the class that the assignment is due on.

Other criteria considered by the instructor for the evaluation of this grade include:

1. A student's constructive contributions to class discussions and practical group exercises.
2. The use of appropriate, RESPECTFUL behavior and language. For example, a frequently occurring instance of disrespectful conduct is cell phones at inopportune times, like during a screening of a classmate's film.
3. The demonstration of an appropriate work ethic when engaging in shared endeavours during the lab assignments: each student is expected to pull their weight.

COURSE EVALUATION		Due Date (all assignments are due by 10pm on the due date)
Class Participation - Lab Assignments	10%	N/A
Class Participation - Attendance	15%	N/A
Short Documentary (3 - 5 minutes)	5%	September 28, 2021
Pitch Presentation #1	5%	October 7, 2021
Script #1 (3 - 5 pages)	10%	October 26, 2021 (Draft 1), November 2, 2021 (Final Draft)
Short Film Project #1 (4 - 5 minutes)	15%	December 8, 2021
Pitch Presentation #2	5%	January 18, 2022
Script #2	15%	February 8, 2022 (Draft 1), February 15, 2022 (Final Draft)
Short Film Project #2 (7 - 10 minutes)	20%	March 31, 2022
TOTAL	100%	

Conversion Scale

A+	90 - 100%	GPA 4.5	C+	66 - 69.9%	GPA 2.5
A	85 - 89.9%	GPA 4.25	C	60 - 65.9 %	GPA 2.0
A-	80 - 84.9%	GPA 4.0	D	50 - 59.9%	GPA 1.0
B+	76 - 79.9%	GPA 3.5	F	below 50%	GPA 0
B	70 - 75.9%	GPA 3.0	<i>Work NOT submitted will be graded as 0.</i>		

CLASS ASSIGNMENTS

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

In Class Lab Exercises

In-class exercises and short lab work will go towards your final class participation mark. They are pass/fail assignments assigned every week or two weeks, depending on time constraints. If you do the work, pull your weight in your groups, show up with a good attitude, finish the in-class lab assignments on time and produce quality work, you will automatically pass that specific assignment. If your group is dysfunctional, unwilling to work together, produce uninspired work, and does not finish the work on time, you will fail the class lab assignment. Failing a class lab assignment will cause a grade penalty on your class participation mark. Students may lose up to 2% of their class participation mark for each failed assignment.

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

Short Documentary

Students will be tasked to make a short 3 - 5 minute documentary about a moment in their lives. The Film must be made using family pictures and voice-over narration. The students will compile the pictures, edit and sound edit their project. They will then have to present their Film to the class, a brief Question and Answer period will follow up the screening.

Pitch Presentation 1 & 2

In preparation for the fall and winter term individual short film projects, students will be tasked to create a pitch package of 5 story ideas that they will then present to their classmates. This pitch package will be a PDF document that will include stills from similar works to each project, a brief synopsis, and an explanation of why the director believes each idea is important to them. The instructor and peers will recommend which of the five ideas they should make, but it is up to the student to decide which film idea they would like to make in the end.

Scripts 1 & 2

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

Individual Short Film Projects

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

TENTATIVE SCHEDULE 2021/2022 | Fall/Winter Term Year

This schedule is tentative and subject to change with notice.

Week	Date	Class Description & Assignment Launch	Assignment Due
1	07 September	Introduction & Syllabus review	
	19 September	Finding the right idea + Screen previous short docs and short films <u>*Assignment #1 Launch: Short Documentary</u>	
2	14 September	Intro to the camera + shoot	
	16 September	Intro to the camera continued Edit Lab and Editing Breakdown <u>*Assignment #2 Launch: Pitch Package</u>	
3	21 September	Lighting Lecture + Workshop	
	23 September	Lighting Shoot and Edit	
4	28 September	Short Doc Screenings and Q and A + Sound Lecture + Workshop	<u>*Assignment: Short Documentary</u>
	30 September	National Truth and Reconciliation Day (No Class)	
5	05 October	Camera Exercise - 180 Degree Rule, Framing (inc. Sound + Lights)	<u>*Assignment: Pitch Package</u>
	07 October	Pitch Presentations and discussion	
6	October 10 - 16	READING WEEK - NO CLASSES	
	19 October	Pitch Presentations and discussion	
	21 October	Coverage Exercise (inc. Sound + Lights) <u>*Assignment #3 Launch: Script #1</u>	
7	26 October	Script Table Read and Discussion	<u>*Assignment #3: Script Draft 1 DUE</u>
	28 October	EDIT LAB Editing Techniques	
8	02 November	Script Table Read and Discussion	<u>*Assignment #3: Script Draft 2 DUE</u>
	04 November	Script Table Read and Discussion <u>*Assignment #4 Launch: Short Film #1 (4 - 5 minutes)</u>	

Week	Date	Class Description & Assignment Launch	Assignment Due
9	9 November	EDIT LAB Sound Editing Techniques	
	11 November	Action Exercise	
10	16 November	Action Exercise	
	18 November	Edit Action Exercise	
11	23 November	Edit Action Exercise	
	25 November	EDIT LAB - Prep or Edit first film	
12	30 November	EDIT LAB - Edit first film	
	02 December	EDIT LAB - Edit first film	
	07 December 08 December	EDIT LAB - Edit first film (1 on 1 Grade distribution + discussion) EDIT LAB - Edit first film (1 on 1 Grade distribution + discussion)	<u>Assignment #4 Launch: Short Film #1 (4 - 5 minutes)</u>
13	December 9 - 22	FALL TERM EVALUATIONS - NO CLASSES	
	December 24 - January 4	UNIVERSITY CLOSED - NO CLASSES	
	06 January	Screen first term films and feedback <u>*Assignment #5 Launch: Pitch Package #2</u>	
14	11 January	Screen first term films and feedback	
	13 January	Shoot and Edit Lab (Working on Form)	
15	18 January	Pitch Presentations	<u>*Assignment: Pitch Package</u>
	20 January	Pitch Presentations <u>*Assignment #6 Launch: Script #2</u>	
16	25 January	Film Grant 101	
	27 January	My Story Assignment Shoot	
17	01 February	Film Grant 101	
	03 February	My Story Assignment Shoot	
18	08 February	Script Table Read and Discussion	<u>*Assignment #6: Script #2 Draft #1</u>
	10 February	Experimental Film Exercise : Lecture and Shoot	<u>DUE</u>

Week	Date	Class Description & Assignment Launch	Assignment Due
19	15 February	Script Table Read and Discussion	<u>*Assignment #6: Script #2 Draft #2 DUE</u>
	17 February	Experimental Film Exercise : Shoot/Edit <u>*Assignment #7 Launch: Short Film #2 (7 - 10minutes)</u>	
	February 20 th – 26 th	READING WEEK - NO CLASSES	
20	01 March	Script Table Read and Discussion	
	03 March	Green Screen/ Premiere Pro/AE FX	
21	08 March	Film Festivals and Film Distribution + Group Film Brainstorm	
	10 March	Group Film Brainstorm + Prep	
22	15 March	Group Film Script Table Read and Prep	
	17 March	Group Film Shoot	
23	22 March	Group Film Shoot + Edit	
	24 March	EDIT Lab: Class Edits Final Films	
23	29 March	EDIT Lab: Class Edits Final Films	<u>*Assignment #7: Short Film #2 (7 - 10minutes) DUE</u>
	31 March	EDIT Lab: Class Edits Final Films	
24	05 April	Class Screening	
	07 April	Future of Filmmaking: Discussion about Film 2, Film industry/Arts centres information lecture.	

***All class assignments and course evaluation is subject to change depending on time constraints and developments regarding COVID 19.**

FILM EQUIPMENT ORIENTATION, COSTS AND REQUIREMENTS

IMPORTANT NOTE: STUDENTS MUST PROVIDE THEIR OWN EXTERNAL HARD DRIVE. All Film Editing computers are now equipped with Deep-Freeze technology, meaning any information not saved to your personal hard drive will be unrecoverable. ALL YOUR FILES MUST BE SAVED TO YOUR HARD DRIVE ONLY, NOT THE DESKTOP (computer file folders). Students will be instructed on the correct software settings to ensure that work is saved onto their hard drive.

COSTS

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 by the end of June.

The deadline for payment of the Damage Deposit will be confirmed shortly, and will be set for the end of September. 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 *Equipment Loan Damage Deposit Agreement*.
- Keep a copy of the Agreement as you must present it (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 scheduled Equipment Orientation Sessions in September (dates and method of delivery to be announced).

ATTENDANCE IS COMPULSORY for students enrolled in THFM-2310 Filmmaking I (both sections).

It is also compulsory for students in THFM-2311 Film Comedy 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.

Students in THFM-3312 Sound Editing and THFM-3310 Film II are encouraged to attend particularly if they have not attended before, or as a refresher.

STUDENT EQUIPMENT REQUIREMENTS

- Students **MUST** provide their own hard drives for project storage and editing. The recommended minimum drive is a 1TB USB2 7200RPM drive. Thunderbolt and USB A and C drives are supported. **Drives must be formatted for Mac computers.**
- **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. **CLEANING ORIENTATION WILL BE PROVIDED AND STRICT HEALTH-SAFETY PROTOCOLS WILL BE FOLLOWED.**
- 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.
- Students are required to provide their own headphones.

STUDENT PARTICIPATION POLICY & COURSE CONTENT

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/support/index.html) (<https://www.uwinnipeg.ca/respect/sexual-violence/support/index.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 COVID CONSIDERATIONS

In the current changing health situation, 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."

Pending health guidelines, lectures are planned to be in-person in the Theatre on the following dates:

October 6, 2021
November 10, 2021
January 19, 2022
March 2, 2022

Guests will be confirmed shortly.

MANDATORY ATTENDANCE FOR HONOURS STUDENTS: Beginning in January, 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-3110 Screen Acting, THFM-3201 Styles in Design, THFM-3801 Production II, and THFM-3920 Musical Theatre.

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

ORIENTATION ASSEMBLY

WEDNESDAY, SEPTEMBER 15 at 12:30 pm we will hold an *Orientation Assembly* to welcome students to the new term; introduce our new students to faculty and other students; provide information about the department, its various activities and those of its professors; and deliver news about what's coming up.

ALL STUDENTS ARE ENCOURAGED AND WELCOME TO ATTEND! Please see our department website for information.

TAFSA

All students enrolled in at least one theatre or film class are automatically members of TAFSA, the Theatre and Film Students' Association, which plans a number of exciting activities each academic year. Activities organized by TAFSA include regular **Performance Jams, Department parties** and **Socials** as well as **DioFest**

(a new play festival featuring student written and produced plays), and **24/7** (an event in which students move into our building and several plays are written, rehearsed, produced, and presented – all in a period of 24 hours!).

Please join TAFSA to find out more at their meetings, every second Monday from 12:30-13:20 pm. This is 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**.

BUILDING SECURITY

To safeguard the health of the UWinnipeg community — and support public health efforts — during the ongoing COVID-19 situation, the UW campus is closed to the public until further notice. Students, Faculty and Staff must use specific access points to buildings and provide identification upon entry.

Information about access for students can be found at <https://www.uwinnipeg.ca/covid-19/on-campus-learning-faq.html>.

NOTE: It is **MANDATORY** that anyone entering the building and attending classes, labs or rehearsals in the building carry an ID card/student card to verify their vaccination status and that they are allowed to be on campus. If a Security Guard checks and you do not have proper accreditation, **you will be evicted.**

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

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 with an emergency-only phone to contact Security immediately in the main lobby by the House Management Office. This can be used in an emergency situation to directly connect with the UW Security Services.

Students are encouraged to visit the UW Security Services webpage at <https://www.uwinnipeg.ca/security/index.html> for complete information about campus security and emergency procedures.

RECORDING ON-LINE CLASSES

The instructor of an on-line class 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* and *Access Card/Building Use Policy* at <https://www.uwinnipeg.ca/theatre-film/student-resources/loves-labours-lost-production-schedule.html>.

Room Bookings for Class Assignment Work: We expect students will be allowed to book rehearsal room space FOR CLASS-RELATED WORK ONLY. 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 2021-22 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, particularly during the current environment of quickly-changing circumstances.**
- **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 videotapes, 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 photocopy or computer disk 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 holy days 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 2021-22 Undergraduate Academic Calendar, <http://uwinnipeg.ca/academics/calendar/docs/important-notes.pdf>

Regulations, Policies, and Academic Integrity

Students are encouraged to familiarize themselves with the “Regulations and Policies” found in the University Academic Calendar at: <https://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 to the potential consequences of engaging in plagiarism, cheating, and other forms of academic misconduct. Even “unintentional” plagiarism, as described in the UW Library video tutorial “Avoiding Plagiarism” (<https://www.youtube.com/watch?v=UvFdxRU9a8g>) 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. More detailed information can be found here: Academic Misconduct Policy and Procedures: <https://www.uwinnipeg.ca/institutional-analysis/docs/policies/academic-misconduct-policy.pdf> and <https://www.uwinnipeg.ca/institutional-analysis/docs/policies/academic-misconduct-procedures.pdf>.

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 (e.g. Respectful Working and Learning Environment Policy <https://www.uwinnipeg.ca/respect/respect-policy.html>, Acceptable Use of Information Technology Policy <https://www.uwinnipeg.ca/institutional-analysis/docs/policies/acceptable-use-of-information-technology-policy.pdf>) could be considered “non-academic” misconduct. More detailed information can be found here: Non-Academic Misconduct Policy and Procedures: <https://www.uwinnipeg.ca/institutional-analysis/docs/student-non-academic-misconduct-policy.pdf> and <https://www.uwinnipeg.ca/institutional-analysis/docs/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/docs/copyright_policy_2017.pdf).

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 <http://www.uwinnipeg.ca/research/human-ethics.html>

Privacy

Students are 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>).

VOLUNTARY WITHDRAWAL DATES

The voluntary withdrawal dates for each term, without academic penalty, are:

- **FALL TERM COURSES:** November 16, 2021 for Fall courses which begin in September 2021 and end in December 2021
- **FALL/WINTER TERM COURSES:** February 16, 2022 for Fall/Winter courses which begin in September 2021 and end in April 2022
- **WINTER TERM COURSES:** March 16, 2022 for Winter courses which begin in January 2022 and end in April 2022

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.