

THFM-2201-001 and THFM-2201L-070 and THFM-2201L-071 (3 credit hours)

## PRINCIPLES OF DESIGN

Fall, 2023

Lecture: Manitoba Hall, 3M64 - Friday, 9:30 – 11:20am

Lab (070): Asper Centre, 0T20 - Mon, 9:30 – 11:20am

Lab (071): Asper Centre, 0T20 - Wed, 9:30 – 11:20am

Instructor: Adam Parboosingh

Office: Zoom

Phone: 204-786-9380

Virtual Office Hours: Tuesdays 1:00 – 2:00pm

or by appointment

E-Mail: [a.parboosingh@uwinnipeg.ca](mailto:a.parboosingh@uwinnipeg.ca)

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### COURSE DESCRIPTION

This course is an introduction to the principles and practice of theatrical design in sets and costumes. Drawing skills are not required but students will learn ways to communicate visual information.

Note: This course can be used towards the Humanities Requirement.

An introduction to the process of design, applying the principles and elements of design to the theatrical production. Students will explore the design process in projects involving analysis, interpretation, observation and presentation of concepts through a variety of visually expressive means.

The course also explores stage terminology so the student will be familiar with stage language and the technical means of realizing a design concept. With lectures and labs as the basis for instruction, the chapter outlines and assignments are structured to teach fundamental design skills in sketching, painting, model building and research. A knowledge of and exposure to these skills is essential to the design process and advanced design courses in the department.

### COMMUNICATION

Students have the responsibility to regularly check their UWinnipeg e-mail addresses to ensure timely receipt of correspondence from the University and/or their course instructors. Please refrain from using the email, pager or chat function in Nexus due to its limitations. **Communications will only be sent to UW email addresses.**

### TEXTBOOK

The following required textbook is accessible for free through the UW Library website as an eBook:

Benedetto, Stephen Di. *An Introduction to Theatre Design*. Taylor & Francis, 2012.

<https://uwinnipeg.on.worldcat.org/oclc/798531484>

Other readings will be available through Nexus.

Access to the UW Library website / databases is necessary: Digital Theatre+ will be used to view previously filmed theatre performances.

### LAB SUPPLIES - required for chapter outlines and assignments

Michaels, Staples, Artist Emporium and Dollarama will have many of the supplies listed below at various prices.

Tools

- Architectural Scale Ruler
  - 12" Architect's Scale (needs to have 1/8", 1/4", 1/2", 1" scales)
- Metal Ruler
  - 12" Metal ruler with cork on back
- Pencils and eraser
  - Sketching Pencils - 4B, 2B, HB, 2H, 4H
  - Plastic Eraser
- Watercolor or Gouache Paint and Brushes
  - Minimum 12 Colour Watercolor/Gouache Paint Pack
  - Paint brush set
- X-acto Knife with Blades
  - X-ACTO® #1 Precision Knife
  - #1 Precision Knife blades
- Bond Glue and Glue Stick
- Painter's Tape (small roll)

Paper Supply

- Watercolor paper
  - Watercolor 140 lb/300 gsm
  - Heavyweight, acid-free paper
  - Pad 9"x12", minimum 24 sheets
  
- Sketchbook
  - White, 50lb./74 gsm
  - Light weight, acid free,
  - Pad 8.5"x11" (minimum), 100 sheets,
  
- Illustration Board x 2 sheets
  - Canson® Comic/Manga Illustration Art Board (white) 16"x20"
  - (at Michaels/Artist Emporium)

Other supplies will depend on the individual's design of the project.

**MARK DISTRIBUTION**

(An assignment sheet and rubric will be available through Nexus)

Chapter Outlines .....	Total 20%
Chapter 1 & 3 – Theatre Designer's Job & Vocabulary of Visual Thinking due Sept 22	
Chapter 4 – The artistry of the set due Oct 6	
Chapter 5 – The artistry of costumes due Nov 3	
Chapter 6 – The artistry of lighting due Nov 24	
Quizzes .....	Total 10%
Chapter 1 & 3 quiz due Sept 29	
Chapter 4, 5, & 6 quiz due Nov 17	
Model Building assignment due Oct 20 .....	Total 15%
Costume Rendering assignment due Nov 10.....	Total 15%
Final Project due Dec 1 .....	Total 30%

In Course Participation .....	Total 10%
<b>Total.....</b>	<b>100%</b>

Work not submitted will be graded as 0%. Late projects will be assessed a 10% reduction per day. After 48 hours, you will be assessed zero (0) marks for that project.

### **PROJECT NOTES**

- All chapter outlines will be submitted online, it would be ideal for you to have the following software:
  - Presentation program – PowerPoint or Keynote
  - Word processing software – Word or Pages
  - PDF Reader - Adobe Acrobat Reader or Preview
  - Graphic editing software\* - Adobe Photoshop, Affinity Photo or GIMP
    - Affinity Photo = is a non-subscription Photoshop equivalent software.
    - GIMP = free, open-source software and available on the Design Lab computers.

### **ACADEMIC INTEGRITY IN DESIGN ASSIGNMENTS**

- Please review the following page from the University of Winnipeg website concerning Academic Integrity. <https://library.uwinnipeg.ca/use-the-library/help-with-research/academic-integrity.html#about>
- Student's answers and narratives in the Chapter Outlines must be written in their own voice. Copy and pasting answers from the e-textbook is prohibited as it inhibits you from truly understanding the concept or theory.
- Artwork (such as pencil drawings, renderings, 3D models, drafting) that is self-generated will not be plagiarized from another theatre designer (living or dead) or another student.
- Copyrighted or non-copyrighted artistic imagery (such as paintings, photographs, illustrations, sculpture, architecture...) can be used as research and references for inspiration for your design. Direct copying of that image is strictly prohibited as it impedes true creativity and originality. We will discuss the appropriate use of research in the design process early in the semester.

### **USE OF COMPUTER-BASED TECHNOLOGY IN ASSIGNMENTS**

- The use of Artificial Intelligence (AI) text-generating tools (e.g., ChatGPT, Bing, Notion AI) or any text-generating software is strictly prohibited. The use of AI image-generating software to complete the assignments is strictly prohibited.
- Students suspected of using AI generating software will meet with the instructor to discuss the situation. At that time, the instructor will advise them if the situation warrants an Academic Misconduct report to be submitted to the Department Review Committee or if the assignment can be re-submitted in the appropriate form.
- The use of 3D printing or any computer-controlled cutting machine is prohibited at this level in the design curriculum. Proper instruction of the use of technology in the design process will be taught in more advanced courses.

### **IN COURSE PARTICIPATION**

- You will be required to see a performance of THFM's production of *Stupid Fucking Bird* at the Asper Centre (November 28 – December 2). Tickets are free. Tickets are free. The Course Participation grade will be deducted if you don't attend. With 5 chances to see the performance, there will be no excuses.

- Use the below rubric as a guide to be actively engaged in both lectures and labs.

<b>THFM 2201 - PRINCIPLES OF DESIGN - COURSE PARTICIPATION RUBRIC - LECTURE PARTICIPATION</b>					
	<b>Full Engaged (A's)</b>	<b>Well Engaged (B's)</b>	<b>Adequately Engaged (C's)</b>	<b>Barely Engaged (D's)</b>	<b>Unsatisfactory (F's)</b>
<b>CRITERIA</b>	Contributes to almost every class discussion	Contributes frequently to class discussion	Contributes to class discussion regularly but without own insights	Offers opinions without making connections to readings	Makes limited to no contribution to class discussion
	Poses questions and makes comments consistently	Poses questions and makes comments somewhat consistently	Poses questions and makes comments inconsistently	Poses few, if any, questions	Does not pose questions
	Actively engaged as an audience member during lectures and presentations	Mostly, actively engages as an audience member during lectures and presentations	Frequently engaged as an audience member during lectures and presentations	Often disengaged as an audience member during lectures and presentations	Not engaged as an audience member during lectures and presentations
<b>ATTENDANCE</b>	Attended 90-100% of the lectures	Attended 80-90% of the lectures	Attended 60-70% of the lectures	Attended 50% of the lectures	Attended less than 50% of the lectures
<b>THFM 2201 - PRINCIPLES OF DESIGN - COURSE PARTICIPATION RUBRIC - LAB PARTICIPATION</b>					
	<b>Full Engaged (A's)</b>	<b>Well Engaged (B's)</b>	<b>Adequately Engaged (C's)</b>	<b>Barely Engaged (D's)</b>	<b>Unsatisfactory (F's)</b>
<b>CRITERIA</b>	Actively works on assignment during class	Mostly, actively works on assignment during class	Frequently actively works on assignment during class but often is distracted	Is distracted more than actively working on assignment during class	Does not work on assignments during
	Actively prepares for upcoming assignment during class	Mostly, actively prepares for upcoming assignment during class	Will only prepares for upcoming assignment during class if reminded	More often will not prepare for upcoming assignments in class	Does not prepare for upcoming assignments in class
	Actively explores different methods or techniques beyond the demonstrated skills in the lab	Mostly, actively explores different methods or techniques	Sometimes will actively explores different methods or techniques	Rarely will actively explores different methods or techniques	Does not explore different methods or techniques
	Makes connections between readings/lectures and assignments	Makes some connections between readings/lectures and assignments	Makes very few connections between readings/lectures and assignments	Makes limited connections between readings/lectures and assignments	Does not make connections between reading/lectures and assignments
	Actively creates a positive environment by maintaining a clean workspace	Mostly, actively creates a positive environment by maintaining a clean workspace	Sometimes actively creates a positive environment by maintaining a clean workspace	Rarely creates a positive environment by maintaining a clean workspace	Does not clean up their workspace
<b>ATTENDANCE</b>	Attended 90-100% of the lectures	Attended 80-90% of the lectures	Attended 60-70% of the lectures	Attended 50% of the lectures	Attended less than 50% of the lectures

**FALL 2023 WEEKLY LAB / LECTURE FOCUS & ASSIGNMENT SCHEDULE**

Week #	Lab Focus – Mon/Wed (tools and materials needed)	Lecture Focus - Friday	Assignments Due
1 (Sept 8)	No Lab on Wednesday, Sept 6	Intros, Course Outline & Expectations	
2 (Sept 11 - 15)	Introduction to the Design Lab and Chapter Outlines (pencils, eraser, blending tortillons scale ruler, sketch paper)	Chapter 1 – The Theatre Designer's Job	
3 (Sept 18 - 22)	Chapter 1 & 3 Outline Work Day	Chapter 3 – Vocabulary of Visual Thinking	Chapter 1 & 3 Outline due
4 (Sept 25 - 29)	Model Building (pencils, eraser, scale ruler, cutting blade, straight edge, glue)	Chapter 4 – The Artistry of the Set	Chapter 1 & 3 quiz
5 (Oct 2 - 6)	Model Building	Chapter 4 – The Artistry of the Set Continued...	Chapter 4 Outline due
6 (Oct 8 - 15)	Reading Week		
7 (Oct 16 - 20)	Model Building	Professional Scenic Designer interview	Model Building Assignment due
8 (Oct 23 - 27)	Costume Rendering / Chapter 5 Outline (watercolor or gouache paint, brushes, watercolor paper)	Chapter 5 – The Artistry of the Costumes	
9 (Oct 30 - Nov 3)	Costume Rendering	Professional Costume Designer interview	Chapter 5 Outline due
10 (Nov 6 - 10)	Final Project work	Chapter 6 - The Artistry of the Light	Costume Rendering Assignment due
11 (Nov 13 - 17)	Final Project work	Chapter 6 - The Artistry of the Light Continued...	Chapter 4, 5, & 6 quiz
Nov 13	Voluntary Withdrawal date		
12 (Nov 20 - 24)	Final Project work	Professional Lighting Designer interview	Chapter 6 Outline due
13 (Nov 27 – Dec 1)	Final Project work	Final Project work	Final Projects Due (Class will take place in OT20) Attend THFM's <i>Stupid Fucking Bird</i> (11.28-12.2)
14 (Dec 4) Last day of class	No Lab on Monday, Dec 4		

**COURSE ENGAGEMENT**

This course will consist of the following instructional methods:

- In-person Labs (required attendance)
  - LAB - 070 (Monday - 9:30 to 11:20am) and LAB - 071 (Wednesday - 9:30 to 11:20am) will take place in OT20 (Design Lab) in the Asper Centre.
  - Introduction of each assignment and demonstration of techniques to complete the assignments will take place at the beginning of each lab. The remaining of the lab will be your time to work on either assignment or chapter outlines.
- In-person Lectures (required attendance)
  - LEC - 001 (Friday – 9:30 to 11:20am) will take place in Manitoba Hall, 3M64.
  - \* Friday, December 1 class will take place in OT20 (Design Lab) for presentations of your final projects.
- The **voluntary withdrawal date**, without academic penalty, is November 13, 2023.

**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				

**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**

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

### **PUBLIC HEALTH CONSIDERATIONS**

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

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

### **HEALTH AND ACCESSIBILITY SERVICES**

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

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

### **"THE REAL THING" LECTURE SERIES**

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



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

- 12:30 pm September 27, 2023
- 12:30 pm November 8, 2023
- 12:30 pm January 17, 2024
- 12:30 pm February 28, 2024

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, and THFM-3920 Musical Theatre. 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 in the Fall for information.

### ORIENTATION ASSEMBLY

**WEDNESDAY, SEPTEMBER 13, 2023 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, which plans a number of exciting activities each academic year. Activities organized by TAFSA include regular **Performance Jams, Department parties** and **Socials**; other events have included **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 find out more at TAFSA's meetings, held every second Monday in the Fall/Winter terms from 12:30-13:20 pm. It's a great opportunity for students to connect with other like-minded people and a way to get involved in the department events. Visit the TFSA Instagram account at [@tafsauw](https://www.instagram.com/tafsauw) or email them at [tafsa.uw@hotmail.com](mailto:tafsa.uw@hotmail.com).

### BUILDING SECURITY

The Asper Centre for Theatre and Film (home to the Department of Theatre and Film) is open from 8:00 am to 5 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.**

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

All 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>

### **ONLINE CLASSES**

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

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

### **RECORDING ON-LINE CLASSES**

Should a class be held online, the instructor may choose to record a zoom or video class if there are online connectivity issues, absences, or to post to Nexus for later review.

If a lecture is recorded, students will be given notice (via the course outline or on a case-by-case basis) that their personal information may be captured; informed of how long the recording will be retained; and whether the recording will be used for evaluation of any kind. Students will also be given the option to turn off their cameras/microphones and use pseudonyms to remain anonymous (except where class participation is required).

Students with concerns or who wish to seek alternate arrangements may discuss the matter with the instructor.

Access to recordings will be limited to the academic staff, students, and others with a legitimate need. Recordings containing student personal information will not be posted publicly, but only on UW-approved servers.

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

## **ELECTRONIC COURSE OUTLINE ADDENDA**

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

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

**Fire and Safety Information for ACTF:** Students must check our website and review the [Fire Safety Instructions in the Asper Centre for Theatre and Film](https://www.uwinnipeg.ca/theatre-film/docs/fire-evacuation-procedures_2020.pdf) ([https://www.uwinnipeg.ca/theatre-film/docs/fire-evacuation-procedures\\_2020.pdf](https://www.uwinnipeg.ca/theatre-film/docs/fire-evacuation-procedures_2020.pdf)) and [Access Card/Building Use Policy](https://www.uwinnipeg.ca/theatre-film/rentals/access-card-and-building-use-policy.html) (<https://www.uwinnipeg.ca/theatre-film/rentals/access-card-and-building-use-policy.html>).

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

## **GENERAL NOTES**

- **Students can find answers to frequently asked questions related to the University's Covid-19 policies for the 2023-24 year here:** <https://www.uwinnipeg.ca/covid-19/index.html>
- **Students should check their UWinnipeg e-mail addresses daily as this is the most direct way instructors and the University will contact students regarding such things as important information about health and safety, policies and registration, and Faculty will contact you about changes to class schedules, cancelled classes, etc.**
- **This course outline should be considered a guideline only. Time constraints and other unforeseen factors may require that some topics be omitted or covered in less detail than indicated.**
- Archival records such as video/sound recordings and photographs may be made or taken during class or lab times. The University uses such materials primarily for archival, promotional, and teaching purposes. Promotional use may include display at open houses or conferences, or use in advertising, publicity, or brochures. In reading and accepting the terms in this course outline, students acknowledge consent for such use by the University. Should a student not wish to convey such consent, they should withdraw from this course immediately.
- Unless necessary for accessing class, cellular phones should be turned off during classes and examinations. Texting is not permitted in class.
- Any student attending a test or final examination may be required to present proof of identity; photo identification is preferred.
- It is the student's responsibility to retain a 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 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://pace.uwinnipegcourses.ca/sites/default/files/pdfs/publications/Academic%20Misconduct%20Procedures.pdf> and <https://www.uwinnipeg.ca/institutional-analysis/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/>.
- When it is necessary to cancel a class due to exceptional circumstances, every effort will be made to inform students via University of Winnipeg email (and/or using the preferred form of communication, as designated in this outline).
- **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/institutional-analysis/docs/policies/academic-misconduct-policy.pdf> and <https://pace.uwinnipegcourses.ca/sites/default/files/pdfs/publications/Academic%20Misconduct%20Procedures.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
  - 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
  - acknowledge all functional uses of the tool (like editing your prose or translating words) in a note, your text, or another suitable location
  - 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/institutional-analysis/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/institutional-analysis/docs/policies/student-non-academic-misconduct-policy.pdf> and <https://www.uwinnipeg.ca/institutional-analysis/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>)

- Clear expectations for assignments, tests, and exams should be set for students to avoid instances of “unintentional” misconduct. For instance, if an exam is “take-home”, students should be advised on permitted resources, being able to collaborate (or not) with other students, *etc.*
- Instructors whose mode of delivery includes Zoom or a similar platform should clarify expectations for appropriate “remote classroom” behaviour or decorum (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).
- The University of Winnipeg affirms the importance of student mental health and our commitment to providing accessible, culturally appropriate, and effective services for students. Students who are seeking mental health supports are encouraged to reach out to the Wellness Centre at [studentwellness@uwinnipeg.ca](mailto:studentwellness@uwinnipeg.ca) or 204.988.7611. For community-based mental health resources and supports, students are encouraged to dial 2-1-1. This program of United Way is available 24/7 in 150 languages.

### **2023-24 VOLUNTARY WITHDRAWAL DATES**

The voluntary withdrawal dates for 2023/24, without academic penalty are:

- **November 13, 2023** for Fall courses which begin in September 2023 and end in December 2023;
- **February 16, 2024** for Fall/Winter courses which begin in September 2023 and end in April 2024;
- **March 15, 2024** for Winter courses which begin in January 2024 and end in April 2024.

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.**

### **2023-24 CAMPUS CLOSURE DATES**

The University is closed for the following holidays:

- September 4 (Labour Day)
- September 30 (Truth and Reconciliation Day)
- October 9 (Thanksgiving Day)
- November 11 (Remembrance Day)
- December 23, 2023 through January 4, 2024
- February 19 (Louis Riel Day)
- March 29 (Good Friday)

### **2023-24 READING WEEKS**

- Fall mid-term reading week is October 8-14, 2023
- Winter mid-term reading week is February 18-24, 2024

### **THFM DEPARTMENT OFFICE INFORMATION**

3T03 (3<sup>rd</sup> Floor, Asper Centre for Theatre and Film)

Office Manager/Student Advisor: Melinda Tallin

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