

VOICE & SPEECH SKILLS

Fall/Winter 2023/24
MWF 9:30am - 10:20am
Room 2T05: In person

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Office Hours: MW 10:30 – noon & by app't.
*E-mail is best for communication.

COURSE DESCRIPTION

Students in this course will work on the basics of voice and speech as it applies to the performer and the professional voice user. This course will lay the groundwork for the development of a free, flexible and expressive voice, and clear, understandable speech. Students will also learn and practice the basics of effective body language (kinesics) to clarify communication. The course includes work on the removal of restrictive habits which hinders vocal and physical expression and provides the development of healthier, more effective habits which increase the students' expressive range and potential. Also integral to the course is developing skill in basic text work so that the speaker can create greater clarity and sense in their speaking while deepening their personal connection to the material. Students will be assessed on four speaking endeavours throughout the course which include both theatrical and non-theatrical styles. In the Fall Term students will prepare and present a Storytelling Assignment and a Vocal Collage. In the Winter Term the focus will be on using Shakespearean Text and a Persuasive Speech Assignment as a tool to apply voice and speech techniques and awareness.

This course aims to:

- 1) help the speaker recognize and identify personal strengths and weaknesses in their vocal and physical choices, as well as to develop a working method that encourages full and free vocal and physical usage.
- 2) help the public speaker gain valuable practical experience speaking in a variety of formats, while putting into practice new skills acquired through daily voice and body work. The public speaking experiences aim to serve the speaker's future demands in a variety of disciplines and occasions.
- 3) explore the interpretive possibilities in various texts, and to foster an awareness of the energy of sounds and words through Shakespearean text.
- 4) develop a level and quality of participation that nurtures a classroom environment conducive to personal growth and good work.
- 5) make discoveries and progress tangible and non-ethereal by speaking about these with clarity.
- 6) introduce the speaker to a variety of exercises that provide experience in the release of vocal energy, responsiveness, dynamics and strength. The following areas will be the focus: grounding through the feet and legs, dynamic alignment through the spine, breath, the head-neck relationship, opening the channel for sound, an easy forward release of sound, the resonators, range and articulation. This will lead each student to create a personal voice warm up which can be used in future acting and speaking endeavors.

In addition to the above objectives, this semester specifically aims to enable you to:

- be able to relax actively and cope with the stress of performance and public speaking
- have an understanding of how the voice works physiologically
- root the breath and sound in the body
- identify physical tensions that inhibit the free flow of sound vibrations and inhibit physical expression
- explore/encourage resonance and vibration
- encourage the development of new ways and habits of learning
- develop range without extraneous tension

Some indirect skills that this course aims to develop include:

- time management
- practicing
- habit changing
- discipline
- focus
- listening

Methods:

1) Daily warm-ups and exercises in voice and speech which also set up effective patterns of physical communication and expression. You are responsible for knowing and practicing all the exercises learned in class. Good daily/weekly practice and review sessions outside of class, and detailed journal notes are essential to help you learn and receive full benefit from the exercises. It will also sharpen your critical thinking and awareness.

2) A class journal/notebook is highly recommended for daily notations. Make note of: exercises done in class that day, personal observations on progress, discoveries, and outside observations of vocal behaviour. These journals will develop your personal observation skills and will help you keep track of progress and challenges. They will also serve as a resource for you to refer to for subsequent assignments.

Hands on:

It can be beneficial for the instructor and students to use a respectful “hands on” approach. This is only occasionally done in this class to make students aware of breath in the body, posture and habitual tension that can inhibit vocal expression. Details of using this approach will be discussed with students prior to implementation. Using a hands-on approach requires consent and any student can refuse without need of an explanation.

TEXT

There is no required text for this course.

Handouts and PDFs will be given out (on Nexus) as supplements to class work.

TIME

Students are expected to come to class prepared and **ready to work when class begins**. This includes **having fulfilled all personal requirements of eating and using the washroom**. Exceptions will of course be made should the need arise, but **it is the expectation that students will remain present throughout the class**. A bottle of water is highly encouraged, please drink freely!

EVALUATION

Individual projects will be assigned a letter grade.

Fall Term:

Class Participation..... 10%

Includes attitude, clear communication regarding attendance and punctuality, engagement with the work at hand, growth/regression, comprehension and application of theories and techniques, insight into one’s progress and process, a commitment to challenge oneself and to try new things, responding to written prompts (Nexus), and the ability to take risks. Also included are a disciplined attitude to the work (such as being prepared for class); participation in class discussion (synchronously and on Nexus) and exercises; ability to critically watch others and understand what habits or choices may be at work.

A participation rubric will be provided to students in the first week of class.

Personal Voice Reflection (September 13, 2023) CP*

Storytelling (Oct 2, 4, 2023) 15%

Vocal Collage (Nov 15, 17, 20, 2023) 15%

Fall Total.....40%

*CP stands for Class Participation. This assignment is not given a grade but counts towards your participation in the class.

Winter Term:

Class Participation: 10%

Rewriting Shakespeare Sonnet/Monologue (Jan 8, 2024)..... P/F

Off-Book for Shakespeare (Jan 22, 2024)..... P/F

Shakespeare Monologue/Sonnet (Feb 12, 14, 16, 2024).....25%

Draft Outline of Persuasive Speech (March 22, 2024)..... P/F

Final Speech Outline (Well Structured. Due the day you present)P/F

Persuasive Speech (April 1, 3, 5, 8, 2024)25%

Winter Total 60%

COURSE TOTAL 100%

Regarding Pass/Fail (P/F): All Pass/Fail components represent a portion of work that is to be done as part of a larger graded assignment. This is in place to ensure class productivity as a whole, so that students make regular progress, and so that students experience and understand the importance of the work as a

*process. In the Winter Term there are two Pass/Fail components connected to the Shakespeare/Sonnet presentation and an additional two connected to the Persuasive Speech presentation. Failing one component will result in a **10% reduction** in your grade for that assignment. Failing two components will result in a **20% reduction** in your grade for that assignment.*

All written work submitted for evaluation must use font size 12 and MLA format.

LATE ASSIGNMENTS

Should a student be absent (unexcused) or unprepared to present their performance-based assignment on their scheduled day, they will receive a 10% deduction for that assignment and will be expected to complete the assignment the following class. Should the student miss the following class (unexcused) or be unprepared to present, the student will receive a grade of 0 for the assignment. Should a student fail to turn in a Pass/Fail assignment on the scheduled date, they shall receive a failing grade for that component.

Extensions may be granted for assignments, but only **BEFORE** the due date and with a valid reason, at the instructor's discretion. Communication with your instructor is key.

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

PROTOCOL

Professional conduct is expected at all times. Teacher and students are responsible for a creative and supportive atmosphere in order to best serve the work. Students must accept artistic individualities and help their colleagues with constructive criticism. The unity, creativity, and health of the class are more important than any antagonism, personal or artistic differences, temperaments, and idiosyncrasies.

Any student, who repeatedly misses rehearsals, comes late, or fails to rehearse adequately may be asked to withdraw from the course. This includes all classes and out of class rehearsals. This provision has been established to protect the educational interests of scene partners and other classmates. Professional conduct is expected. Frequent absenteeism, lateness, or failure to meet reasonable standards of responsible behaviour in relation to classmates and instructors will not be tolerated. Attendance will be taken. This is part of the final grade. If you are to be absent, you must notify the instructor. Grades for practical work will be affected for anyone missing more than three classes per term.

There is no food allowed in the classroom. Beverages are allowed in a spill-proof container (such as a water bottle or non-spill thermos or coffee mug). Students are required to keep the room clean and put away all props/rehearsal items used at the end of class. Marks will be adversely affected by destructive behaviour of university property.

Correspondence with the instructor: Email will be checked once a day and, if possible, addressed within 24 hours of reception. Students are responsible for checking their University of Winnipeg email regularly to ensure that they are receiving all current information from the instructor and the university. Nexus email will not be used at all. If it is necessary to cancel a class, students will be notified as soon as possible via email.

DRESS REQUIREMENT

The class work will be physical in nature and students are asked to wear comfortable clothing that **fits well and allows for ease of movement.** Your clothing should keep you warm or cool when you need it to, and should not limit you, either by being restrictive, or by causing you to hold back due to concerns for your modesty. Please observe the following guidelines:

Pants must allow freedom of movement (i.e. sweats, shorts, tights, yoga/martial arts pants)

T-shirts or leggings

Hair tied back is preferable

No jewelry (to avoid injury of classmates or damage)

No jeans/low-rise pants or anything that may restrict your movement or waistline

No street shoes or hats.

No chewing gum

**please bring a personal mat for floor work if you would prefer this to lying directly on the floor. Floor mats will not be provided.

NOTE: The description of content and listing of assignments is provided as a survey of intended curriculum but due to the unprecedented nature of previous years, it is subject to change (including the number, nature, dates, and weighting of assignments). Although the class is scheduled to run in-person on campus, this could change depending on the circumstances. First and foremost is the safety of students and instructors.

Students can find answers to frequently ask questions related to remote learning here:
<https://www.uwinnipeg.ca/remote-hub/learning/learning-online.html>

Also, note that **the final date to withdraw without academic penalty** for Fall/Winter courses which begin in September 2023 and end in April 2024 is **February 16, 2024**. Withdrawing before the VW date does not necessarily result in a fee refund. Please speak to your instructor prior to making a decision regarding withdrawal from the course.

TENTATIVE SCHEDULE

Please note that the schedule listed below may be altered to respond to the needs of the class. It's possible some of the subjects listed do not get covered if the instructor believes it's beneficial for the group to spend more time on a topic. While the schedule of topics may be changed, the graded assignment dates and descriptions will not be altered (barring exceptional circumstances) without the permission of the entire class.

The first day of classes at the university is September 5th, 2023, and the last day is April 8th, 2024. Evaluation period is Dec 7th - 20th, 2023 for the Fall Term and April 11th -24th, 2024 for the Winter Term.

Reading Week is Oct 8 - 14, 2023 for the Fall Term, and Feb 18 – 24, 2024 for the Winter Term. The university is closed on Saturday, September 30th, National Truth and Reconciliation Day, Saturday, Nov 11th for Remembrance Day, and Friday, March 29th for Good Friday.

Fall Term

Week 1 Sep 6, 8	1	Intro, syllabus Assignment Overview	Voice Reflection Assigned
	2	How to work on your voice Anatomy and physiology of voice	
Week 2 Sep 11, 13, 15	3	Anatomy and physiology of voice continued Presence, Grounding and Active Alignment	Voice Reflection Due Sept 13
	4	Intro to Storytelling Assignment Group Storytelling	
	5	Storytelling Prep Exploring Breath and Voice	
Week 3 Sep 18, 20, 22	6	Storytelling Prep Voice/Speech work and coming onto sound	
	7	Voice/Speech work Forward Tone and Resonance Basics	
	8	Voice/Speech work Exploring silence, tempo/pace and content	

Week 4 Sep 25, 27, 29	9	Voice/Speech work Storytelling Prep Voice/Speech work exploring pitch and content	Sept 30 - National Truth and Reconciliation Day.
	10	Voice/Speech work Storytelling Prep Gesture basics	
	11	Voice/Speech work Storytelling Prep	
Week 5 Oct 2, 4, 6	12	Storytelling Assignment	**No in-person class on Oct 6th. Asynchronous class with student prompts.
	13	Storytelling Assignment	
	14	**ASYNCHRONOUS CLASS. -Voice/Speech Work Review	
Oct 8 – 14		Reading week	
Week 6 Oct 16, 18, 20 (post reading week)	15	Voice/Speech work Voice Collage Assigned	- Voice Collage Assigned (Oct 6)
	16	Voice/Speech work Release Work (shoulders)	
	17	Voice/Speech work Release Work (neck)	
Week 7 Oct 23, 25, 27	18	Voice/Speech work Release work (jaw)	
	19	Voice/Speech work Release Work (tongue)	
	20	Voice/Speech work Release Work (soft palate)	
Week 8 Oct 30, Nov 1, 3	21	Voice/Speech work Articulation	Selecting your monologue/sonnet assigned (Nov 1)
	22	Voice/Speech work Voice Collage Check in Return to body, breath and sound (check in)	
	23	Voice and Speech work	
Week 9 Nov 6, 8, 10	24	Voice/Speech work Return to body, breath and sound (check in)	Nov 11 - Remembrance Day: University closed
	25	Voice/Speech work Voice Collage Prep	
	26	Voice/Speech work Voice Collage Prep	
Week 10 Nov 13, 15, 17	27	Voice/Speech work Voice Collage Prep	
	28	Voice Collage Assignment	
	29	Voice Collage Assignment	
Week 11 Nov 20, 22, 24	30	Voice Collage Assignment	-Shakespeare assigned (Nov 22)
	31	Intro to Shakespeare Sonnet /Monologue Who was Shakespeare?	
	32	Shakespeare Assignment History of the Time	
Week 12	33	Elizabethan Worldview: Order and Chaos	

Nov 27, 29, Dec 1	34	Shakespeare: Issues of Gender and Race	
	35	Interpreting Shakespeare/Rewriting Your Sonnet/Monologue	
Week 13 Dec 4	36	Interpreting Shakespeare/Rewriting Your Practice Using Resources	Shakespeare Selections due (Dec 4)

Winter Term

Week 1 Jan 8, 10, 12	1	Voice work/warm-up Initial Sonnet/Monologue Readings	Rewriting monologue/sonnet is due (Jan 8)
	2	Voice work/warm-up review Sharing Your Interpretation	
	3	Voice work/warm-up review Sharing Your Interpretation	
Week 2 Jan 15, 17, 19	4	Voice work/warm-up review (Acting Basics)	
	5	Voice work/warm-up review (Connecting to your Need)	
	6	Voice work/warm-up review Monologue/Sonnet Prep - Speak Your Speech	
Week 3 Jan 22 24, 26	7	Voice work/warm-up review (First Folio Technique)	-Off-Book for Shakespeare (Jan 22) -Commence Search for Persuasive Speech Topics
	8	Voice work/warm-up - Channel resonators Monologue/Sonnet Prep (Connecting to Words and Repetitions)	
	9	Voice work/warm-up Monologue/Sonnet Prep (Thought Structure)	
Week 4 Jan 29, 31, Feb 2	10	Voice work/warm-up Monologue/Sonnet Prep (Ladders, Progressions, Verse Line)	
	11	Voice work/warm-up Monologue/Sonnet Prep (Rhythm, Pauses)	
	12	Voice work/warm-up Sinus resonators Monologue/Sonnet Prep	
Week 5 Feb 5, 7, 9	13	Voice work/warm-up Monologue/Sonnet Prep (Rhetoric and the Art of Persuasion)	Persuasive Speech Topics Check-In (Feb 5)
	14	Voice work/warm-up Monologue/Sonnet Prep	
	15	Voice work/warm-up review Sharing Your Interpretation	

Week 6 Feb 12, 14, 16	16	Shakespeare Monologue/Sonnet Assignment	Feb 16 – Final day to withdraw without academic penalty Feb 19 – Louis Riel Day: University closed
	17	Shakespeare Monologue/Sonnet Assignment	
	18	Shakespeare Monologue/Sonnet Assignment	
Feb 18 – 24		Reading Week	
Week 7 Feb 26, 28, March 1 Post reading week	19	Intro to Persuasive Speech Assignment	Final Persuasive Speech Topic due (Feb 26) P/F
	20	Organizing Your Argument	
	21	Voice work/warm-up Playing the dome Persuasive Speech Prep (Organizing Your Argument Continued and Introduction – Group Work)	
Week 8 March 4, 6, 8	22	Voice work/warm-up Breath, body and sound revisited	
	23	Voice work/warm-up Persuasive Speech Prep (Group Work - Claims/Points	
	24	Voice work/warm-up Persuasive Speech Prep (Support Material)	
Week 9 Mar 11, 13, 15	25	Voice work/warm-up Persuasive Speech Prep – (Conclusion)	
	26	Voice work/warm-up Persuasive Speech Prep – (Consequences and Call to Action)	
	27	Impromptu Persuasive Speech	
Week 10 Mar 18, 20, 22	28	Voice work/warm-up Impromptu Persuasive Speech Continued	Hand in draft outline of Persuasive Speech (March 22)
	29	Voice work/warm-up Persuasive Speech Prep (Group Work and Individual Coaching)	
	30	Voice work/warm-up Persuasive Speech Prep (Group Work and Individual Coaching)	
Week 11 Mar 25, 27	31	Voice work/warm-up Persuasive Speech Prep (Group Work and Individual Coaching)	March 29 - Good Friday: University closed (no class)
	32	Persuasive Speech Prep (Group Work and Individual Coaching)	
Week 12 April 1, 3, 5	33	Persuasive Speech Assignment	
	34	Persuasive Speech Assignment	
	35	Persuasive Speech Assignment	
Week 13 April 8	36	Persuasive Speech Assignment -Course Wrap-Up	

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 » (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 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.

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) 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 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