

**THFM-3611-001
ADVANCED SCREENWRITING**

Fall 2023 - Winter 2024
Fridays - 9:30-12:20 pm
Room # Manitoba Hall 3M58

Instructor: **Susie Moloney**
Office Hours: By appointment
E-mail: s.moloney@uwinnipeg.ca

Overview

Story is the essence of screenwriting. Screenwriters tell stories to be interpreted by a host of other creators: director, cinematographer, actors, production designers, set decorators, sound, editing, and costuming to name a few.

In this course, students will learn how to tell a story that reads so well, directors will not be able to put it down. Through instruction, group discussion, guest speakers, analyzing well known screenplays, and practical writing time, students will learn to find their story -- their voice -- through the medium of the screenplay.

REQUIREMENTS

Students are expected to read one screenplay per week as assigned. Screenplays will be made available to students by the instructor, mainly in a digital form.

Students are required to have access to either a variety of streaming services or access to a reliable source for rentals such as YouTube, Apple, etc. Students will be required to rent movies on occasion.

Software requirements: any functional screenwriting software that allows export to either Movie Magic Screenwriter or Final Draft (most do). For example: Celtx, Scrivener, Fade In.

ASSIGNMENTS

Treatment, short film.....	10%
Short film Script	15%
Feature Film Treatment	25%
Feature Film Script	30%
Participation/Quizzes.....	20%

TOTAL	100%

Late Assignments will **NOT** be accepted without a medical certificate.

CLASS SCHEDULE

Sept 8-Oct 6 -- Outline and Treatment, Short film

Week 1 – Sept 8

- Formatting
- GOAT films
- Who is a script for?
- How is a story told?
- Genre
- A writing practice
- How to read a script
- Short film reading assignment

Week 2 – Sept 15

- An introduction to short film
- Watch a short film
- Discussion of reading assignment
- Brainstorming ideas
- What is an outline
- What is a treatment
- Pillars of story arc--the Three Act Structure
- World building
- Writing time--Outline
- Short film reading assignment

Week 3 – Sept 22

- Discussion of reading assignment
- Outline due, for feedback only
- Who is a short film for? Why write a short?
- Watch a short film
- Character building
- Character arc
- Stakes
- Conflict
- In consideration of budgets
- *Discuss Treatment assignment*
- Writing time--treatment

Week 4 – Sept 29

- How to use your outline and treatment to create your script
- Re-writing time, Outline
- Re-writing time, World building
- Re-writing time, Character building
- Discussion stakes, conflict, climax acts

Week 5 – Oct 6

- *Treatments due*
- How do we turn our specific treatments into a script?
- A look at a couple of short films
- Recap of formatting
- Reading assignment, feature film!

Oct 8th – 14th – **Reading Week**

Oct 20-Dec 8 --Short film script

Week 6 – Oct 20

- Your writing practice
- Writing vs Re-writing
- Starting your script
- Formatting difficult scenes
- Expressing time
- Writing time--beginnings
- Reading assignment--Feature film

Week 7 – Oct 27

- Discussion, reading assignment
- Character development
- Women as depicted in film
- "Other" as depicted in film
- Queer as depicted in film
- The importance of inclusion
- Showing, not telling
- Writing time--character dossiers
- Reading assignment--Feature film

Week 8 – Nov 3

- Discussion, reading assignment
- Watch short film
- Dialogue, when do we speak, when do we shut up
- Code-switching
- Do we dress our characters? Costuming as character
- What we give the actor, the director as choices--special guest
- Writing time--Dialogue
- Reading assignment--Feature film

Week 9 – Nov 10

- Discussion, reading assignment
- Watch short film
- Check up on writing practice
- Recap, story pillars
- Writing time--break treatment into acts
- Questions on what's plaguing you
- Writing time--first act!
- Reading assignment--Feature Film

Week 10 – Nov 17

- Discussion, reading assignment
- Act Two--where the story is actually told
- Midpoint--point of no return
- Conflict in the 2nd act, recap
- Examples of conflict in a short clip
- Stakes in the 2nd act, recap
- Example of stakes in a short clip
- Writing time--conflict scene
- Reading assignment--Feature film

Week 11 – Nov 24

- Discussion, reading assignment
- Watch short
- Themes, is this really a thing?
- Third act and climax, same thing?
- Character arc fulfillment--did they grow? Change?
- Separation of elements to check arcs (separating one character from another to make sure they are in process of fulfilling their arc)
- Writing time--3rd Act
- Reading assignment--Feature film

Week 12 – Dec 1

- Discussion, reading assignment
- The first draft--when's it done?
- Special guest--Production Designer
- Goals for the rewrite
- Beta readers--switch with your neighbour
- Creating a rewrite plan
- Writing time--create a rewrite plan!
- Writing time--finish your script
- Reading assignment/s--feature films that we should absorb into our bloodstreams in anticipation of writing our opus

Dec 4 LECTURES END for the 2023 Fall Term

University closed from Dec 23, 2023 through January 4, 2024.

Jan 12-Feb 16 -- Outline and Treatment, Feature film

Week 14 – Jan 12

- *Short Film Due*
- A broad discussion of The Feature Film
- What's a spec script and what's it good for? Famous specs
- Genres
- Finding your voice in the script
- *The Outline, assignment for feedback only*
- Loglines, synopsis, outline, treatment
- *Discuss Treatment Assignment*
- Writing time--write your logline/brainstorm your script story
- Reading assignment--feature film

Week 15 – Jan 19

- Discussion, reading assignment
- Adapting an existing intellectual property (IP)
- Rights to adapt
- "BOATS" based on a true story
- Public domain
- Stories from history
- Special guest--On the Adaptation
- Writing time--adapting a piece of IP/story from history
- Reading assignment, feature film

Week 16 – Jan 26

- Discussion, reading assignment
- *Outline due, for feedback only*
- Recap of Three Act Structure
- Introduction and discussion of various Structures and their creators: Hero's Journey, Joseph Campbell; Save the Cat, Blake Snyder; 6 Stage Plot Structure, Michael Hauge, etc.
- How to break your story into Acts, with a midpoint
- ACT ONE
- Writing assignment--Set up scene with prompt
- Reading assignment, feature film

Week 17 – Feb 2

- Discussion, reading assignment
- Turning points
- Using reading assignment, find the turning points in the script
- Conflict
- Using the reading assignment, discuss the conflict
- ACT TWO, MIDPOINT
- Writing time--write a turning point scene/s with prompt
- Reading assignment, feature film

Week 18 – Feb 9

- Discussion, reading assignment
- Following your character's arc and growth/change
- Making it all make sense
- ACT THREE, CLIMAX, CHARACTER ARC
- Writing time--ACT ONE, Questions and guidance available
- Discussion of the Act Two arc and the always problematic shift into the last act
- Writing time--ACT TWO to a known MIDPOINT
- Reading/viewing assignment, with script timing, noting Act breaks, midpoint, rising action, stakes, character arcs and growth

*Feb 16 – **Final date to withdraw without academic penalty**

Feb 18th – 24th—**Reading Week**

Mar 1-Apr 5 -- Feature Film script

Week 20 – Mar 1

- *Treatments Due*
- Discussion, reading assignment
- Using reading assignment discuss where were the act breaks, midpoint, climax
- Using reading assignment discuss conflict, stakes, character arc
- How to write difficult scenes: love scenes, action scenes, phone/tablet/social media scenes, etc
- Writing time, with one-on-one discussions for guidance, ACT THREE
- Re-writing recap, discussion
- Writing assignment--pulling your script together/catch up

Week 21 – Mar 8

- *Treatments returned*, discussion
- Discussion of the writing practice, catch up for where students are in the process
- Discussion with questions ACT ONE
- Discussion with questions ACT TWO
- Discussion with questions ACT THREE
- Breaking writer's block, clearing the cobwebs of the writing act, finding enthusiasm again, exercises
- Writing time--continuing with script
- Writing assignment--homestretch

Week 22 – Mar 15

- Special guest--actor
- How to read your own script
- When bad movies happen to good writers/subsequent draft discussion
- Writing time--work on your script
- Just work on your script!

Week 23 – Mar 22

- Discussion with questions regarding plot problems, character development and growth
- How to handle a snag in the story when it happens
- Checking your arcs
- Editing for style, grammar, spelling and why?
- When is your script actually finished?

March 29 – University Closed (Good Friday)

Week 24 – Apr 5

- *Feature film scripts due*
- What did we learn about storytelling?
- What do I need to do next?
- Setting goals for Second Drafts
- How to plan your second draft writing practice
- Scripts that may have needed a second draft ... discussion with examples

Week 25 - Apr 8

- *Scripts returned*
- The Business of Writing
- Contests and competitions
- Special guest--a working screenwriter
- Who should you write for: you, a producer/director, or an audience?
- Who's going to read this thing? Finding beta readers
- When is it ready to send to a producer?
- Where do I find a producer? Or a director?
- The realistic screenwriting career from Winnipeg, MB
- Do I have to move to LA?

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. The Instructor will endeavour to use a wide-range of cultural content, including Queer, Non-binary, and BIPOC creators. Script selection will be taken from a wide range of genres, including horror, romance, comedy, drama, and others.

PARTICIPATION REQUIREMENTS

Participation, along with quizzes, amounts to 20% of your grade. You are expected to attend class. You are expected to read the assigned screenplays, and expected to contribute to the regular class discussions on those screenplays. Obviously life happens and sometimes you will not be able to attend class. Under those circumstances, you are expected to contact me as soon as possible, have a genuine reason, and look to other students to catch up on assignments you missed. Quizzes will be short (5-10 minutes) and you will not be given advance warning of when they happen. If you attend class and participate, you will have no problem "ace-ing" these quizzes.

STUDENT PARTICIPATION POLICY

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

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

KNOW YOUR RIGHTS

Human Rights and Diversity

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

Sexual Violence Resources on Campus

From the UW Human Rights & Diversity website:

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

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

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

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

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

PUBLIC HEALTH CONSIDERATIONS

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

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

HEALTH AND ACCESSIBILITY SERVICES

Life happens to everyone. If you are experiencing a crisis in your life, or if you have a physical or mental health issue, communicate with your Professor or Accessibility Services – let us know so we can provide support or direct you to those who can. The earlier we know, the earlier we can discuss what resources might be available. Students with documented disabilities, or temporary or chronic medical conditions requiring academic

accommodations for tests/exams/presentations (e.g., private space or more time) or during lectures/labs (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 204-786-9771 or accessibilityservices@uwinnipeg.ca to discuss appropriate options. All information about a student's disability or medical condition remains confidential. If you are registered with Accessibility Services, do not assume that Accessibility Services (AS) has informed your instructor that you have registered with them. Please see <http://www.uwinnipeg.ca/accessibility>. If you do not register with AS, you cannot be granted special consideration (e.g. extra time to write exams/tests, attendance issues because of physical or mental health conditions, etc.).

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

"THE REAL THING" LECTURE SERIES

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

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

- **12:30 pm 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 TFSFA Instagram account at [@tafsauw](#) or email them at tafsa.uw@hotmail.com.

BUILDING SECURITY

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

THFM DEPARTMENT OFFICE INFORMATION

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

Office Manager/Student Advisor: Melinda Tallin

204-786-9955

m.tallin@uwinnipeg.ca