

**THFM-1010-050**  
**INTRODUCTION TO FILMMAKING**

Fall/ Winter: 2023/2024  
Wednesdays: 6:00pm - 9:00pm  
Classroom: Room 1L11

Instructor: Milos Mitrovic  
Email: [m.mitrovic@uwinnipeg.ca](mailto:m.mitrovic@uwinnipeg.ca)  
Virtual Office hours: By Appointment

Credit Hours: 6

Course Section: 1010 - 050

**Land Acknowledgment:** I acknowledge that we are gathered on ancestral lands, on Treaty One territory. These lands are the heartland of the Métis people. We recognize that our water is sourced from Shoal Lake 40 First Nation. We express our gratitude to the Anishinaabe, Cree, Oji-Cree, Dakota, and Dene nations, past, present, and future, for their continued presence, resilience, and contributions to this land.

**\*The course assignments and evaluations listed in the syllabus may change due to factors such as time constraints, teaching methods, and unexpected situations. While we start with a solid plan, the dynamic nature of learning could lead to adjustments in the schedule and assessments.**

**Course Description:**

Introduction to Film delves into the multifaceted realm of cinematic creation, encompassing aesthetic, historical, theoretical, critical, and hands-on approaches. Through dynamic live lectures, this course endeavors to impart the fundamental principles underlying this art form. Its primary goal is to enlighten and ignite students' imagination, fostering their fluency in the language of cinema via engaging lectures, screenings, discourse, and practical filmmaking tasks. Additionally, the course delves into the intricate interplay between filmmaking and society across time, tracing its evolution alongside cutting-edge technology. There will be lectures and hands-on lab sessions, fostering a comprehensive learning experience.

**Required Reading and Online App Requirements:**

**Richard Barsam, Dave Monahan, Looking at Movies: An Introduction to Film, (7th Edition)** (there will also be an option to buy the online version, please inquire with me for more details.)

Handouts about Assignments, Journal Entries, Film Projects, and miscellaneous articles that refer to the language of cinema. Class handouts will be added to Nexus. It is suggested that students have access to NETFLIX, AMAZON PRIME, Kanopy and iTunes Store.

**Learning Objectives:**

Upon completion of this course, students will gain a comprehensive understanding of the following key areas in filmmaking:

- The Language of Cinema: Develop a foundational grasp of cinematic concepts and the terminology essential for describing fundamental elements and tools utilized by filmmakers.
- Film and Theory: Engage in discussions and analyses of both excerpts and full-length films to explore intricate structures and complexities. This exploration will provide viewers with an in-depth insight into the intentions of filmmakers.
- History of Film: Acquire a broad overview of the origins and evolution of filmmaking, tracing its journey to its contemporary state. Seminal works of cultural significance will be screened to illuminate this artistic progression.

- Pre-Production, Production, and Post-Production Processes: Gain practical insights into the complete filmmaking process, including the critical roles and responsibilities during pre-production, production, and post-production stages.
- Screenplay Writing Mechanics: Master the art of crafting a screenplay, delving into the process, structure, techniques, and tools that drive effective storytelling.
- Fundamentals of Film Components: Explore essential aspects of filmmaking such as editing, lighting, shooting techniques, and the intricacies of shot composition.
- Film Festivals: Develop an understanding of the concept and functioning of film festivals, exploring their significance in the industry.
- Winnipeg Film Community: Deepen your knowledge of the Winnipeg film community's impact on Canadian cinema through interactions with visiting filmmakers, curators, and administrators. These insights will provide a comprehensive view of the local film landscape.

### **Class Participation/ Attendance**

Introduction to Filmmaking should be a fun, team-driven class rich with class discussions and participation by all students. Your opinion and analysis are an essential part of the class, so the more you participate in class discussions, the more you will get out of the class. We must all be respectful to each other; there is no such thing as a stupid question or comment in this class! Students that fail to be respectful to their peers or the instructor will be asked to leave for that period.

This class is a variation of lectures that will prepare the students for their Final Film Project. It is required that all students participate and attend all classes.

Class lectures are critical, and the attendance/participation of students is key to creating a healthy discussion period and team environment. Students must attend every class. If a student fails to attend lectures without notifying the instructor, it will result in a grade penalty. (see below for more info)

Recording or filming lectures is forbidden unless it has been discussed with the instructor before class start. Please do not photograph the instructor or any student without their permission. If you fail to adhere to this rule, you will be asked to leave the class for that period.

Should you need to leave a discussion or lecture before the end of the class, let me know ahead of time through email. This is a film course, so let's talk about film: Class discussions should be film-related and related to what we are discussing. Any irrelevant, non-film-related topics brought up during class discussion will be shut down immediately.

### **Academic Dishonesty**

Students are reminded that plagiarism is a serious academic offence. You should acquaint yourself with the regulations regarding plagiarism, cheating and examination impersonation as well as the rules for registration, withdrawals and appeals in the University of Winnipeg Calendar (online at [www.uwinnipeg.ca](http://www.uwinnipeg.ca))

Course Evaluation	
Class Participation/Attendance	10%
Mid - Term Test (date and location TBA)	20%
Group Film Project	25%
Group Film Pre-Production Package(Full Shotlist, Full Storyboard, Full Screenplay, Full One Page Treatment)	15%
Final Examination (date and location TBA)	30%
<b>TOTAL</b>	<b>100%</b>

**Conversion Scale**

A+	90 - 100%	GPA 4.5	C +	66 - 69.9%	GPA 2.5
A	85 - 89.9%	GPA 4.25	C	60 - 65.9 %	GPA 2.0
A-	80 - 84.9%	GPA 4.0	D	50 - 59.9%	GPA 1.0
B+	76 - 79.9%	GPA 3.5	F	below 50%	GPA 0
B	70 - 75.9%	GPA 3.0			

Work NOT submitted will be graded as 0.

**COSTS**

There may be certain expenditures in the execution of your film project. Potential costs may include props, art supplies, transportation, wardrobe, etc. It is entirely up to the student how much, if anything, they want to spend.

**CLASS ASSIGNMENTS**

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

### Short Film Project + Pre Production Package

The Short Film Project is the practical, hands-on filmmaking portion of the course. This assignment will allow students to put their knowledge of cinematic language into practice, where they will be tasked with writing and shooting a 2 - 4 minute short, silent film. This assignment will also include a “Pre-Production Package” that the students will have to hand in with their final film. This “Pre- Production Package” will include a final script, storyboard, shot list and One Page Treatment. The students will have a chance to work with their groups in November during an in-class lab, where they will need to prep their film and finish up their pre-production package.

### Tests

There will be a total of two tests, one in the Fall and one in the Winter. The tests are based on everything the class covered during each term. There will be one class dedicated entirely to a test review during the course's Fall and Winter term. There will be more information on the class tests later in the year. The tests will include both essay and multiple choice questions.

### Class Participation/ Attendance

At the commencement of each class session, attendance will be recorded. If you are unable to attend a class and do not provide prior notification via email before the commencement of the class, a deduction of 1 percent from your class participation/attendance score will be incurred. In the event of missing more than one class per month, a reduction in participation marks will be implemented automatically, regardless of whether or not you have notified me (unless the absence is due to health or family emergencies). Your engagement in class discussions is strongly encouraged; however, abstaining from participation in these discussions will not result in a reduction of marks.

Your active involvement also extends to your voluntary participation at the University of Winnipeg Student Film Festival. Additionally, maintaining an environment conducive to learning by minimizing disruptions and punctually attending class is vital. Consistently arriving late more than three times within the academic year will result in the deduction of participation marks.

### TENTATIVE SCHEDULE September 2023 - April 2024

This schedule is tentative and subject to change with notice.

Date	Class Description & Assignment Launch	Assignment Due
SEPT 6	<p><b>Introduction &amp; Syllabus review</b>  <b>How we got here:</b> What is film? ... and the early beginnings of the celluloid practise            Screening: <i>Variety of Excerpts</i></p>	
SEPT 13	<p><b>It starts with a story:</b> The language of screen- writing and story, elements of a narrative and the 8 sequence method. Feature Film vs Short Film             Screening: <i>TBD</i></p>	

SEPT 20	<p><b>The Mechanics of Film Form:</b> The Shot, scene and sequence. The importance of Shot Composition, 180 Degree Rule, 3 Point lighting system + more. Screening: <i>Variety of Excerpts</i></p> <p><u>*Assignment: Introduction to the Group Film Project</u></p>	
SEPT 27	<p><b>Cinematography:</b> The Visual Language Explored Screening: TBD</p>	
OCT 4	<p><b>Mise en Scene:</b> Exploration of what makes a scene? Screening: <i>Variety of Excerpts</i></p>	
	READING WEEK - NO CLASSES   OCT 8 - 14	
OCT 18	<p><b>UW Film Fest:</b> We will be screening the shorts program at the UW film fest. <b>All students must volunteer for the UWPG Film Fest in some capacity whether it be writing a review for one of the films or providing a helping hand on one of the screening dates. This process will be counted towards your Intro to Film Participation mark.</b> <b>Failing to participate in this will be an automatic loss of 3.5% off your participation final mark.</b></p>	
OCT 25	<p><b>Journey through the Narrative Styles:</b> Realist vs Expressionist vs Classical Narrative Screening: <i>TBD</i></p>	*Assignment: Film Festival Reviews DUE
NOV 1	<p><b>Group Film Project</b> Script Development Lecture: Discuss and explore previous group film project films. Break off into groups and begin pre-production process. Screening: <i>Variety of Group Film Project Films</i> *Assignment: Group Film Project Screen- play/Shot list/Storyboard/Treatment Assignment Launch Day and in-depth discussion</p>	
NOV 8	<b>Lab 1:</b> In Class Pre-Production Production Package work	
NOV 15	<b>Lab 2:</b> In Class Pre-Production	
NOV 22	<b>Lab 3:</b> In Class Pre-Production	

NOV 29	<b>Fall Term Review:</b> Test Prep	*Assignment: Pre-Production Package Due
	FALL TERM EVALUATIONS - NO CLASSES   DEC 7-20	
	UNIVERSITY CLOSED - NO CLASSES   DEC 23 – JAN 4	
JAN 10	<b>Group Film Project Camera Lab:</b> Guest Instructor and students go through the camera they will be using in their Group Film Project shoots.	
JAN 17	<b>Group Film Project Lighting Lab:</b> Guest Instructor and students go through the use of lighting in their project, and meets with each group to discuss their upcoming film.	
JAN 24	<b>The Film Crew Experience:</b> Working with a film crew, Screening: <i>Living in Oblivion</i> and <i>Hearts of Darkness a Filmmaker's Apocalypse</i> .	
JAN 31	<b>Discovering Reality:</b> The Art of Documentary Filmmaking, Screening: <i>Highway 45 and other Various films by Ervin Chartrand</i>	
FEB 7	<b>Components of Film Expression:</b> Classical and Formalist Editing, the Kuleshov Effect. Editing Theory Explored - Principals of Picture Editing, realism editing and Adobe Premiere Pro, Hot keys and an introduction to the theory behind the practice with assistance from screening excerpts from contemporary films. Screening: <i>Variety of Montage Excerpts</i>	
FEB 14	<b>Sound Design:</b> The Importance of Sound Design and Sound Editing in Film Screening: TBD  *Note: February 16 <sup>th</sup> 2024 is the Voluntary Withdrawal final date	
FEB 21	<b>READING WEEK - NO CLASSES</b>	
FEB 28	<b>Beyond Form and Expression:</b> Experimental Filmmaking is explored	

MARCH 6	<b>Acting in Film:</b> We explore the different styles of acting on film and screen a variety of excerpts of actors and their craft.	
MARCH 13	<b>True North:</b> Exploring the Impact of Canadian Cinema throughout the years Screening: <i>Atanarjuat: The Fast Runner</i>	
MARCH 20	<b>Filmmaker next door:</b> Exploring the University of Winnipeg filmmaking scene with visits from past students and screening of their selected works. Screening: <i>Variety of Excerpts</i>	
MARCH 27	<b>Contemporary Cinema:</b> The future of filmmaking, VR/AR, 3D, IMAX, AI and more. Screening: TBD	
APRIL 3	<b>Winter Term Review:</b> Test Prep + Screening	*Assignment: Group Film Project DUE
	<b>FALL/WINTER TERM EVALUATIONS - NO CLASSES</b>	

**\*The course assignments and evaluations listed in the syllabus may change due to factors such as time constraints, teaching methods, and unexpected situations. While we start with a solid plan, the dynamic nature of learning could lead to adjustments in the schedule and assessments.**

### **UWPG FILM FESTIVAL REQUIREMENT**

Introduction to Film students are required to attend activities during the UWpg Film Festival (week of October 18 – 21, 2023). Specific options for participation will be confirmed in class.

### **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.

### **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>)

**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](#) 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)

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