COURSE CALENDAR DESCRIPTION

Offers students an introduction to the devising of original theatre in a collaborative setting. Through classroom exercises and the creation, rehearsal and presentation of devised and interpreted performance projects, the participants will explore the essential questions and investigative tools of the theatre practitioner. Practical studio course. Prerequisites: FA/THEA 1010 3.0, FA/THEA 1100 3.0, and FA/THEA 1200 6.0, and/or permission of the Theatre Department. Open to Theatre majors only.

INSTRUCTOR(S)

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<tr>
<th>Name</th>
<th>Section / Format / Term</th>
<th>Contact Email</th>
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<tr>
<td>Robertson-Palmer, Sean</td>
<td>Sec. A / STDO / F</td>
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SPECIAL FEATURES

YORK UNIVERSITY

SCHOOL OF THE ARTS, MEDIA, PERFORMANCE AND DESIGN
DEPARTMENT OF THEATRE
COURSE OUTLINE

THEA 2050: Introduction to Devised Theatre

Course Calendar Description:
Offers students an introduction to the devising of original theatre in a collaborative setting. Through classroom exercises and the creation, rehearsal and presentation of devised and interpreted performance projects, the participants will explore the essential questions and investigative tools of the theatre practitioner. Practical studio course. Prerequisites: FA/THEA 1010 3.0, FA/THEA 1100 3.0, and FA/THEA 1200 6.0, and/or permission of the Theatre Department. Open to Theatre majors only.

Time and Location:
STDO (lab) W 11:30 am-2:30 pm ACE 207/ACE 209
**Expanded Course Description**

THEA 2050 3.0 Introduction to Devised Theatre I offers students an introduction to the devising of original theatre in a collaborative setting. Through classroom exercises and the creation, rehearsal, and presentation of devised and interpreted performance projects, the participants will explore the essential questions and investigative tools of the theatre practitioner. Collaboration, commitment, curiosity, and effective communication are the foundations of this rigorous curriculum. The course also introduces key genres and histories of devised and experimental theatre, and students engage in critical discussions of the aesthetics and ethics of these forms.

**Organization of the course:**

The course is structured around several devising modules, each focusing on a different tradition of devised theatre. The module will begin with readings, a lecture, and discussion of this tradition. It will be followed by a devising project in which students will compose a performance piece in that particular medium. Classroom instruction, supervised rehearsal, and scheduled showings will primarily take place on Fridays (lecture days). Here, students will develop performance techniques, investigate compositional aspects of their projects, receive feedback on generating, sequencing, and performing devised material. A mandatory rehearsal lab is scheduled for Wednesday each week to provide students with a structured time and space to plan, rehearse, and devise. (Students will not normally receive formal instruction on Wednesdays.) Full participation in classes and rehearsals is an integral component of this course. Although we have scheduled a lab to assist with the playmaking projects, the devising assignments will require several hours of rehearsal outside of lecture and lab times. By signing up for the class, students are agreeing to regularly schedule and be present at all of these outside rehearsals.

**Important information for students admitted to the Devised Theatre Sequence:**

Maintaining your status: Admission into each subsequent Devised Theatre class is on the basis of a ‘B’ grade standing in the pre-requisite class. Any student who leaves the DT series of courses, for whatever reason, even if in good academic standing, is not guaranteed a spot in subsequent terms, and will be expected to re-audition to re-enter.

Original coursework: Class work in all Devised Theatre courses must be distinct and separate from THEA 3290 6.0 Playwriting and New Play Dramaturgy I, THEA 4290 6.0 Playwriting and New Play Dramaturgy II, and playGround presentations.

Other courses in second year: Students are required to take THEA 2200 6.0 Theatrical Worlds in Transition and THEA 2210 3.0 Ideas of Theatre. Highly recommended courses include THEA 2410 6.0 History of Visual Sources and THEA 2141 3.0 Introduction to Design for Theatre. It is also strongly recommended that students in Devised Theatre take courses that fulfill their in-out requirements in 2nd year. In particular, students should consider taking non-theatre courses that will enhance their understanding of performance.
This sequence also requires immersion in the history and theory of devising, and this grounding is provided through readings and assignments on collaborative playmaking and contemporary experimental theatre. Students in the DT sequence are strongly advised to take specified courses in theatre production and design, as well as theatre history and theory courses in order to gain the interdisciplinary knowledge that is essential for devised theatre makers. AMPD and non-AMPD courses are required for degree completion and will enable students to develop breadth and interdisciplinary skills. Working within the requirements of the Specialized Honours BA degree, students are free to pursue a particular focus in third year or continue to learn about all areas of theatre. Students may apply to assistant direct an unmounted department production in third year: THEA 3070 3.0 Performance Practicum I for the fall term or THEA 3071 3.0 Performance Practicum II for the winter term. Applications will be made available to prospective third year students at the end of the winter term.

**Topics and Concepts**

- **Course Text / Readings:**

  1. Course Kit (abbreviated CK in schedule)

  Additional readings may be assigned during the course.

**Schedule: Fall Semester**

**Students are expected to be present on all Wednesdays for rehearsal lab from 11:30am-2:30pm unless otherwise indicated by the instructor.**

- **Unit 1: The Art of Devising**

  - Fri. Sept. 7  Introduction to the Course, Improv and Ensemble Building

  - Fri. Sept. 14  Improv and Ensemble Building, What is Devised Theatre?
      
      **Reading:** Deirdre Heddon and Jane Milling, “Introduction” (CK)

  *DT Rodeo takes place this weekend on Sat. Sept. 15*

  Fri. Sept. 21  Making Form and Content Friends / Thinking Compositionally

  **Reading:** Anne Bogart, “Content” (CK)

  Junction Avenue Theatre Company, *Tooth and Nail* (CK)

  Fri. Sept. 28  Thinking Compositionally / Communicating as an Ensemble

  Tooth and Nail composition presentations

- **Unit 2: Deconstructing Texts**

  Fri. Oct. 5  Physical Theatre (Lecture-Demo)
**Reading:** Tennessee Williams, *A Streetcar Named Desire*

Deirdre Heddon and Jane Milling, “Contemporary Devising and Physical Performance” (CK)

Fri. Oct. 12  **Fall Reading Days**

Fri. Oct. 19  Physical Theatre (Performance Techniques, Supervised Project Rehearsals)

Fri. Oct. 26  Physical Theatre (First pass, critiques)

Fri. Nov. 2  Physical Theatre (Second pass)

Fri. Nov. 9  Intermedial Theatre (Lecture)

**Reading:** Deirdre Heddon and Jane Milling, “Contemporary Devising and Postmodern Performance” (CK)

Due: Response Paper and Rehearsal Log

Fri. Nov. 16  Intermedial Collage (Tech Day, Supervised Project Rehearsals)

Fri. Nov. 23  Intermedial Collage (First Pass, Critiques)

Fri. Nov. 30  Intermedial Collage (Second Pass, Critiques)

*Response Paper and Rehearsal Log will be due Wed. Dec 5th*

**LEARNING OUTCOMES**

The specific objectives of the course are that the students will be able to:

- identify and critically engage with major traditions of devised/experimental theatre
- articulate the artistic and sociopolitical goals of their devising work
- apply basic techniques of devising theatre to creating their original pieces
- apply improvisation techniques to enhance communication and spontaneity
- enhance their conceptual and performance skills in their assigned theatre projects
- gain a deeper understanding of “process” and its centrality to devised theatre
- develop confidence in their communication and collaboration skills in a group setting
- develop their ability to offer and receive effective critical feedback about their own work and that of their classmates

**GRADED ASSESSMENT**

**Evaluation:**

1. Class Participation 30%

   - interest, commitment, effort; risk-taking, initiative; collaboration, cooperation, respect; engagement with course readings and contribution to
class discussions; Tooth & Nail compositions, application of devising fundamentals in class exercises; growth

1. Devising Projects

- Physical Theatre Project 35%
- Intermedial Collage Project 35%

ADDITIONAL INFORMATION

Attendance Policy:
Students are reminded that Department of Theatre rules require attendance at all classes. There is no differentiation between excused and unexcused absences - an absence is an absence and will affect your chances of success in this course. All classes and outside rehearsals with classmates and are mandatory. Failure to attend all classes and outside rehearsals will result in either academic penalty or a request that the student withdraw from the class.

Any student who is absent without prior arrangement with the instructor may have 2% deducted from the final grade for each absence. (Two late arrivals is the equivalent of one absence.) Three absences (excused or not) will result in course failure. If a student is going to be considerably late or miss a class for any reason, the student must contact the course director prior to the beginning of that class. Failure to do so will result in an unexcused late or absence.

Part-time jobs or outside employment in theatre-related endeavors do not count as excused absences. The only exception is crew call for a matinee performance of a department production, and the instructor must be informed well in advance about the conflict.

Class Presentations: Proper academic performance depends on students doing their work not only well, but on time. Absences have a profound effect on scene partners and group members. Accordingly, class presentations for this course must be performed on the due dates specified for the assignment, as indicated in the class schedule.

Missed Class Presentation Penalty: Missed class presentations on the due date will be penalized with a grade of zero for the absent student. Exceptions to the missed class presentation penalty for valid reasons such as illness, compassionate grounds, etc., may be considered but will require supporting documentation (e.g., a doctor’s letter). The instructor will attempt to reschedule the missed class presentation to facilitate group members affected by an excused absence. Due to the collaborative nature of this studio course, make-up assignments will not be scheduled.

Assignment Submission: Proper academic performance depends on students doing their work not only well, but on time. Accordingly, assignments for this course must be received on the due date specified for the assignment. Assignments must be handed in during class time. Email attachments will not be accepted. Late assignments should be date stamped by a department staff or faculty member and handed in to the drop-box marked Levin on the 3rd floor of CFT.

Late Assignment Penalty: Assignments received later than the due date will be penalized 3% per day (including weekends), unless you have arranged for an extension. Assignments that are more than one week late will not be accepted unless special permission has been granted. If you anticipate having difficulty completing an assignment on time, please contact the course instructor for an extension (although don’t expect to receive one if you e-mail them the night before an assignment is due). Exceptions to the
lateness penalty for valid reasons such as illness, compassionate grounds, etc., may be entertained but will require supporting documentation (e.g., a doctor’s letter).

**Dress Requirement:** Comfortable clothes and shoes – come to class in clothing and shoes in which you can move freely.

**Medical Emergency:** In case of medical emergency, call Department of Security Services at 416-736-5333 or extension 33333.

**Studio Booking Policy:**
The studio booking considerations of a department as large as ours with classes for majors and non-majors, mounted and unmounted productions in rehearsal, and the needs of your colleagues in second, third, fourth year, and the two graduate programs place a considerable demand on the availability of studios for rehearsals outside of class time. The unfortunate fact is that the rehearsal demands of all theatre students cannot always be accommodated. As challenging as it is to find nooks and crannies to rehearse your assignments, it is a peculiar rite of passage that exists not only at our university, but also in theatre programs across the country. Thank you for your understanding and for creative search for rehearsal spaces. We have booked lab time for you to assist you with your rehearsal process. Please use this lab time wisely.

Helpful hints:
Adopt professional standards by agreeing on a rehearsal schedule in advance with group members and by appointing one group member to do the arranging of the space with the class’s Studio Booking Liaison. All studios must be neutralized before leaving the space, with all door flats, rehearsal blocks, chairs, and tables moved to the sides of the room. All garbage must be removed. Please ensure that the floors and walls are clean. Students and faculty are not allowed to rehearse past 10:00 p.m. without special permission from the Production Manager.

**Attending Theatre Production:**
Students will be expected to attend one performance outside of class time, and are responsible for covering the cost of the ticket. The instructor will arrange tickets at a group rate for the students.

**Challenging Material:**
One of the central educational goals of the Theatre Department is to produce socially conscious artists — artists who are aware and capable of participating in challenging dialogues about social injustice and inequality. This means that our courses, public events, and productions often grapple with difficult subject matter, including sex, violence, terror, and illness (among other topics). While these presentations will no doubt provoke strong emotions and cause discomfort, we feel that the diverse experiences they bring about are also essential to the development of our students’ critical faculties, empathy, and understanding of the world. Rather than warning our students in advance about every potentially uncomfortable topic that they might encounter in the course of their studies, we instead encourage students to meet them head on in the classroom, in rehearsals, and performances, and to engage in civil and compassionate debate about the possibilities and effects of staging difficult knowledge.

**Course Drop Deadlines:**
Last date to drop a fall term (F) course without receiving a grade: **November 9, 2018**
Last date to drop a winter term (W) course without receiving a grade: **March 8, 2019**
Last date to drop a full year (Y) course without receiving a grade: **February 8, 2019**

**Academic Policies / Information:** The Senate Academic Standards, Curriculum and Pedagogy Committee provides a Student Information Sheet that includes:
- Access/Disability
• Ethics Review Process for Research Involving Human Participants
• Religious Observance Accommodation
• Student Code of Conduct

York's Senate Academic Honesty Policy affirms and clarifies the general obligation for all members of the University to maintain the highest standards of academic honesty. In particular, the policy:

York's Academic Honesty Policy and Procedure:
See: (http://secretariat.info.yorku.ca/files/CourseInformationForStudentsAugust20121.pdf)
• Recognizes the general responsibility of all faculty members to foster acceptable standards of academic conduct and of students to be mindful of and abide by such standards;
• Defines the types of conduct that are regarded as offences against the standards of academic honesty, including plagiarism, cheating, impersonation, and other forms of academic misconduct;
• Defines the penalties that can be imposed on a student who is found to have committed plagiarism or any other form of academic misconduct;
• Outlines the procedures for dealing with students who are accused of violating the Senate Policy on Academic Honesty.

**Note: a lack of familiarity with the Senate Policy cannot be used as a defence by those accused of academic misconduct.

Range of Penalties for Plagiarism: When verified, violations of academic honesty may lead to the following penalties – imposed singly or in combination depending on the severity of the offence: Written disciplinary warning or reprimand; Required completion of an academic honesty assignment; Make-up assignment, examination or rewriting a work, subject to a lowered grade; Lower grade on the assignment, examination or work; Lower grade in the course; Failure in the course; Permanent grade of record; Notation on transcript; Suspension from the University; Expulsion from the University; Withholding or rescinding a York degree, diploma or certificate. If the offence is a second or subsequent one for the student, or is in combination with another offence, the Senate Policy recommends consideration of a severe penalty. For further information on the penalties for academic misconduct, please see York's Policy on Academic Honesty and Academic Integrity Web site.

Additional information:
• Academic Accommodation for Students with Disabilities; Alternate Exam and Test Scheduling
• Grading Scheme and Feedback Policy: The Senate Grading Scheme and Feedback Policy stipulates that (a) the grading scheme (i.e. kinds and weights of assignments, essays, exams, etc.) be announced, and be available in writing, within the first two weeks of class, and that, (b) under normal circumstances, graded feedback worth at least 15% of the final grade for Fall, Winter or Summer Term, and 30% for 'full year' courses offered in the Fall/Winter Term be received by students in all courses prior to the final withdrawal date from a course without receiving a grade.

• Important University Sessional Dates (you will find classes and exams start/end dates, reading/co-curricular week, add/drop deadlines, and more.
  http://www.registrar.yorku.ca/enrol/dates/index.htm
• Manage my Academic Record
• “20% Rule”: No examinations or tests collectively worth more than 20% of the final grade in a course will be given during the final 14 calendar days of classes in a term. The exceptions to the rule are classes which regularly meet Friday evenings or on Saturday and/or Sunday at any time, and courses offered in the compressed summer terms.
• Final course grades may be adjusted to conform to Program or Faculty grades distribution profiles.

IMPORTANT INFORMATION FOR STUDENTS
Reminder: Students must maintain a 5.00 (C+) grade point average in their major (i.e. all Theatre courses) to remain in good academic standing in the department. Check the grade point average calculator at the following link if you have any questions:
http://ampd.yorku.ca/current-students/academic-resources/gpa-calculator/?

A NOTE ON CHALLENGING CONTENT: One of the central educational goals of the Theatre Department is to produce socially conscious artists — artists who are aware of and capable of participating in challenging dialogues about social injustice and inequality. This means that our courses, public events, and productions often grapple with difficult subject matter, including sex, violence, terror, and illness (among other topics). While these presentations will no doubt provoke strong emotions and cause discomfort, we feel that the diverse experiences they promote are also essential to the development of our students’ critical faculties, empathy, and understanding of the world. Rather than warning our students in advance about every potentially uncomfortable topic that they might encounter in the course of their studies, we instead encourage students to meet them head on in the classroom, in rehearsals, and performances, and to engage in civil and compassionate debate about the possibilities and effects of staging difficult knowledge.

If you require an accommodation related to your participation in Theatre experiences, please ensure that you share relevant documentation with your course director. Academic Accommodation for Students with Disabilities

ACADEMIC POLICIES / INFORMATION: The Senate Academic Standards, Curriculum and Pedagogy Committee (ASCP) provides a Student Information Sheet that includes:
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Access/Disability
Ethics Review Process for Research Involving Human Participants
Religious Observance Accommodation
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** The Key Points of York's Policy on Academic Honesty **

York's Senate Policy on Academic Honesty affirms and clarifies the general obligation for all members of the University to maintain the highest standards of academic honesty.
In particular, the policy:

- Recognizes the general responsibility of all faculty members to foster acceptable standards of academic conduct and of students to be mindful of and abide by such standards;
- Defines the types of conduct that are regarded as offences against the standards of academic honesty, including plagiarism, cheating, impersonation, and other forms of academic misconduct;
- Defines the penalties that can be imposed on a student who is found to have committed plagiarism or any other form of academic misconduct;
- Outlines the procedures for dealing with students who are accused of violating the Senate Policy on Academic Honesty.

**Note: a lack of familiarity with the Senate Policy cannot be used as a defence by those accused of academic misconduct.**

**Range of Penalties for Plagiarism**

When verified, violations of academic honesty may lead to the following penalties – imposed *singly or in combination* depending on the severity of the offence:

- Written disciplinary warning or reprimand
- Required completion of an academic honesty assignment
- Make-up assignment, examination or rewriting a work, subject to a lowered grade
- Lower grade on the assignment, examination or work
- Lower grade in the course
- Failure in the course
- Permanent grade of record
- Notation on transcript
- Suspension from the University
- Expulsion from the University
- Withholding or rescinding a York degree, diploma or certificate

If the offence is a second or subsequent one for the student, or is in combination with another offence, the Senate Policy recommends consideration of a severe penalty. For further information on the penalties for academic misconduct, please see York’s Senate Policy on Academic Honesty.

A danger signal in physical contact could be unnecessarily prolonged touching, or touching body parts not involved in the current teaching. Students who feel uncomfortable about touch from the teacher, staff member or another student have a responsibility to speak to the teacher about opting out, or to discuss the problem with York’s Centre for Human Rights, South Ross, Suite 327, 416-736-5682 / TTY: 416-650-8023, rights@yorku.ca

The removal of clothing, however, is integral to a costume fitting. Getting changed into or out of a costume is done in the privacy of a closed fitting room, but then the costume designer and/or the cutter building the costume will have to touch the costume (and therefore the student in the costume) anywhere that it needs fitting. The costume may also include undergarments that are not the student’s (e.g. corsets for women), that require the removal of the student’s own undergarments, and costume undergarments also require fittings. No students will be asked to put on or remove any item of underclothing in the presence of any other person.

- In acting, voice and movement classes, students will be touched in the abdomen, diaphragm area, rib cage, chest, spine, back, shoulders, limbs, neck and head to assist the student in proper breathing, relaxation of tensions, alignment or similar instruction. At no time should a teacher, without the student’s permission, touch those parts of a student’s body that would normally be covered by a two-piece bathing suit. At no time in an acting class will a student be asked to remove intimate apparel.
- The York policy lists “unnecessary touching or patting” as behaviour indicative of sexual harassment. However, in the Department of Theatre, touching routinely happens in acting/directing classes and in costume fittings.
- As we know, theatre reflects life; and life has its share of sex, violence, murder, insanity, cruelty and terror, as well as romance and hilarity. To teach students to evoke an empathetic response in audiences involves the simulation of physical violence and dealing with strong emotions in the classroom, in rehearsals and in performances. Clearly, we cannot avoid these topics, so we meet them head-on in the classroom.

**HARASSMENT GUIDELINES:** Sexual harassment is not anyone’s favourite topic, but we ask you to take a few minutes to read this section carefully. These guidelines explain what sexual harassment is, and
what it is not, in the context of the Department of Theatre. We also hope to decrease any chance for misunderstanding surrounding activities, such as costume fitting, that are absolutely essential to the teaching and craft of theatre. What should you expect? What are the warning signals that something might be wrong?

As well as physical contact, there is also psychological contact and gender harassment. Sexual harassment can occur with no physical contact at all: psychological contact can therefore be a more difficult area to ascertain than physical contact since it involves words, intonations or body language. Theatre training must deal with sex. For example, some of the discussions needed in acting classes are of a sexually explicit nature. There is no way for students to fully explore the nature of acting without being honest, to some level, with their personal lives.

Gender harassment consists of derogatory or degrading remarks directed towards members of one gender or sexual preference group. These are most often directed at a woman, women in general, or homosexuals. Gender harassment is definitely sexual harassment.

If you feel that sexual harassment may have occurred, speak to the teacher, the class rep, your faculty advisor, or to the Centre for Human Rights, South Ross, Suite 327, 416-736-5682 / TTY: 416-650-8023, rights@yorku.ca

Sexual assault awareness and resources information is available on the York website and we encourage you to also carefully review this information.

*You shouldn’t ever feel guilty or be made to feel guilty about reporting a problem!*

**ATTENDANCE POLICY** for:
- THEA 1520 3.0 Acting for Non-Majors
- THEA 1521 3.0 Acting for Non-Majors II
- THEA 2060 3.0 Voice & Speech
- THEA 3060 3.0 Public Speaking

Full and prompt attendance is an absolute requirement of this course. As this is a studio course where the bulk of learning occurs in class, all classes are mandatory. Any student who is absent without prior arrangement with the Instructor may have a half letter grade deducted (5 percent) from his/her final grade for each absence. Excused absences are at the Instructor’s discretion, and must be arranged well in advance. Arriving late for class, or leaving class early, will affect your participation grade. Leaving class early is the equivalent to being late. Students who are more than 15 minutes late will have 1% deducted from their overall grade. Any student arriving after the halfway point in a class will be marked absent. Three lates are the equivalent of one absence; three absences—excused or not—may result in course failure. Failure to attend classes will result in academic penalty. Late enrollment: Students enrolling late to the course may receive a lower midterm grade.

- If your class has a tutorial leader or studio instructor, speak to your instructor first.
- If unresolved, contact the Chair of the Department at thechair@yorku.ca. http://www.registrar.yorku.ca/enrol/dates/index.htm

**Last date to drop a winter term (W) course without receiving a grade:** March 8, 2019
- Last date to drop a full year (Y) course without receiving a grade: February 8, 2019
- Last date to drop a fall term (F) course without receiving a grade: November 9, 2018

*Manage my Academic record* http://myacademicrecord.students.yorku.ca/

**IMPORTANT UNIVERSITY SESSIONAL DATES** (where you will find classes and exams start/end dates, reading/co-curricular week, add/drop deadlines, holidays, University closings and more.

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• If unresolved, speak to the Course Director.

**DISPUTES:** The following steps are the steps to be taken in the event of unresolved issues within the class:

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**DEGREE STATUS – BA AND BFA:** All students accepted into the Department of Theatre in the School of the Arts, Media, Performance and Design (AMPD) enter as Specialized Honours BA Theatre-Theatre Studies majors. The first year is a program common to all Theatre students, and offers courses in Acting, Production/Design and Performance Creation & Research. At the end of the first year, there is a selection process (either by audition or interview) to proceed into the various areas of interest.

**POLICY REGARDING LOSS, DAMAGE AND THEFT OF PERSONAL EQUIPMENT AND BELONGINGS:** The School of Arts, Media, Performance & Design at York University will not be held responsible for the loss, damage or theft of personal equipment or any other personal belongings that are left in studios, classrooms, storage areas or any other space within the School. It is each individual’s responsibility to take care of their own property. Under no circumstances will the School incur liability for loss, damage or theft of such property.

Please take all reasonable measures to protect your personal belongings. If you do experience loss, damage or theft of personal property, please report it immediately to the Department of Security Services at (416) 736-5333 or extension 33333 from any University phone.

**ROOM BOOKING POLICY:** Rehearsals for mainstage productions take precedence when assigning rooms, followed by faculty assigned work. Personal projects, including playGround, will be considered only if space allows.

**FIRST-YEAR THEATRE MAJORS AND NON-MAJORS ARE NOT ELIGIBLE TO BOOK STUDIOS.**

Adopt professional standards by agreeing on a rehearsal schedule with group members and by having one group member do the arranging of the space in advance. Please ensure that the floors and walls are clean. All garbage must be removed. Please treat the studios with respect.

The studios are available only within the following hours: **Mon-Fri 8:00am-10:00pm and Sat-Sun 10:00am-6:00pm**

All spaces must be booked one week in advance and will be accepted only until 4:00pm on Thursday the previous week. Requests will be confirmed Friday by 4:00pm and must be sent by **e-mail only** to rehearse@yorku.ca

*Include your full name, student ID, program, brief explanation of what the space will be used for and what kind of space you need (studio / classroom / big / small).*

Requests must be submitted **each week** for a room unless special arrangements have been made.
You cannot “claim” a space by writing in your name or the course name in an empty slot on the weekly schedules posted outside each space (exception – Light Lab CFT 153).

Spaces must be returned to neutral at the end of each booking session. There will be a picture of what “neutral” is in each studio. Anything left behind in the spaces after your booking will be thrown out.

The sign-off sheet must be checked and signed at the end of your studio time. If you enter a space and find it not “neutral”, please e-mail rehearse@yorku.ca.

**Procedures for use of studios after-hours:** These procedures are designed to enhance the safety of authorized students when working alone in one of our studios after-hours - Monday through Friday from 11:00pm to 6:30am, and Saturday/Sunday from 10:00pm to 8:00am.

An After-Hours Use form will be completed and emailed to University Security at: scc@yorku.ca;

Be advised of the University’s emergency protocols (e.g. contact 911 in the event of a life threatening situation) and University Security’s urgent number (416.736.5333);

Contact University Security non-urgent number - 416.650.8000 - upon arrival and departure.

**SITE-SPECIFIC PROJECTS:** All site-specific theatre projects anywhere on campus must be cleared by the course director, York University’s Security Services, and the department or governing body of the proposed site. This request should be made in writing at least three weeks in advance of the date required.

All public spaces on Campus require contact with the Office of Temporary Use of University Space - http://tuus.info.yorku.ca/space-room-reservations-forms/

The course director will also need to complete a “Temporary Use of University Space Application and Notification Form” and submit it two weeks in advance of the date required.

For ALL site specific work, the course director must send the request to security@yorku.ca outlining where and when the work is to take place.

**Please note:** at no time shall any form of replica, prop, or real weapon (handguns, rifles, shotguns, swords, daggers, knives, etc) be used in any site specific work.

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Many courses utilize Moodle, York University’s course website system. If your course is using Moodle, click here to access it.

*Moodle @ York University*