COURSE CALENDAR DESCRIPTION

Continues the exploration of the principles, processes and skills of acting for the stage commenced in FA/THEA 1010 3.0, with a particular emphasis on basic script analysis and the rehearsing and performing of monologues and scenes. A practical studio course with a strong written component to the curriculum. Open to theatre majors only. Prerequisite: FA/THEA 1010 3.0.

This practical studio course continues the exploration of the principles, processes and skills of acting for the stage commenced in FA/THEA 1010 3.0, with a particular emphasis on basic script analysis and the rehearsing and performing of monologues and scenes. There is a strong written component to the curriculum. Open to theatre majors only, but not required. Prerequisite: FA/THEA 1010 3.0 Note: A minimum two rehearsal hours per week may be required.

INSTRUCTOR(S)

<table>
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<tr>
<th>Name</th>
<th>Section / Format / Term</th>
<th>Contact Email</th>
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<tr>
<td>La Selva, Anita</td>
<td>Sec. M / STDO / W</td>
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SPECIAL FEATURES
This practical studio course continues the exploration of the principles, processes, and skills of acting for the stage commenced in THEA 1010 3.0 Introduction to Acting I, with a particular emphasis on basic script analysis and the rehearsing and performing of monologues and scenes. There is a strong written component to the curriculum. Active participation is a fundamental element of Introduction to Acting II. A minimum of two rehearsal hours per week may be required. Open only to theatre majors. Pre-requisite: THEA 1010 3.0.

Course Director

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<th>Name</th>
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<tr>
<td>La Selva, Anita</td>
<td>Sec. M / STDO / W</td>
<td><a href="mailto:ani2722@yorku.ca">ani2722@yorku.ca</a></td>
</tr>
</tbody>
</table>

Locations

Lab 01 CFT 138  TA:
Lab 02 CFT 139  TA:
Lab 03 CFT 142  TA:
Lab 04 ACE 209  TA:
Lab 05 ACE 207  TA:
Lab 06 CFA 024  TA:

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

Course: THEA 1011 3.0 - Introduction to Acting II

Open to Theatre majors only.

Pre-requisite: THEA 1010 3.0.

This practical studio course continues the exploration of the principles, processes, and skills of acting for the stage commenced in THEA 1010 3.0 Introduction to Acting I, with a particular emphasis on basic script analysis and the rehearsing and performing of monologues and scenes. There is a strong written component to the curriculum. Active participation is a fundamental element of Introduction to Acting II. A minimum of two rehearsal hours per week may be required.

Course Director: Anita La Selva
Rm 325 (CFT) Centre for Film and Theatre
ani2722@yorku.ca
Office hours: By appointment.

REMEMBER - Access your THEA 1011 LAB Moodle page at https://moodle.yorku.ca to connect with your TA and your classmates, and to get the direct links to your assignments and rehearsal logs.

THEA 1011 3.0 - Expanded Course Description:

This elective course for first-year Theatre majors is designed and supervised by a course director from the Acting Area. A graduate student in acting, directing or performance creation will teach one three-hour class per week in the winter term. A required acting text and class assignments continue to promote a foundational acting approach to be explored in acting exercises, monologues, and basic scene study. Each student will maintain rehearsal logs and submit written work that has direct application to the performance aspect.

Course Learning Objectives:
The chief purpose of this curriculum is to enhance the investigation begun in THEA 1010 3.0 Introduction to Acting I by continuing to introduce students to established approaches in the discipline of theatre acting. In presentations of solo and two-handed scripts, and submission of written work pertinent to the acting exploration, students will learn and apply essential performance techniques and augment their appreciation for the demands of this intense craft.

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

- Continue the application of the basic principles of acting for the stage in their performance work on monologues and scenes
- Further articulate these foundational approaches in written assignments and in class discussion
- Offer and receive critical feedback about their own work and that of their classmates
- Develop a respect for the rigours of this collaborative discipline by active participation, whether they are interested in pursuing further studies in acting or not

THEA 1011 3.0 is open to Theatre majors only, but not required. Students must successfully complete THEA 1010 3.0 Introduction to Acting I (i.e. not receive an 'E' or an 'F' grade) in order to advance into THEA 1011 3.0 Introduction to Acting II. Any student who fails either THEA 1010 3.0 Introduction to Acting I or THEA 1100 3.0 Introduction to Stagecraft I (i.e. receives an 'E' or an 'F' grade) will not be allowed to audition into second-year for either the Acting Conservatory or Devised Theatre.

For Theatre majors, entry into any and every 2000 level Theatre course requires successful completion of THEA 1010 3.0, THEA 1100 3.0, and THEA 1200 6.0 Introduction to Theatre and Performance.

**Important:** A C+ overall grade point average in all courses (passed and failed) is required of all Theatre majors.

**Course Text / Readings:**


**Evaluation and Grading:**

First half of term (50% of term grade):

- Monologue #1 10%
- Scene Study #1 - First Pass 10%
- Scene Study #1 - Final Pass 10%
- Shurtleff Written Work on Scene #1 10%
- *Participation 10%

Second half of term (50% of term grade):

- Monologue Workshop 10%
- Scene #2 - First Pass 15%
- Scene #2 - Final Pass 15%
- *Participation 10%

*Participation grade will factor in: level of interest, commitment, effort; risk-taking, initiative; collaboration, cooperation; demonstration of acting fundamentals in practice and discussion; growth. There will be a deduction of up to 2% of the term grade for an unexcused absence or late (recorded in the participation grade).

Rehearsal logs of rehearsals outside of class with partners will also be reviewed. There will be a deduction of 1% of the term grade for each rehearsal log not submitted on time (recorded in the participation grade).

**Last date to drop this course without receiving a grade: Friday, March 8, 2019**

Instructors are obligated to provide a mechanism by which students can be apprised of their progress in a course. In particular, students must be able to make an informed decision on whether to withdraw from a course. This will normally mean that students will receive some graded feedback on work worth at least 15% of the course grade before the deadline for withdrawing from that course. Instructors are urged to provide more feedback where possible.
THEA 1011 3.0 instructors will provide students with mid-term marks worth 50% of the final term grade before the last date to drop the course without receiving a grade.

Mid-term and final course grades are unofficial and subject to change, as academic reviews may occur prior to the release of grades on grade reports and transcripts. Grades submitted by an instructor may be subject to review by the teaching unit in which the course is offered and by the appropriate AMPD Committee. Final course grades may be adjusted to conform to Program or AMPD grades distribution profiles.

Further Information on Grading:
Grading: The grading scheme for the course conforms to the 9-point grading system used in undergraduate programs at York (e.g., A+ = 9, A = 8, B+ = 7, C+ = 5, etc.). Assignments and tests will bear either a letter grade designation or a corresponding number grade (e.g. A+ = 90 to 100, A = 80 to 89, B+ = 75 to 79, etc.). For a full description of the York grading system see the York University Undergraduate Calendar at http://calendars.registrar.yorku.ca/2015-2016/academic/grades/. Grades and Grading Schemes are also included in the THEA 1011 3.0 supplementary course material.

NOTE: Restrictions apply to grade reappraisal. See applicable information online in the 2015/16 York University Undergraduate Calendar at http://calendars.registrar.yorku.ca/2015-2016/faculty_rules/FA/gen_regs. It is important to note that the live performance component of any course is excluded from grade reappraisal.

If you have any unanswered questions or are unsure of your marks or progress during the course, please make an appointment with the instructor. The responsibility is yours.

Assignment Submission:
Proper academic performance depends on students doing their work not only well, but on time. Accordingly, written assignments for this course must be received on the due date specified for the assignment, as indicated in the class schedule. Late submissions will not be accepted and a grade of zero will be given for the written assignment. Non-submission of written assignments for valid reasons such as illness, compassionate grounds, etc., may be entertained by the course instructor but will require supporting documentation (e.g. a doctor's letter). Emailed submissions of written assignments will not be accepted.

Attendance Policy for THEA 1011 3.0 Students:
Absent and Late Penalty: 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.

Attendance in all THEA 1011 3.0 classes, rehearsals outside of class with classmates, and Prime Times is mandatory. Failure to attend all THEA 1011 3.0 classes, rehearsals outside of class with classmates, and Prime Times will result in either academic penalty or a request that the student withdraw from the class.

Any student in THEA 1011 3.0 who is absent or late without prior arrangement with the instructor for an excused absence or late (at the instructor's discretion) may have for each absence or late 2% deducted from the term grade. Attendance records of Prime Times and rehearsal logs of rehearsals outside of class with classmates will be reviewed by the instructor and course director. Three lates or absences (excused or not) can result in course failure.

If a student is going to be considerably late or miss a class for any reason, the student must contact either the instructor or the course director prior to the beginning of that class. Failure to do so will result in an unexcused late or absence.

Absences for valid reasons such as illness, compassionate grounds, etc., may be entertained by the course instructor but will require supporting documentation (e.g. a doctor's letter).

It is the responsibility of each student to follow up on any unexcused absence with the instructor. If a student is late for class, it is his or her responsibility to follow up on that late with the instructor on the class break or after class.

Part-time jobs, auditions or outside employment in theatre-related endeavours do not count as excused absences for THEA 1011 3.0 classes or attendance at Prime Time presentations. The only exception is crew call for a matinee performance of a department production necessitating an absence from Prime Time, and the instructor must be informed in advance about the conflict.

Failure to attend classes will result in either academic penalty or a request that the student withdraw from the course.
Class Presentations: Proper academic performance depends on students doing their work not only well, but on time. In the discipline of acting for the stage, 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 entertained by the course instructor but will require supporting documentation (e.g. a doctor's letter). The instructor will attempt to reschedule the missed class presentation to facilitate scene partners affected by an excused absence. Any student with an unexcused absence necessitating a rescheduled presentation will continue to receive a grade of zero for the presentation in question. Assigning alternate scene partners without the student with the unexcused absence may be implemented. Due to the collaborative nature of this studio course, make-up assignments will not be scheduled.

Dress Requirement:
Comfortable clothing, suitable for active movement. No jewelry. Bare feet. Hair tied back from face and neck.

Note Regarding Piercings:
It has been our experience at times that students come into class with various piercings. Some of these piercings can have a direct and negative affect on your training. Tongue and lip piercings in particular have the potential to affect your voice and speech considerably. As this introductory acting course is designed to assist you to become as proficient and flexible as possible, we require you to remove such piercings for this class. We understand the importance of self-expression and do not want to discourage this--however when it has a direct affect on your training, health or safety we hope that you will understand that we have your best interests in mind.

Mobile Device Use:
All devices must be silenced or turned off prior to the start of class. Use of mobile devices is limited to note taking, calendar, to-do and similar productivity apps. Texting, messaging, and other social media usage is not permitted in class. Please note that in many classes, use of paper scripts and texts is not only preferred but required, as they allow students to take notes more rapidly.

Health Concerns Sheet and Photo:
Students will be requested to complete a Health Concerns sheet (supplied at the first class). In addition a photo of the student must be uploaded onto the Moodle Course Page. Failure to provide a photo by Class Two will result in a 2% deduction from the term grade (recorded in the participation grade). Failure to do so by Class Three will result in the student being asked to leave class until a photo is provided, with an unexcused absence awarded for each class missed (2% deduction from the term grade, recorded in the participation grade).

Health Concerns sheets and photos may be used by Production Heads overseeing crew duties, and by the course directors for THEA 1011 3.0, THEA 1110 3.0, and THEA 1200 6.0. Photos on Moodle may be used on audition evaluation forms for both the Acting Conservatory and Devised Theatre.

Respect for Studios:
Except for water, no beverages or food are permitted in the studios. Please leave outside footwear at the entrance to the studio. After each class, 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, walls and blackboards are clean.

Please treat the studios with respect.

Replicas, Props or Real Weapons:
At no time shall any form of replica, prop or real weapon (handguns, rifles, shotguns, swords, daggers, knives, etc.) be used in class presentations or in rehearsals outside of class. Please consult the instructor and course director if you have any questions in this regard.

Open Flame:
No use of open flame, candles, matches, real cigarettes/cigars, etc., is to be used in class presentation or in rehearsals.

**Casting Policy:**
To enable students to focus on the foundational academic experience, first-year Theatre majors are not cast in studio or mounted department productions. They may participate in the annual play *Ground* festival of experimental new work, organized by upper-level students, and scheduled in the winter term.

**Conflict of Interest Policy:**
THEA 1011 3.0 instructors may not work on class projects with THEA 1011 3.0 students outside of class time, except under special circumstances approved by the course director (e.g. a missed presentation due to illness).
Instructors may not engage in private tutoring of THEA 1011 3.0 students, for auditions for York's Department of Theatre or other facilities, or recruit THEA 1011 3.0 students for classes taught by the instructor at other institutions.

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**Many courses utilize Moodle, York University's online course management system. THEA 1011 3.0 Introduction to Acting II uses Moodle. Click here to access it:** Moodle@York University

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**CLASS ONE - Jan. 7**

- Review of course outline (complete Health Concerns sheets, elect two class reps - *The class reps will record attendance at all Prime Times, and submit to instructor after each Prime Time***)
- Students who have a Letter of Academic Accommodation are encouraged to provide it to the instructor at their earliest convenience
- Discuss selection of monologues (3) for Monologue Workshop
- Brief warm-up
- Class exercise introducing out-of-context monologues, emphasizing objectives and actions
- Assignment: Monologue #1 - out-of-context monologues (10%)
- Reading: Shurtleff's *Audition* (to page 87)
- Assignment: Monologue Workshop choices (3) - 10%

Attend Prime Time January 9 at 11:30am – Production Area Location JGG

**A deduction of 2% from the term grade will be made for each unexcused absence from Prime Time. It is the responsibility of each student to contact the class reps when you arrive at Prime Time to facilitate attendance keeping. "The class reps didn't see me but I was there" is not a valid excuse.**

**CLASS TWO - Jan. 14**

- Submit attendance for Jan. 9 Prime Time
- Discuss Shurtleff Reading
- Brief warm-up
- Work Monologue #1 (one-half of students - 10%)
- Assignment: Scene Study #1 (20%)
- Assignment: Shurtleff Written Assignment for Scene Study #1 (10%)
- Reading: Shurtleff's *Audition* (to page 175)
- Continue Monologue Workshop Choices (3)
- Continue Rehearsals of Monologue #1 (half of students)

Remember to always go to your Moodle Lab for details of your assignments and to submit Rehearsal Logs.

**CLASS THREE - Jan. 21**

- Discuss Shurtleff Reading
- Brief warm-up
- Work Monologue #1 (other half of students - 10%)
- Reading: Shurtleff's *Audition* (to end of book)
• Continue Monologue Workshop Choices (3)
• Continue Rehearsals of Scene Study #1
• Continue Shurtleff Written Assignment for Scene Study #1

Attend Prime Time January 23 at 11:30am Acting Area Location JGG
Remember to always go to your Moodle Lab for details of your assignments and to submit Rehearsal Logs.

CLASS FOUR - Jan. 28

• Submit Attendance for January 23 Prime Time
• Brief Warm Up
• Submit Shurtleff Written Assignment for Scene Study #1 (10%)
• Discuss Shurtleff Reading
• Brief warm-up
• First Pass of Scene Study #1 (one-half of groups - 10%).
• Continue Rehearsals of Scene Study #1

Remember to always go to your Moodle Lab for details of your assignments and to submit Rehearsal Logs. CLASS FIVE - Feb. 4

• Monologue Workshop choice confirmed
• Brief warm-up
• First Pass of Scene Study #1 (other half of groups - 10%)
• Rehearse Monologue Workshop Choice
• Continue Rehearsals of Scene Study #1

Remember to always go to your Moodle Lab for details of your assignments and to submit Rehearsal Logs.

CLASS SIX - Feb. 11

• Brief warm-up
• Present Final Pass Scene Study #1 (all groups - 10%)
• Continue to rehearse Monologue Workshop Choice

Remember to always go to your Moodle Lab for details of your assignments and to submit Rehearsal Logs.

Reading Week - no class on February 18

CLASS SEVEN - Feb. 25

• Shurtleff Written Assignment for Scene Study #1 returned
• Brief warm-up
• Present monologues (entire class)
• Assignment: Scene Study #2 (30%)
• Continue to rehearse Monologue Workshop Choice

Remember to always go to your Moodle Lab for details of your assignments and to submit Rehearsal Logs.

Attend Next Steps Prime Time Wednesday February 27 at 11:30am - Location JGG

CLASS EIGHT - March 4

• Submit attendance for Feb. 27 Prime Time
• Brief warm-up
• Monologue Workshop (half of students to present - 10%) with another lab and instructor
• Continue to rehearse Monologue Workshop Choice (other half of students)
• Continue Rehearsals of Scene Study #2

Remember to always go to your Moodle Lab for details of your assignments and to submit Rehearsal Logs. Attend TSA & SAMs Prime Time - Wednesday March 6 at 11:30am - Location JGG
Mid-term marks available, worth 50% of term grade. Grades are unofficial until reviewed by the Department and the appropriate AMPD committee.

Friday, March 8, 2019 - Last date to drop course without receiving a grade.

CLASS NINE - Mar. 11
• Submit attendance for March 6 Prime Time
• Brief warm-up
• Monologue Workshop (other half of students to present - 10%) with another lab and instructor.
• Continue Rehearsals of Scene Study #2

Remember to always go to your Moodle Lab for details of your assignments and to submit Rehearsal Logs.

CLASS TEN - Mar. 18
• Brief warm-up
• First Pass Scene Study #2 (half of groups - 15%)
• Continue Rehearsals of Scene Study #2

Remember to always go to your Moodle Lab for details of your assignments and to submit Rehearsal Logs.

CLASS ELEVEN - Mar. 25
• Brief warm-up
• First Pass Scene Study #2 (other half of groups - 15%)
• Continue Rehearsals of Scene Study #2

Remember to always go to your Moodle Lab for details of your assignments and to submit Rehearsal Logs.

CLASS TWELVE - April 1
• Brief warm-up
• Final Pass Scene Study #2 (all groups - 15%)

Remember to always go to your Moodle Lab for details of your assignments and to submit Rehearsal Logs.

IMPORTANT INFORMATION FOR STUDENTS

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 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. 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.

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 or classmate 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 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. 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

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!*

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**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/?](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:

- York's Academic Honesty Policy and Procedures / [Academic Integrity Web site](http://ampd.yorku.ca/current-students/academic-resources/gpa-calculator/)
- Access/Disability
- Ethics Review Process for Research Involving Human Participants
- Religious Observance Accommodation
- Student Code of Conduct
- Alternate Exam and Test Scheduling
"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. [http://secretariat.info.yorku.ca/files/CourseInformationForStudentsAugust20121.pdf](http://secretariat.info.yorku.ca/files/CourseInformationForStudentsAugust20121.pdf)

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.

** 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. AMPD has established complementary procedures for the investigation and resolution of alleged violations of the Senate Policy involving students in AMPD degree program courses at the undergraduate level.

THE ACADEMIC HONESTY PROCESS

An Overview

1. Investigation
2. The person discovering the suspected violation will notify the course director. The course director should not meet with the student or discuss the case at this point.
3. The course director will notify his or her department Chair, providing all documentary evidence.
4. The Chair will consult with the Manager, Faculty Governance & Policy. It will then be determined whether there has been an infraction, and if so, whether it is minor or more serious. In either case, if there has been an infraction, an exploratory meeting will be held (Part B, below). A case is minor where the infraction is small in extent, can reasonably be construed as an error on the student’s part, and where there appears to be no intent to deceive.
5. If, on consultation, it is determined that an infraction has taken place, the Manager will place a “flag” in the student’s file, block enrolment activity in the course, and investigate whether there is a prior history. If it is a repeat offence, then the matter must proceed directly to a formal hearing (Part C, below).
6. Exploratory Meeting

If Minor:
1. The department Chair will conduct an exploratory meeting, attended by the course director and the student. If there is more than one student involved, each should be met with separately. Each may bring a representative.
2. If the student admits to a breach of academic honesty, a suitable penalty — not exceeding failure in the course — will be agreed upon.
3. In all cases, outcomes are reported to the Manager, Faculty Governance & Policy. Where a penalty is imposed, a joint agreement is signed by both parties, and approved by the Associate Dean Academic.

If Serious:
1. The Manager, Faculty Governance & Policy will chair an exploratory meeting, attended by the course director and student and their representatives.
2. If the student admits to a breach of academic honesty, a suitable penalty — not exceeding failure in the course — will be agreed upon. The Associate Dean, Academic may be consulted on a penalty, if necessary.
3. A joint agreement is signed by both parties, and approved by the Associate Dean, Academic.
4. Formal Hearing

A formal hearing by AAPPC will be held in cases where:
1. a) It is not the student’s first offence.
2. b) The student neglects to attend the exploratory meeting and it is found that there are grounds to proceed with a charge of a breach of academic honesty.
3. c) The student admits to a breach of academic honesty, but no penalty can be agreed upon.
4. d) The student does not admit to a breach of academic honesty.
For further information on the penalties for academic misconduct, please see AMPD’s Policy on Academic Honesty.

As approved by AMPD Faculty Council, March 21, 2018

COUNSELLING & SUPPORT SERVICES

Personal Counselling Services (PCS) aims to help York students realize, develop and fulfill their personal potential in order to maximally benefit from their university experience and manage the challenges of university life. Students come to PCS because of a wide range of concerns including, but not limited to: depression, anxiety, abuse, stress, self-esteem, relationship issues, eating and body image as well as issues related to sexuality.

PCS provides:

- Short-term individual, couple, and group counselling services to York University students
- Personal development workshop and workshop series
- Crisis intervention for York students
- Consultation to the York Community regarding students in distress/crisis and issues related to mental health in general
- Critical incident response debriefings and consultations
- Clinical training for graduate students in Psychology, Social Work, and Psychotherapy

The Centre for Sexual Violence, Response, Support & Education coordinates supports and resources for all members of the community that have experienced sexual violence, receives disclosures and complaints, facilitates safety planning, and assists survivors through the complaint process. You shouldn’t ever feel guilty or be made to feel guilty about reporting a problem. 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 fall term (F) course without receiving a grade: November 9, 2018
Last date to drop a full year (Y) course without receiving a grade: February 8, 2019

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.

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. 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. All spaces must be booked one week in advance and will be accepted only until 4:00pm on Thursday the previous week. Requests must be sent by e-mail only to rehearse@yorku.ca. Requests must be submitted each week for a room unless special arrangements have been made. 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. An After-Hours Use form will be completed and emailed to University Security at: see@yorku.ca

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

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.

• 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);
• 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.
• 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.
• 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).
• 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 will be confirmed Friday by 4:00pm.
• The studios are available only within the following hours: Mon-Fri 8:00am-10:00pm and Sat-Sun 10:00am-6:00pm
• First-year Theatre majors are not eligible to book studios.
• 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.
• 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.
• Last date to drop a winter term (W) course without receiving a grade: March 8, 2019
• 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.
• - If unresolved, speak to the Course Director.
• COURSE-RELATED DISPUTES: The following steps are the steps to be taken in the event of unresolved issues within the class:
  • If you or someone you know has experienced sexual violence and is in need of support, the Sexual Violence Response Office (SVRO) can help. Please call 416-736-5211 or find them online at yorku.ca/svro.
  • Learn more about other York University resources related to mental health and wellness at York.

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