EXPANDED COURSE DESCRIPTION
THEATRE
School of the Arts, Media, Performance and Design
Department of Theatre
FA / THEA 3021 3.0 SECTION M
ACTING IV
FALL 2018 / WINTER 2019

Last Modified Date: 11/08/2018

COURSE CALENDAR DESCRIPTION

Intensive application and further development of the work begun in FA/THEA 3020 3.00. Prerequisites: Grade of B or better in FA/THEA 3020 3.00 or permission of the department. Corequisites: FA/THEA 3011 3.00 and FA/THEA 3031 3.00. Open to majors only.

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INSTRUCTOR(S)

<table>
<thead>
<tr>
<th>Name</th>
<th>Section / Format / Term</th>
<th>Contact Email</th>
<th>Contact Phone</th>
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</thead>
<tbody>
<tr>
<td>Lambermont-Morey, Jeannette</td>
<td>Sec. M / STDO / W</td>
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</table>

SPECIAL FEATURES

THEA 3021 3.0 Winter term 2019

Jeannette Lambermont-Morey

Course Calendar Description

this is provided via ARMS

Instructor/Format/Term/Contact Info

this is provided via ARMS

1. Special Features

Course Consultation Hours: Tuesday 1-2pm and Thursday 1-2pm, or by appointment.

PRE-REQUISITES: Grade of B or better in FA/THEA 3020 3.00 or permission of the department.

CO-REQUISITES: FA/THEA 3011 3.00, FA/THEA 3031 3.00. Open to majors only.

2. Topics and Concepts

Required Reading:


**CLASS SCHEDULE**

Class 1 Jan. 3 Thursday Intro to Theatre of the Absurd. “Play”

Class 2 exercises. Jan. 8 Tuesday Read aloud: Provided selections, and excerpts from *Rosencrantz and Guildenstern Are Dead*. Discussion.

Class 3 Jan. 10 Thursday Assign scenes. Script breakdown and discussion with full class. Light *Absurd Promptbook* assignments, for discussion only.

Class 4 Jan. 15 Tuesday First pass of Absurd Scenes. (Group 1)

Class 5 Jan. 17 Thursday First pass of Absurd Scenes. (Group 2)

**Assign Restoration Plays & Scenes/Actor’s Promptbook/Restoration Research Topic**

Class 6 Jan. 22 Tuesday Second pass of Absurd scenes. (Group 1)

Class 7 Jan. 24 Thursday Second pass of Absurd scenes. (Group 2)

Class 8 Jan. 29 Tuesday Third pass of Absurd scenes. (Group 1)

Class 9 Jan. 31 Thursday Third pass of Absurd scenes. (Group 2)

Class 10 Feb. 5 audience. Tuesday Showing of Absurd scenes with invited audience. Present *Restoration Research*.

Class 11 Feb. 7 Thursday Restoration “play”. *Pull costumes*.

Class 12 Feb. 12 Tuesday Text work and paraphrasing. Play with Restoration costumes. Submit *Actor’s Promptbook*.

Class 13 Feb. 14 Thursday

February 16-22 READING WEEK
Class 14    Feb. 26    Tuesday    First pass (work-through) of Restoration scenes (Groups 1 & 2).
*Off book*  Actor’s Promptbook returned.

Class 15    Feb. 28    Thursday   First pass (work-through) of Restoration scenes (Groups 3 & 4).
Midterm marks worth at least 15% of term grade distributed.

Class 16    Mar. 5     Tuesday    Second pass (work through) of Restoration scenes (Groups 1 & 2).

Class 17    Mar. 7     Thursday   Second pass of Restoration scenes (Groups 3 & 4).

Class 18    Mar. 12    Tuesday    Third pass of Restoration scenes (Groups 1 & 2).

Class 19    Mar. 14    Thursday   Third pass of Restoration scenes (Groups 3 & 4).

Class 20    Mar. 19    Tuesday    1-6pm Run-through of all Restoration scenes. Last day of conservatory classes.

Mar. 21     2-5pm Presentation of Restoration Scenes – showing with faculty and students CFT 139 Y3

Mar. 27     11:30-2 Movement/Voice Presentations

Mar 28      10-1 Scenes

April 9     Pre-Conference Self-Evaluation Report from students due by noon to course directors.

April 13    Shakespeare Projects

April 16    Third Year Actor Conferences 2-6pm (with Laurel Paetz, Erika Batdorf, and Jeannette Lambermont-Morey) CFT 326

3. Learning Outcomes with Examples Course Goals

The purpose of this course is to assist students in developing an extensive overview of the actor’s process. Students will be able to embrace the preparation and rehearsal of material from the Theatre of the Absurd genre, and the Restoration period. Students will implement these tools in practical settings.

Course Learning Outcomes

By the end of this course, students will:

- Critically examine a script and their approach to the material
- Describe a range of actor tools and techniques
• Implement stylistic approaches to acting
• Demonstrate the ability to apply theory to practice in the context of rehearsal
• Develop their ability to discuss and write about actor issues
• Communicate positive and constructive comments about the work of their peers and their own process

Expanded Course Description

This course takes on the form of an intensive practical workshop picking up where the students left off at the end of Acting III. This technique-oriented course focuses on the continued exploration of the actor’s craft: observation, listening, concentration, communication, imagination, intention, and active thought. The primary modus operandi is scene study, centered on the process of the actor. Improvisation, script interpretation and performance exercises will be assigned relative to the needs of the students. Building on the acting techniques introduced in Acting III, students will investigate scenes from the Theatre of the Absurd genre and from Restoration plays.

Organization of the Course

The course involves intensive practice studio sessions emphasizing the exploration of style in the performance aspect for acting conservatory students. The required readings, assigned tasks and applied exercises are central to the curriculum. The studio sessions will serve to enrich, clarify, and illustrate crucial issues from these assignments and presentations. Active classroom discussion about the required readings and performance showings in the course is a major focus. In-class feedback and term conferences will outline the progress of the students.

The Actor’s Promptbook of the Restoration Scene is due February 14. This written assignment is worth 10% of the term grade. Please see the separate hand-out on required elements and criteria. This is to be a recorded immersion in your own process work, to be done throughout the rehearsal period (not homework completed the night before it is due). A light in-class discussion version of this process will be applied to the Theatre of the Absurd unit as a preparation tool.

The Pre-Conference Self-Evaluation Report is due by Monday, April 9 at noon. One typed copy is to be emailed to each of your voice, movement and acting faculty. Please answer the following:
• In what specific areas have you grown this term?
• In what specific areas is growth still needed?
• What specific strategies will you use to encourage growth in these areas in fourth-year?

4. Graded Assessment 1st Half of Term (40%)

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
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<tr>
<td>Improvisations, class exercises</td>
<td>05%</td>
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<tr>
<td>Absurd Scene First pass</td>
<td>05%</td>
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<tr>
<td>Absurd Scene Second pass</td>
<td>05%</td>
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<tr>
<td>Absurd Scene Third Pass</td>
<td>10%</td>
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<tr>
<td>Participation</td>
<td>15%</td>
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<tr>
<td>2nd Half of Term (60%) Improvisations,</td>
<td>05%</td>
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<tr>
<td>class exercise</td>
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<tr>
<td>Research work</td>
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<tr>
<td>Restoration Scene First Pass</td>
<td>05%</td>
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<tr>
<td>Restoration Scene Rehearsal Progress</td>
<td>10%</td>
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<tr>
<td>Actor’s Promptbook</td>
<td>10%</td>
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</table>
Final Performance Assessment Grade 10%
Participation 15%

(interest, commitment, effort; risk-taking, initiative; collaboration, cooperation; demonstration of acting fundamentals in practice and in discussion; attendance, including 4th year and Grad shows; growth; professionalism) 100%

Final course grades may be adjusted to conform to Program or AMPD grades distribution profiles.
Although not a graded component, the participation of 3rd Year acting conservatory students in the winter studio show is covered by enrolment in THEA 3021 3.00 Acting IV.

5. Additional Information

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**

Students will receive graded feedback on work totalling at least 15% of the course grade before the deadline for withdrawing from the course so they can make an informed decision on whether to withdraw.

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

**Note:** Restrictions apply to grade reappraisal. See applicable information in the 2015/16 York University Undergraduate Calendar at [http://calendars.registrar.yorku.ca/2015-2016/faculty_rules/FA/grading.htm](http://calendars.registrar.yorku.ca/2015-2016/faculty_rules/FA/grading.htm).

**Important:** the live performance component of any course is excluded from grade reappraisal.

There will be conferences with faculty from 2-6pm on Monday, April 16, 2018.

**Minimum Grade Policy for Acting Area Students:**

Students in the Acting Conservatory must maintain a “B” or higher in each course of Voice, Movement and Acting classes each term in order to be allowed to advance to the next term.

Anyone leaving the Acting Area for a period of one year or more, for whatever reason, even if in good academic standing, will be expected to re-audition to re-enter the Area unless a statement to the contrary has been received in writing from the Area at the time of withdrawal.

**Grading, Assignment Submission, Lateness Penalties and Missed Tests 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 90, B+ = 75 to 79, etc.)
For a full description of York grading system see the York University Undergraduate Calendar http://calendars.registrar.yorku.ca/2015-2016/academic/grades/.

**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. If hardcopy assignments are required, emailed submissions are not permitted; if email or online submissions are required, hardcopy will not be accepted.

**Late Submission Policy:**

- Late submissions will not be accepted and a grade of zero will be given for the written assignment.

Exceptions to the lateness penalty for valid reasons such as illness, compassionate grounds, etc., may be entertained by the course director but will require supporting documentation (e.g., a doctor’s letter).

**Attendance Policy:**

**Absent and Late Penalty:** Students are reminded that Department of Theatre rules require attendance at all classes, rehearsals and performances. 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, rehearsals and performances are mandatory. Failure to attend all classes, rehearsals and performances will result in either academic penalty or a request that the student withdraw from the class or production. Any student in the Acting Area who is absent or late without prior arrangement with the course director or production director for an excused absence or late (at the course director or production director’s discretion) may have 2% deducted from their final grade for each unexcused absence or lateness.

If a student is going to miss a class, rehearsal or performance due to illness, or be considerably late, the student must contact the course director or production director prior to the beginning of that class, rehearsal or performance. Failure to do so will result in an unexcused absence or lateness.

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

Part-time jobs or outside employment in theatre-related endeavors do not count as excused absences for Acting Conservatory classes, rehearsals or performances.

Exceptions to the absence and/or lateness penalty for valid reasons such as illness, compassionate grounds, etc., may be entertained by the course director or production director but will require supporting documentation (e.g. a doctor’s letter).

Notwithstanding conflicts with rehearsals/performances of the production in which they are engaged, all students must attend all studio shows and Theatre@York productions. Failure to do may result in a 2% reduction of the final grade in your Acting class.
**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 class 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 director but will require supporting documentation (e.g. a doctor’s letter). The course director 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 an alternate scene partner 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.

**Note Regarding Piercings:**

It has been our experience that some students join the program with various piercings. Some 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 the Acting Conservatory is designed to assist you to become as proficient and flexible as possible, we require you to remove such piercings for class. We understand the importance of self-expression and do not want to discourage this—however, when it has a direct effect 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.

**Studio Booking Policy:**

ALL requests for studio space must be made in writing by Thursday for the upcoming week to rehearse@yorku.ca. You may not “claim” a space by writing in your name or the course name in an empty slot on the weekly schedules posted outside each studio. Students and faculty are not allowed to rehearse past 10:00pm without special permission from the Production Coordinator.

Theatre@York rehearsals always take precedence when rooms are assigned, followed by faculty- assigned work. Personal projects, including playGround, will only be considered if space allows.

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, in writing by Thursday for the upcoming week to rehearse@yorku.ca.

**Studio Usage:**
Except for water, no beverages or food are permitted in the studios. Please leave outside footwear at the entrance to the studio.

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.

First-year Theatre majors are not eligible to book studios.

**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/](http://tuus.info.yorku.ca/)

The course director will also need to complete a “Temporary Use of University Space Application and Notification Form” online, and submit it two weeks in advance of the date required. (For more information on the TUUS form, see the Online Guidelines.)

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.

**Physical Contact:**

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, 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 any class will a student be asked to remove intimate apparel.

**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 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 goals and curriculum of the Acting Conservatory training experience, BFA Acting students may not be cast in any student show unless permission is given by the Acting Area. The Acting Area does not permit Conservatory students to participate in theatre, film, radio, or television productions outside of the Conservatory during the academic year, and **highly recommends** that students do not engage in any productions on the holiday break or during the summer months until fourth-year Conservatory training is completed.

**Degree Status – BA and BFA:**

Students accepted into Theatre are entering as Honours BA Theatre Majors. The first year is a program common to ALL Theatre students. At the end of first-year, there is a selection process (either by audition or interview) to move into the various areas of concentration or students may remain in the program as Performance Creation & Research students. Students who proceed in Production/Design or Acting are required to complete the online Change of Degree request to switch from Honours BA to Honours BFA (available at [myacademicrecord.students.yorku.ca/program-change](http://myacademicrecord.students.yorku.ca/program-change)). Change of Degree requests must be submitted no later than June 30 to take effect the next fall/winter session. All students proceeding into second-year in Theatre will choose and/or seek admission to an area of concentration, which will define the requirements that will govern the selection of courses available to them.

**Policy Regarding Loss, Damage and Theft of Personal Equipment and Belongings:**

The Department of Theatre and the School of the Arts, Media, Performance & Design (AMPD) 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 AMPD. It is each individual’s responsibility to take care of his or her own property. Under no circumstances will the Department of Theatre or AMPD 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 their general telephone number: (416) 650-8000.

**Academic Policies / Information**

The Senate Academic Standards, Curriculum and Pedagogy Committee (ASCP) provides a [Student Information Sheet](http://secretariat.info.yorku.ca/files/CourseInformationForStudentsAugust20121.pdf) that includes:

- York's Academic Honesty Policy and Procedures / Academic Integrity Web site
- Access/Disability
- Ethics Review Process for Research Involving Human Participants
- Religious Observance Accommodation
- Student Code of Conduct
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, holidays, University closings and more.
  
http://www.registrar.yorku.ca/enrol/dates/index.htm
- Manage my Academic record
  
http://myacademicrecord.students.yorku.ca/

•"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://amphd.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
- 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 establish 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

- **Investigation**
  1. 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
  2. The course director will notify his or her department Chair, providing all documentary evidence.
  3. 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 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. 4. 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).

- Exploratory Meeting

If Minor:

1. The department Chair will conduct an exploratory meeting, attended by the course director and the 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. 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

If Serious:

1. The Manager, Faculty Governance & Policy will chair an exploratory meeting, attended by the course director and student and their
2. If the student admits to a breach of academic honesty, a suitable penalty — not exceeding failure in the course — will be agreed. 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. Formal Hearing

A formal hearing by AAPPC will be held in cases where:
1. It is not the student’s first of
2. 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. The student admits to a breach of academic honesty, but no penalty can be agreed
4. 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

Learn more about other York University resources related to mental health and wellness at York.

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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.

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.

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

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

* If your class has a tutorial leader or studio instructor, speak to your instructor
* If unresolved, speak to the Course Director.
* If unresolved, contact the Chair of the Department at thechair@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.

http://www.registrar.yorku.ca/enrol/dates/index.htm Manage my Academic record
http://myacademicrecord.students.yorku.ca/

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
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 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.

Requests 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.
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.

Anything left behind in the spaces after your booking will be thrown out.

**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/](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*