EXPANDED COURSE DESCRIPTION
THEATRE
School of the Arts, Media, Performance and Design
Department of Theatre
FA / THEA 4020 3.0 SECTION A
ACTING V
FALL 2019 / WINTER 2020

Last Modified Date: 08/06/2019

COURSE CALENDAR DESCRIPTION
Examines acting technique. Prerequisites: Grade of B or better in FA/THEA 3021 3.00 or permission of the department. Corequisites: FA/THEA 4010 3.00 and FA/THEA 4030 3.00.
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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>Wilson, Mark E</td>
<td>Sec. A / STDO / F</td>
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SPECIAL FEATURES

Course Director:
Mark Wilson
CFT 330
pitwil@yorku.ca

Location:
Tuesday 2:00 p.m. – 5:00 p.m. CFT 142
Thursday 2:00 p.m. – 5:00 p.m. ACE 207

1. Special Features Course Consultation Hours: by appointment.

Course Description:
THEA 4020 3.0 Acting V offers students an in-depth exploration of the tools needed for the selection, analysis, rehearsal, and performance of monologues, an essential career skill for the professional actor. Acting techniques will build on and further develop the work begun in the second and third years of the Acting Conservatory.

Prerequisite / Co-requisite:
Pre-requisites: Grade of B or better in THEA 3021 3.0 and permission of the Department.
Co-requisites: THEA 4010 3.0 and THEA 4030 3.0.

2. Topics and Contents

Required Reading (available at the York University Bookstore):
**THEA 4020 3.0 CLASS SCHEDULE – FALL 2019 (Subject to Change)**

**WEEK ONE**

**September 5**

First class. Briefly review course outline, schedule, assignments, and Theatre Ontario Showcase deadlines. Review Showcase rep positions and meetings. Headshots completed?

Homework: Merlin Written Analysis on one Showcase-length monologue, due September 19. See handout for details.

Set up peer-review partners. Exchange copies of your nine best Showcase-length monologues (one minute and twenty seconds tops each). These need not be memorized.

Homework: On September 10, each student will submit a ranked list to the course director of the top six peer-approved Showcase-length pieces from your ongoing Monologue Arsenal (identify the play, character, and playwright). You must have at least one Canadian piece and one Shakespearean piece (in verse). Throughout the term, continue to have your Showcase monologue choices peer reviewed to ensure the pieces have the potential to be explored.

Homework: On September 10, bring in a hardcopy of one of your best peer-approved, Showcase-length monologues (one minute and twenty seconds tops) for monologue exploration. This need not be memorized, but a respectable familiarity with the text might be of great benefit.

Homework: On either September 17 or September 19, students will present two contrasting contemporary Showcase-length monologues, fully prepped, memorized and staged.

Main event: class exercise. **Hope: The 7th Gathering Project** casting at 5:30pm in CFT 139. After a dinner break, rehearsals begin at 6:30pm. Review Gathering Project information document for rehearsal times.

**WEEK TWO**

**September 10**

Submit hardcopies of your top six peer-approved Showcase-length monologues (identify the play, character, and playwright). You must have at least one Canadian piece and one Shakespearean piece (in verse).

Main event: monologue exploration. Bring in a hardcopy of one of your best peer-approved, Showcase-length monologues (one minute and twenty seconds tops).

Homework reminder: Merlin Written Analysis on one Showcase-length monologue, due September 19. See handout for details.
Homework reminder: On either September 17 or September 19, students will present two contrasting contemporary Showcase-length monologues, fully prepped, memorized and staged.

Hope: The 7th Gathering Project performance at 6:00pm this evening.

**September 12**

Reps meeting @ 1:15pm in CFT 330.

Brief review of handout on self-assessment of audition passes.

Main event: Further monologue exploration, using the peer-approved Showcase-length monologue you brought in last class.

Announce order for September 17 Audition Pass One (first 7 people).

Homework reminder: Merlin Written Analysis on one Showcase-length monologue, due September 19. See handout for details.

Homework: On either September 24 or September 26, students will present two contrasting Showcase-length monologues (one Canadian and one Shakespeare), fully prepped, memorized and staged.

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**WEEK THREE**

**September 17**

Audition Pass One (first 7 people) - 10% of term grade. Submit two typed or photocopied peer-approved contrasting contemporary Showcase-length monologues (one minute and twenty seconds tops), with your name and the names of the character, play and playwright.

People showing today to complete and submit self-assessment as per handout.

Announce order for September 19 Audition Pass One (final 8 people).

Homework reminder: Merlin Written Analysis on one Showcase-length monologue, due next class. See handout for details.

Homework reminder: On either September 24 or September 26, students will present two contrasting Showcase-length monologues (one Canadian and one Shakespeare), fully prepped, memorized and staged.

Desdemona company meeting tonight.

**September 19**

Submit Merlin Written Analysis on one Showcase-length monologue (10% of term grade).

Audition Pass One (final 8 people) - 10% of term grade. Submit two typed or photocopied peer-approved contrasting contemporary Showcase-length monologues (one minute and twenty seconds tops), with your name and the names of the character, play and playwright.
People showing today to complete and submit self-assessment as per handout.

Announce order for September 24 Audition Pass Two (first 7 people).

Homework: On either October 1 or October 3, students will present two contrasting Showcase-length monologues (one your choice, one “risk” piece), fully prepped, memorized and staged.

**WEEK FOUR**

**September 24**  
Audition Pass Two (first 7 people) - 10% of term grade. Submit two typed or photocopied peer-approved Showcase-length monologues (one Canadian and one Shakespeare--one minute and twenty seconds tops), with your name and the names of the character, play and playwright.

People showing today to complete and submit self-assessment.

Announce order for September 26 Audition Pass Two (final 8 people).

Homework reminder: On either October 1 or October 3, students will present two contrasting Showcase-length monologues (one your choice, one “risk” piece), fully prepped, memorized and staged.

*Desdemona* rehearsals begin 6-10pm.

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**September 26**  
Reps meeting @ 1:15pm in CFT 330.

Audition Pass Two (final 8 people) - 10% of term grade. Submit two typed or photocopied peer-approved Showcase-length monologues (one Canadian and one Shakespeare--one minute and twenty seconds tops), with your name and the names of the character, play and playwright.

People showing today to complete and submit self-assessment.

Announce order for October 1 Audition Pass Three (first 7 people).

*Desdemona* rehearsals continue.

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**WEEK FIVE**

**October 1**  
Audition Pass Three (first 7 people) - 10% of term grade. Submit two typed or photocopied peer-approved Showcase-length monologues (one your choice, one “risk” piece--one minute and twenty seconds tops), with your name and the names of the character, play and playwright.

People showing today to complete and submit self-assessment.

People showing today to consolidate top two contrasting Showcase-length monologues for 1st faculty showing on October 10.

Announce order for October 3 Audition Pass Three (final 8 people).
Desdemona rehearsals continue.

**October 3**  
Audition Pass Three (final 8 people) - 10% of term grade. Submit two typed or photocopied peer-approved Showcase-length monologues (one your choice, one “risk” piece—one minute and twenty seconds tops), with your name and the names of the character, play and playwright.

People showing today to complete and submit self-assessment.

People showing today to consolidate top two contrasting Showcase-length monologues for 1st faculty showing on October 10.

Two contrasting headshot jpegs due today (at least 1 MB in size for each): one for 8x10; one for resume header.

Desdemona rehearsals continue.

**WEEK SIX**  
**October 8**  
Staging rehearsal for 1st faculty showing on October 10.

Print Theatre Ontario Showcase monologue order sheets for 1st faculty showing.

Desdemona rehearsals continue.

**October 10**  
1-2pm Theatre Ontario Next Generation Showcase monologues – 1st faculty showing – ACE 207 – 10% of term grade.

2-3pm Lunch

3-5pm Everyone to complete and submit a self-assessment of today’s showing.

Confirm status of Showcase monologues.

Resumes due today in .doc or .docx format– no Pages, no pdfs please.

Merlin Written Analysis returned (10% of term grade).

Desdemona rehearsals continue.

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**WEEK SEVEN**  
**October 12-18**  
FALL READING WEEK. NO CLASSES OR DESDEMONA REHEARSALS.

**IMPORTANT: DESDEMONA REHEARSALS RESUME SATURDAY, OCT. 19!!!**
IMPORTANT: DESDEMONA REHEARSALS RESUME TODAY, SATURDAY!!!

WEEK EIGHT
October 22 Invited industry guest(s).

Homework reminder: practice two contrasting Showcase-length monologues of your choice for 2nd faculty showing on November 14. If both your monologues were approved on Oct. 10, you can repeat those, or show two monologues new to the faculty.

Desdemona rehearsals continue.

October 24 Invited industry guest(s).

Homework reminder: practice two contrasting Showcase-length monologues of your choice for 2nd faculty showing on November 14. If both your monologues were approved on Oct. 10, you can repeat those, or show two monologues new to the faculty.

Desdemona rehearsals continue.

WEEK NINE
Monday, October 28 7pm dress of 3rd Year studio show Iphigenia 2.0 in CFT 139.

October 29 NO Y4 AA CLASSES for DESDEMONA ON-DECK REHEARSALS.

Homework reminder: practice two contrasting Showcase-length monologues of your choice for 2nd faculty showing on November 14. If both your monologues were approved on Oct. 10, you can repeat those, or show two monologues new to the faculty.

7pm dress of 3rd Year studio show Iphigenia 2.0 in CFT 139.

October 30 7pm dress of 3rd Year studio show Iphigenia 2.0 in CFT 139.

October 31 NO Y4 AA CLASSES for DESDEMONA ON-DECK REHEARSALS.

Homework reminder: practice two contrasting Showcase-length monologues of your choice for 2nd faculty showing on November 14. If both your monologues were approved on Oct. 10, you can repeat those, or show two monologues new to the faculty.

Mid-term grade notification (60% of term grade).
Grades are unofficial and subject to change until reviewed by the Department and the appropriate AMPD committee.

Notice of Callback Session order and requirements for November 5 and 7.

- 7pm opening performance of 3rd Year studio show Iphigenia 2.0 in CFT 139.
November 1  2pm and 7pm performances of 3\textsuperscript{rd} Year studio show *Iphigenia 2.0* in CFT 139.

*Desdemona* on-deck rehearsals continue.

November 2  *Desdemona* on-deck rehearsals continue.

2pm closing performance of 3\textsuperscript{rd} Year studio show *Iphigenia 2.0* in CFT 139.

**WEEK TEN**

November 5  Callback Session (first 7 people) - 10\% of term grade.

Homework reminder: practice two contrasting Showcase-length monologues of your choice for 2\textsuperscript{nd} faculty showing on November 14. If both your monologues were approved on Oct. 10, you can repeat those, or show two monologues new to the faculty.

*Desdemona* rehearsals continue.

November 7  Reps meeting @ 1:15pm in CFT 330.

Callback Session (final 8 people) - 10\% of term grade.

Homework reminder: practice two contrasting Showcase-length monologues of your choice for 2\textsuperscript{nd} faculty showing on November 14. If both your monologues were approved on Oct. 10, you can repeat those, or show two monologues new to the faculty.

*Desdemona* rehearsals continue.

Fri. November 8  Last date to drop Fall Term courses without receiving a grade.

**WEEK ELEVEN**

November 12  Staging rehearsal for 2\textsuperscript{nd} faculty showing on November 14.

Print monologue order sheets for 2\textsuperscript{nd} faculty showing.

Due today from reps: draft of assembly for printing of headshots/resumes.

*Desdemona* rehearsals continue.

November 14  **1-2pm** Theatre Ontario Next Generation Showcase monologues – 2\textsuperscript{nd} faculty showing (in ACE 207) – 10\% of term grade.

**2-3pm** Lunch

**3-5pm** Everyone to complete and submit a self-assessment of today’s showing – 10\% of term grade.
Confirm status of two Showcase monologues.

Ensure Casting Workbook registration.

Deadline to obtain Theatre@York bookmarks, department brochures, York folders.

Desdemona rehearsals continue.

- **WEEK TWELVE**
  - November 19  *Desdemona* performance week. No Y4 AA classes.
  - November 21  *Desdemona* performance week. No Y4 AA classes.

- **WEEK THIRTEEN**
  - November 26  Invited industry guest(s).

**Last Day of Conservatory Classes**

- November 27  10am-1pm Y3 Showings (location TBA)
- November 28  6-9pm – Performance Creation Showings (location TBA)

- **WEEK FOURTEEN**
  - **Monday, December 2**  Y4 Shakespeare Project auditions 5:30-6:30pm (to be confirmed) CFT 139/142. One Shakespeare monologue under two minutes (in verse) of your choice.
  - **Tuesday, December 3**  7pm Y4 Archetypes – (CFT 139).

**York Fall Term classes end.**

- **Wednesday, Dec. 4**  STUDY DAY. NO CLASSES AT YORK.

- **Dec. 5-20**  York University Exam Period.

- **Monday, Dec. 9**  2pm - Release of Shakespeare cast lists. Scripts available through Graduate Theatre Assistant, CFT 324.

  2-5pm Canadian Stage auditions for Shakespeare in High Park (ACE 207/209) – to be confirmed!

- **Tuesday, Dec. 10**  Reps and CD to adjust resumes with Shakespeare casting. Submit headshots/resumes for printing.

- **JANUARY 2020**
WEEK ONE
Monday, Jan. 6          Winter term classes begin.

Print Theatre Ontario Showcase monologue order for final Showcase showing.

Confirm Theatre Ontario Showcase online material submission and package assembly.

4:30pm - 7:30pm Theatre Ontario Next Generation Showcase Dress – FFT
(to be confirmed with Y4s and FFT).
4:30pm - warm-up/set-up chairs/change into Showcase clothing
5:30pm - Theatre Ontario Showcase Run (Y2 and Y3 students invited).

WEEK TWO
Sunday, Jan. 12         Theatre Ontario Next Generation Showcase (location and time to be confirmed).

Monday, Jan. 13         Canadian Stage callbacks for Shakespeare in High Park (to be confirmed)

3. Learning Outcomes with Examples

Course Goals
The purpose of this course is to offer students an in-depth exploration of the tools needed for the selection, analysis, rehearsal, and performance of monologues, an essential career skill for the professional actor.

Course Learning Outcomes
By the end of this course, students will be able to:
• Apply advanced acting techniques to audition monologues
• Enhance their analytical skills in preparing audition pieces and callbacks
• Articulate the processes of breaking down text and acting techniques in discussion and performance
• Offer and receive critical feedback about their own work and that of their peers
• Develop confidence in their ability to promote themselves in audition circumstances
• Deepen their understanding of the acting process

Expanded Course Description
Each fourth-year actor will prepare and perform contrasting audition monologues chosen by each student. Following two showings for the Acting Area faculty, two monologues will be finalized for the Theatre Ontario Next Generation Showcase in downtown Toronto in January. Industry professionals will be invited to the classroom to dialogue with students about career development.

Organization of the Course
Through the selection and committed implementation of advanced acting fundamentals, students will learn how to compellingly unlock the heart of one-person scripts—theatre at its most naked. Rehearsal strategies will assist students in evaluating and executing what there is to play in these performance scripts, and in personalizing the material. Written analysis of an audition monologue will be evaluated. Active participation and professionalism are integral components of this curriculum. A self-assessment component is built into the curriculum.

4. Graded Assessment:

First half of term (60%):
Merlin Written Analysis 10%
Audition Pass One 10%
Audition Pass Two 10%
Audition Pass Three 10%
1st Faculty Showing 10%
*Participation 10%

Second half of term (40%):
2nd Faculty Showing 10%
Self-Assessment of 10%
2nd Faculty Showing
Callback Session 10%
*Participation 10%

*(interest, commitment, effort; risk-taking, initiative; collaboration, cooperation; application of acting fundamentals in class assignments and in discussion; attendance at the 3rd Year studio show; growth; and professionalism: including preparation and readiness for performance and written assignments, timely submission of headshots and resumes, and active involvement in Showcase preparation)

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.

5. Additional Information

The deadline for dropping Fall Term courses without receiving a grade is Friday, November 8, 2019.

THEA 4020 3.0 students will receive graded feedback on work totaling 60% of the course grade on Thursday, October 31, 2019, 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.

Mid-term and final 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.

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.

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

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 3% 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 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.

**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 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
- **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.

**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:

- 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**

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).

1. **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

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**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.

**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 first.
- 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](http://www.registrar.yorku.ca/enrol/dates/index.htm)

Manage my Academic record [http://myacademicrecord.students.yorku.ca/](http://myacademicrecord.students.yorku.ca/)
Last date to drop a fall term (F) course without receiving a grade: November 8, 2019
Last date to drop a winter term (W) course without receiving a grade: March 13, 2020
Last date to drop a full year (Y) course without receiving a grade: February 3, 2020

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 Performance Creation & Research 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/

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.

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

*Moodle @ York University*