EXPANDED COURSE DESCRIPTION
THEATRE
School of the Arts, Media, Performance and Design
Department of Theatre
FA / THEA 3070 3.0 SECTION A
PERFORMANCE PRACTICUM I
FALL 2020 / WINTER 2021

COURSE CALENDAR DESCRIPTION

Intended for third-year students working in acting, or in assistant directing mounted or unmounted department productions in the fall term. This course offers an intensive opportunity to develop and improve skills in the creation of workshop productions. Prerequisites: FA/THEA 2021 3.0 or FA/THEA 2051 3.0 and/or permission of the department. Open to majors only.

Intended for third-year students working in acting, or in assistant directing unmounted department productions in the fall term. This course offers an intensive opportunity to develop and improve skills in the creation of workshop productions. Prerequisites: FA/THEA 2021 3.0 or FA/THEA 2051 3.0 and/or permission of the Theatre Department. Open to Theatre majors only.

INSTRUCTOR(S)

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SPECIAL FEATURES

SCHOOL OF THE ARTS, MEDIA, PERFORMANCE & DESIGN DEPARTMENT OF THEATRE THEA 3070 3.0 PERFORMANCE PRACTICUM I COURSE OUTLINE FALL TERM 2020 Course Director: Ines Buchli CFT 325 ibuchli@yorku.ca Office hours: Thursday 12pm-1:00pm or by appointment IMPORTANT: Please note that THEA 3020 3.0 is a course that depends on remote teaching and learning. There will be no in-class interactions or activities on campus in the fall. The course will be taught synchronously, meaning you will gather together with the actors and director on Zoom at the scheduled meeting times of 6:00-8:00 pm EST on Tuesdays- Fridays and Saturdays 11am-4 pm in the fall term. Due to COVID-19, the fall term will consist of virtual rehearsals, with in-person rehearsals and performances scheduled for the winter term (subject to change). For details of the schedule for Revolt, please see the department’s production calendar (subject to change): https://theatrecalendar.ampd.yorku.ca/ Technical requirements for taking the course: In order to fully participate in THEA 3070 3.0, we will be using Zoom as our online platform. A stable, higher-speed Internet connection is highly recommended. There are online tests, such as Speedtest, https://www.speedtest.net/ that can be run as a way to determine your Internet connection and speed. You will be invited to attend a Zoom session with your director. You will receive an email with a link to a Zoom meeting. You can click on the link and you will be redirected to the Zoom meeting. If the link does not work for some reason, you can go to Zoom and input the meeting ID and password which will be visible to you in the invitation. Downloading the Zoom app is very useful. In THEA 3070 3.0, it is highly recommended that laptops or tablets with a reliable built-in camera be used rather than mobile devices. If your only option is a mobile device, then make sure that you are able to stand it up or prop it up somewhere so you can work hands free (inexpensive mini-tripods are available for this purpose). As this is an experiential performance course, a space where the student can sit, stand, lie down, and move (even to a limited degree) is required. At various times in class, students will be asked to be in close-up on the screen (a tight shot of the head and shoulders), medium shot (head to waist) and long shot (so the whole body can be seen). What will also prove useful is having a solid base to elevate the laptop/tablet/mobile device to the level of the eyeline when sitting, standing or moving; this can be created using boxes or large books on a small table, the top of a dresser, or
even situating the device on a shelf. Natural light is good. Be sure your face is facing the light from the window. Also you may need to adjust the brightness of your camera. If you click on your camera app and go into settings you can adjust the brightness. If the lighting is bad or dull, take an ordinary desk lamp and point it at yourself from a distance. It's amazing what kinds of resources we have right at home. If you have trouble with accessing the internet or a device, or only have access at certain times please inform your instructor as soon as possible. 2. If you are not familiar with Zoom, experiment with the features on this platform prior to the first day of class. Useful links describing computing information, resources and help for students: Student Guide to Moodle https://lthelp.yorku.ca/student-guide-to-moodle Computing for Students Website https://student.computing.yorku.ca/ Student Guide to eLearning at York University http://elearning-guide.apps01.yorku.ca/ Learning Skills Services https://lss.info.yorku.ca/online-learning/ Zoom@YorkU User Reference Guide http://staff.computing.yorku.ca/wpcontent/uploads/sites/3/2012/02/Zoom@YorkU-UserReference-Guide.pdf Zoom@YorkU Best Practices https://staff.computing.yorku.ca/wpcontent/uploads/sites/3/2020/03/Zoom@YorkU-BestPracticesv2.pdf

Location: In the winter - CFT 139 and 142 for rehearsals; CFT 139 for performances. 1. Special Features Course Consultation Hours: regular meetings with course director Tuesday 5:30-6:00pm or by appointment. Course Description Intended for third-year or fourth year students working in assistant directing unmounted or studio department productions in the fall term. This course offers an intensive opportunity to develop and improve skills in the creation of workshop productions. Pre-requisites: FA/THEA 2051 3.00 or FA/THEA 2051 3.00 and/or permission of the department. Open to majors only. 2. Topics and Contents Required Reading: Revolt by alice birch. Hard copies of the script will be available from Mary Pecchia, Administrative Assistant (CFT 320). 416-736-2100 x66266, The Director's Craft: A Handbook for the Theatre by Katie Mitchell, Publisher: Routledge; (2008) ISBN10: 041540438X ISBN-13: 978-0415404389 Additional readings may be assigned or recommended during the course. Schedule for FA/THEA 3070 3.00 - Fall 2020 (subject to change) For specific details of the schedule for Revolt, please see the department’s production calendar (subject to change): https://theatrecalendar.ampd.yorku.ca/ Revolt by alice birch Y3 actors directed by Mandy Roveda Part I (assisted by Rebecca Ablack and Leanne Connor) and Alison Wong Part II (assisted by Felix Hao, Karolina Solovka, Selena Otello) 3 Some Important dates to keep in mind - please refer to detailed schedule for all dates: https://theatrecalendar.ampd.yorku.ca/ Tuesday, October 20 First meet and Read-through

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Wednesday, October 21 Virtual Rehearsals begin. Tuesday, January 12-14 In-person Rehearsals in CFT 139 (Mandy)/142 (Alison) 6:00-10:00pm. Friday, January 15 Tech Set up & Rehearsals in CFT 139 NOTE: LOAD-IN & TECH CALL in CFT 139 2:30-10:00pm. (CFT 142 available) (ALL COMPANY MEMBERS – STEEL-TOED FOOTWEAR MANDATORY) Saturday, January 16 NOTE: Tech Call/Levels/Q2Q in CFT 139 10:00am-10:00pm. (CFT 142 available) Directors/ADs to ensure equal time is allocated in 139 for both companies

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Monday, January 18 Tech/Dress Run in CFT 139 7:00pm. – Company call 6:00pm (CFT 142/JGG dressing rooms available) Tuesday, January 19 Tech/Dress Run in CFT 139 7:00pm. – Company call 6:00pm (CFT 142/JGG dressing rooms available) Wednesday, January 20 Tech/Dress Rehearsal in CFT 139 7:00pm. – Company call 6:00pm (CFT 142/JGG dressing rooms available). Invited audience (particularly 4th year actors)

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January 21-23 Performances Thursday, January 21 Opening Performance in CFT 139 7:00pm. – Company call 6:00pm (CFT 142/JGG dressing rooms available) Friday, January 22 Performances in CFT 139 2:00pm – Company call 1:00pm (CFT 142/JGG dressing rooms available); 7:00pm. – Company call 6:00pm (CFT 142/JGG dressing rooms available) Saturday, January 23 Closing Performance in CFT 139 7:00pm – Company call 6:00pm (CFT 142/JGG dressing rooms available) STRIKE POST-SHOW 9:00PM (ALL COMPANY MEMBERS – STEEL-TOED FOOTWEAR MANDATORY) For more specific details of the schedule for Revolt, please see the department’s production calendar (subject to change): https://theatrecalendar.ampd.yorku.ca/

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3. Learning Outcomes with Examples Course Goals The purpose of this course is to assist students in developing a practical overview of the entire rehearsal process of a studio show from initiation to completion. Students will fully participate in a rehearsal process. Course Learning Outcomes By the end of this course, students will be able to: • practically investigate each phase of the rehearsal period 4 • be able to describe all aspects of the rehearsal process • understand varied directorial and actor approaches to a script • demonstrate the ability to apply theory to practice in the context of a production • develop their ability to discuss important
issues in the rehearsal and production phases

Expanded Course Description

For assistant directing students, duties will vary significantly, depending on the needs of the production and the director of each studio show. Students will be expected to participate in all aspects of the production (researching visual or textual sources, stage managing, running sound and/or lights, designing programs and posters, collecting props, and organizing a photo-call). This course is one of the pre-requisites for THEA 4485 3.0 Aspects of Directing.

Note: Assistant directing students cannot miss other classes to participate in Performance Practicum, unless advance permission is granted by the course director for each class. Please ensure that you are able to participate in the Friday load-in/tech and the Friday matinee. A letter will be provided by the course director if needed. Organization of the Course

The course involves practical rehearsals, self-initiated research, preparation for rehearsals, and meetings between the course director and assistant directors. The expectation is that the student will be a key player in the rehearsal process and an integral member of the production and creative team. The required reading (the script of the studio show) is central to the course. The meetings between the course director and assistant directors will serve to enrich, clarify, and illustrate crucial issues from the research and rehearsals.

4. Graded Assessment

For assistant directing students: The grade will be assigned by the directors of the performance project in consultation with the THEA 3070 course director:

- Interest, commitment, and effort: 20% Collaborative ability, professionalism, initiative: 20% Team within the ensemble
- 20% Rehearsal discipline: 20% Ability to carry out assigned tasks and research 20% Final course grades may be adjusted to conform to Program or Faculty grades distribution profiles.
- 5. Additional Information

Last date to drop F courses without receiving a grade: Friday, November 6, 2020. 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 20/21 York University Undergraduate Calendar at http://calendars.students.yorku.ca/2020-2021/theatre under Faculty Rules/Grading and Academic Standards/Grade Reappraisals.

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 the York grading system see the York University Undergraduate Calendar at http://calendars.students.yorku.ca/2020-2021/academic-and-financial-information/academic-services/grades-and-grading-schemes.

5. Assignment Submission

Proper academic performance depends on students doing their work not only well, but on time. Accordingly, assignments for this course must be received on the due date specified for the assignment. Assignments are to be handed in to the course director. Late Submission Policy: Assignments received later than the due date will be penalized 4% of the course grade per day that the assignment is late. 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). Specific Assignments for Assistant Directors:

- The first draft of the poster is due in 11x17 colour hardcopy to the course director by 5:30pm on Tuesday, January 12th and the final 11x17 colour hardversion is due by noon on Thursday, January 14.
- Posters (30) must be printed by Friday, January 15 and put up by the latest 5:30pm on Saturday, January 16th.
- Posters (30 maximum budget) must be printed at the office of the York Federation of Students. You will be reimbursed, so please keep your receipts and give them to Christina Cicko, Production Coordinator (CFT 304), cicko@yorku.ca Receipts must be taped to an 8 1/2 x 11 piece of paper, itemizing what the receipt was for. The first draft of the program is due in hardcopy to the course director by 5:30pm on Thursday, January 14 and the final version is due by 5:30pm on Tuesday, January 19.

Please remind the director early about any program notes and acknowledgements. The first draft hardcopy of the program must be presented to the course director after it has been approved by the director and after everyone has signed off on their names. All actors and directors must sign off on their names before printing. Programs may be printed in CFT 319. Please see Administrative Assistant Mary Pecchia in CFT 320 to set up a time to do this. Programs must be printed and folded by Wednesday, January 20. Sign-up sheets for each performance must be posted on or beside the studio door outside of CFT 139 on Thursday, January 14.

Determine the seating capacity for the CFT 139 set-up. Please keep the first 4 spots on the sheet reserved for each faculty every night. These can be given away at curtain time if unclaimed. Actors and directors can sign up before posting the sign-up sheets, but each person is limited to 5 spots total in the four-show run. Make 10 extra spots on each sheet for the waiting list – include a note that states most people will get in. Ten to twelve set-up archival photographs of the production must be taken after the run-through on either Tuesday or Wednesday of the performance week. Assistant directors can do this themselves if they have the skill set and equipment (non-flash photography is recommended), or coordinate with peers who may want to volunteer to shoot the photo-call for a resume credit. Please note that 4% of the term grade will be deducted each day for
late submission of posters and programs, and the late posting of the sign-up sheet. Participating students cannot be asked to miss their regularly scheduled classes to attend rehearsals during the weekdays.

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. For assistant directing students, some accommodation of the occasional conflict with classes may be possible, but must be cleared in advance of rehearsals by the course director and director. If there are other assistant directing students on the production, arrangements should be made to have them cover these conflicts. The course director and the director must be informed of any conflicts with rehearsals and performances at the beginning of the rehearsal process. Any student in THEA 3070 3.0 who is absent or late for called meetings, rehearsals and performances without prior arrangement with the course director or director for an excused absence (at the discretion of the course director or director) may have for each late or absence 4% of the course grade deducted from his or her final grade. Three lates or absences (excused or not) may result in course failure. Part-time jobs or outside employment in theatre-related endeavors do not count as excused absences. Failure to attend classes will result in either academic penalty or a request that the student withdraw from the course. 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). Mobile Device Use: All devices must be silenced or turned off prior to the start of rehearsals or performances. Use of mobile devices is limited to note taking, calendar, to-do and similar productivity apps. Texting, messaging, and other social media usage are not permitted in rehearsals or performances. Please note that in many productions, 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 rehearsals or performances unless permission has been expressly given by the Production Coordinator. 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 in rehearsals or performances. Please consult the course director if you have any questions in this regard. 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/gpacalculator/? 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/CourseInformationForStudentsAugust2021.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 A. 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 point. 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 serious. In either case, if there has been an infraction, an exploratory meeting will be held (Part B, below). A case is minor 8 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). B. 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. C. Formal Hearing A formal hearing by AAPPC will be held in cases where: a) It is not the student’s first offence. 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. c) The student admits to a breach of academic honesty, but no penalty can be agreed upon. 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 2 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. 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 Manage my Academic record http://myacademicrecord.students.yorku.ca/ Last date to drop a fall term (F) course without receiving a grade: November 6, 2020 Last date to drop a winter term (W) course without receiving a grade: March 12, 2021 Last date to drop a full year (Y) course without receiving a grade: February 5, 2021 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. 3 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 SatSun 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); 4 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