



**UNIVERSITY OF CALGARY**  
**FACULTY OF ARTS**  
**SCHOOL OF CREATIVE AND PERFORMING ARTS**  
**DRAM 413**  
**Spring 2020**

Instructor Office Email Office Hours	Vanessa Porteous Via Zoom <a href="mailto:vanessa.porteous@ucalgary.ca">vanessa.porteous@ucalgary.ca</a> Tuesdays 2:30pm – 3 :30pm; Thursday 2:30pm – 3:30pm
Day(s),time(s) and location of Class	Online, using Zoom Tuesday 3:30pm – 5:20pm / Thursday 3:30pm – 5:20pm.
Out of class activities	Students will be required to attend <b>one professional theatrical performance of their choice (not a musical or opera)</b> in the second half of the term. NEW: Students will be required to book and attend a 30 minute appointment to direct a student from DRAM 302, online, using Zoom, within time slots provided.
Learning resources: required readings, textbooks and material	REQUIRED READING: <ul style="list-style-type: none"> <li>• The Director’s Craft A Handbook for the Theatre by Katie Mitchell, Routledge 2009, ISBN 0-415-4049-8</li> <li>• 3 full plays out of which the student will make a shortlist of 3 scenes, and with the instructor, select one to direct. Students will be required to read all three of these plays.</li> <li>• Every student will be required to read the full play of whichever scenes they are cast in (between one and three full plays in addition to their own.)</li> <li>• Assorted additional texts provided by the instructor will be assigned throughout the semester.</li> </ul>
Prerequisites	<i>DRAM 200, 223, 225, 340, 411</i>
Supplementary fees	Ticket costs to attend one professional theatre performance, not a musical or an opera, in the second half of the semester. Details provided by the instructor.
Course description	Directing a theatrical performance, no matter the genre or style, is an art-making process that involves a cycle of several phases of creative work: <ol style="list-style-type: none"> <li>1. Inquiring</li> <li>2. Conceiving</li> <li>3. Rehearsing</li> <li>4. Reflecting</li> <li>5. Revising (and back to the top)</li> </ol> In this class we will undertake these phases, learning about each of them as we go. We will emphasize textual analysis from a director’s point of view, and how to activate that prep to yield results in the scene.  Each student will direct one ten-minute scene with 2 to 3 characters. The cast will be drawn from students in the class. Just under 4 hours of rehearsal will

	occur within class hours. These studio sessions will be scheduled in advance. Students will also schedule a minimum of three more 90 min rehearsals outside class. Scenes will be presented in class at the end of the semester.
Course learning outcomes	By the end of this class, successful students will be able to (REVISED): 1. Fruitfully inquire about and analyze multiple dimensions of a written scene in preparation for directing it. 2. Use that work to develop a personal point of view on the material and conceptualize a directorial approach. 3. In a practical setting, direct a performer s in their interpretations of a character so their intention and relationship to the listener s are clear and specific. 3. Prepare and hold initial rehearsals of a text-based scene in physical terms, demonstrating their growing understanding of the possibilities inherent in theatrical space, and, with the performers, begin to create an expressive physical score (including blocking, proxemics, character-based movement and so on.) 5. Demonstrate an increasing understanding of the function of design elements in storytelling. Articulate how they would incorporate certain design elements (sound) into their scene-work to express the story. 6. Demonstrate collaboration, leadership, and growing communication skills, as they lead a rehearsal process with actors, and manifest directorial accountability by working independently, problem-solving, and meeting process benchmarks.
Course schedule	To be presented on Day 1 of class.
Assessment components	20% Assignment 1: Director’s Book I 15% Assignment 2: Analysis of a sound design of a professional production 15% NEW Assignment 3A: Working With A Performer – Directing In Action 10% NEW Assignment 3B: A short essay 30% Assignment 4: Director’s Book II 10% Assignment 5: Collaboration (supports colleagues, contributes to ensemble) and Accountability (achieves process benchmarks, works independently, problem solving)  As a leader, the director must model a high level of contribution to the ensemble. The most basic way you contribute is by being there when required. Attendance at all scheduled rehearsals is mandatory, whether of your own scene or of your classmates’. <b>If you fail to show up to an agreed upon, scheduled rehearsal of a scene you are directing or cast in, whether during class hours (pre-scheduled ‘studio sessions’,) or outside class hours, you will automatically receive 0/10 in Assignment 5: ‘Collaboration and Accountability’. If you are absent again subsequent to that, either within class or in scheduled rehearsals outside class hours, you will lose 10% from your final grade for Assignment 3: Scene Presentation, for each absence.</b>  The University of Calgary takes physical and mental health very seriously. If your non-attendance at a pre-scheduled rehearsal is due to illness that incapacitates your participation, or a family emergency, the instructor will require a Statutory Declaration to that effect, as soon as possible. In that instance only, you will not receive a 0/10.  A statutory declaration is an oath signed by a notary on campus. The form is available to download from the Registrar <a href="http://ucalgary.ca/registrar/registration/appeals">ucalgary.ca/registrar/registration/appeals</a> and you can meet with a Commissioner for Oaths by visiting Enrolment Services during regular business hours. For more information, please consult the <a href="#">Student FAQs</a> on the use of statutory declaration/medical notes, and April Vizcko, Chair & Associate Professor, Drama.)

	<p><b>If you are facing a health or family emergency, please alert your collaborators as soon as possible, so they can attempt to reschedule, and please alert the instructor.</b></p>																								
<p>Assessment expectations</p>	<p><u>Guidelines for Submitting Assignments</u>          Unless otherwise stated, students must submit assignments in hard copy in class. Assignments must be received by the end of class on the arranged due date.</p> <p><u>Criteria That Must Be Met To Pass</u>          Students will be expected to complete all assignments.</p> <p><u>Expectations for Writing</u>          Writing skills are important to academic study across all disciplines. Consequently, instructors may use their assessment of writing quality as a factor in the evaluation of student work. Please refer to the Undergraduate Calendar E.2 Writing Across the Curriculum policy for details.</p> <p><u>Late Assignments</u>          Late written assignments will be subject to a 10% per-day-past-deadline penalty.</p> <p><u>Participation</u>          See above for penalties for missing mandatory 'studio sessions.' With regard to the other sessions, participation is essential to our collaborative artform, and a prerequisite for collaboration and accountability. Thus, two or more absences from non-studio sessions will affect your grade.</p> <p>Students are responsible for any and all material missed during an absence.</p>																								
<p>Grading scale</p>	<p>For the course as a whole, letter grades should be understood as follows, as outlined in the section F.1.1 Undergraduate Grading System of the Undergraduate Calendar for 2017-2018:</p> <table border="1" data-bbox="456 1184 1489 1902"> <thead> <tr> <th data-bbox="456 1184 516 1266">Grade</th> <th data-bbox="516 1184 581 1266">Grade Point Value</th> <th data-bbox="581 1184 1489 1266">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="456 1266 516 1356">A+</td> <td data-bbox="516 1266 581 1356">4.0 0</td> <td data-bbox="581 1266 1489 1356">Outstanding performance</td> </tr> <tr> <td data-bbox="456 1356 516 1446">A</td> <td data-bbox="516 1356 581 1446">4.0 0</td> <td data-bbox="581 1356 1489 1446">Excellent performance</td> </tr> <tr> <td data-bbox="456 1446 516 1537">A-</td> <td data-bbox="516 1446 581 1537">3.7 0</td> <td data-bbox="581 1446 1489 1537">Approaching excellent performance</td> </tr> <tr> <td data-bbox="456 1537 516 1627">B+</td> <td data-bbox="516 1537 581 1627">3.3 0</td> <td data-bbox="581 1537 1489 1627">Exceeding good performance</td> </tr> <tr> <td data-bbox="456 1627 516 1717">B</td> <td data-bbox="516 1627 581 1717">3.0 0</td> <td data-bbox="581 1627 1489 1717">Good performance</td> </tr> <tr> <td data-bbox="456 1717 516 1808">B-</td> <td data-bbox="516 1717 581 1808">2.7 0</td> <td data-bbox="581 1717 1489 1808">Approaching good performance</td> </tr> <tr> <td data-bbox="456 1808 516 1902">C+</td> <td data-bbox="516 1808 581 1902">2.3 0</td> <td data-bbox="581 1808 1489 1902">Exceeding satisfactory performance</td> </tr> </tbody> </table>	Grade	Grade Point Value	Description	A+	4.0 0	Outstanding performance	A	4.0 0	Excellent performance	A-	3.7 0	Approaching excellent performance	B+	3.3 0	Exceeding good performance	B	3.0 0	Good performance	B-	2.7 0	Approaching good performance	C+	2.3 0	Exceeding satisfactory performance
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C	2.0 0	Satisfactory performance
C-	1.7 0	Approaching satisfactory performance.
*D+	1.3 0	Marginal pass. Insufficient preparation for subsequent courses in the same subject
*D	1.0 0	Minimal Pass. Insufficient preparation for subsequent courses in the same subject.
F	0.0 0	Failure. Did not meet course requirements. Several Faculties utilize an F grade that does not carry weight in calculating the grade point average. This will be noted in the calendar description as "Not Included in GPA" where applicable.
**I	0.0 0	Incomplete. Sufficient work has not been submitted for evaluation, unable to adequately assess. May also be used when a final exam is not submitted.
CR		Completed Requirements. Carries no weight in calculating the grade point average. This will be noted in the calendar description as "Not Included in GPA" where applicable
RM		Remedial Work Required. Utilized by the Cumming School of Medicine (MD program). Carries no weight in calculating the grade point average. This will be noted in the calendar description as "Not Included in GPA" where applicable.

The following numerical equivalences will be used:

A+	95-100%
A	90-94
A-	85-89
B+	80-84
B	75-79
B-	71-74
C+	67-70
C	63-66
C-	59-62
D+	55-58
D	50-54
F	0-49

**Notes:**

- A grade of "C-" or below may not be sufficient for promotion or graduation, see specific faculty regulations.
- The number of "D" and "D+" grades acceptable for credit is subject to specific undergraduate faculty promotional policy.

Academic accommodation	<p>Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services (SAS); SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit <a href="http://ucalgary.ca/access/">ucalgary.ca/access/</a>. Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor.</p> <p>The full policy on Student Accommodations is available at <a href="http://ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf">ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf</a></p>
Academic integrity, plagiarism	<p>The University of Calgary is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are referred to the section on plagiarism in the University Calendar (<a href="http://ucalgary.ca/pubs/calendar/current/k-5.html">ucalgary.ca/pubs/calendar/current/k-5.html</a>) and are reminded that plagiarism—using any source whatsoever without clearly documenting it—is an extremely serious academic offence. Consequences include failure on the assignment, failure in the course and possibly suspension or expulsion from the university. You must document not only direct quotations but also paraphrases and ideas where they appear in your text. A reference list at the end is insufficient by itself. Readers must be able to tell exactly where your words and ideas end and other people’s words and ideas begin. This includes assignments submitted in non-traditional formats such as Web pages or visual media, and material taken from such sources. Please consult your instructor or the Student Success Centre (TFDL 3rd Floor) if you have any questions regarding how to document sources.</p>
SCPA Librarian	<p>Marc Stoeckle, MLIS, BA  Learning &amp; Services Librarian for <i>School of Creative &amp; Performing Arts</i> and <i>School of Languages, Linguistics, Literatures &amp; Cultures</i>   Libraries &amp; Cultural Resources, University of Calgary  Ph: 403.220.6777, Email: <a href="mailto:mstoeckle@ucalgary.ca">mstoeckle@ucalgary.ca</a>, Office: TFDL 160D</p>
Student misconduct	<a href="http://ucalgary.ca/pubs/calendar/current/k-3.html">ucalgary.ca/pubs/calendar/current/k-3.html</a>
FOIP	<a href="http://ucalgary.ca/legalservices/foip">ucalgary.ca/legalservices/foip</a>
Emergency evacuation	<p>Assembly points for emergencies have been identified across campus. <b>THE PRIMARY ASSEMBLY POINT FOR CRAIGIE HALL IS THE PROFESSIONAL FACULTIES FOOD COURT.</b> For more information, see the University of Calgary’s Emergency Management website: <a href="http://ucalgary.ca/emergencyplan/assemblypoints">ucalgary.ca/emergencyplan/assemblypoints</a></p>
Internet and electronic communication device	<p><a href="http://elearn.ucalgary.ca/category/d2l/">elearn.ucalgary.ca/category/d2l/</a>  <a href="http://ucalgary.ca/emergencyplan/emergency-instructions/uc-emergency-app">ucalgary.ca/emergencyplan/emergency-instructions/uc-emergency-app</a></p> <p>The in-class use of computers may be approved by your Instructor. Cell phones and other electronic communication devices should be silenced or turned off upon entering the classroom. If you violate the Instructor’s policy regarding the use of electronic communication devices in the classroom, you may be asked to leave the classroom; repeated abuse may result in a charge of misconduct. No audio or video recording of any kind is allowed in class without explicit permission of the Instructor.</p>
Safewalk	220-5333 anytime. <a href="http://ucalgary.ca/security/safewalk">ucalgary.ca/security/safewalk</a>

Students' union and ombudsperson contacts	<p>Student Union: <a href="http://su.ucalgary.ca/about/who-we-are/elected-officials/">su.ucalgary.ca/about/who-we-are/elected-officials/</a>  Faculty of Arts reps: <a href="mailto:arts1@su.ucalgary.ca">arts1@su.ucalgary.ca</a>; <a href="mailto:arts2@su.ucalgary.ca">arts2@su.ucalgary.ca</a>;  <a href="mailto:arts3@su.ucalgary.ca">arts3@su.ucalgary.ca</a>; <a href="mailto:arts4@su.ucalgary.ca">arts4@su.ucalgary.ca</a>  Graduate Student's Association:  <a href="http://ucalgary.ca/pubs/calendar/grad/current/graduate-students-association-gsa-grad.html">ucalgary.ca/pubs/calendar/grad/current/graduate-students-association-gsa-grad.html</a>  Student Ombudsman: <a href="http://ucalgary.ca/ombuds/contact">ucalgary.ca/ombuds/contact</a></p>
Midterm and final examination scheduling	<p>Final examinations may be scheduled at any time during the <b>examination period</b>. students should therefore avoid making prior travel, employment, or other commitments for this period. If a student is unable to write an exam through no fault of his or her own for medical or other valid reasons, documentation must be provided and an opportunity to write the missed exam may be given. Students are encouraged to review all examination policies and procedures: <a href="http://ucalgary.ca/registrar/exams/deferred_final">ucalgary.ca/registrar/exams/deferred_final</a></p>
Deferrals of exams/term work	<p>It is possible to request a deferral of term work or final examinations for reasons of illness, accident, family or domestic affliction, or religious obligations. Please check with your advisor if any of these issues make it impossible for you to sit an exam or finish term work by stated deadlines.  <a href="http://ucalgary.ca/registrar/exams/deferred_final">ucalgary.ca/registrar/exams/deferred_final</a>  <a href="http://ucalgary.ca/pubs/calendar/current/g-6.html">ucalgary.ca/pubs/calendar/current/g-6.html</a>  <a href="http://ucalgary.ca/pubs/calendar/current/g-7.html">ucalgary.ca/pubs/calendar/current/g-7.html</a></p>
SCPA Claim Your Seat Program: Student Guidelines	<ol style="list-style-type: none"> <li>1. The Claim Your Seat (CYS) program allows all University of Calgary students to attend on-campus School of Creative and Performing Arts (Dance, Drama and Music) events free of charge.</li> <li>2. Depending on the performance, there is a limited number of seats available for CYS. There is not a guarantee that tickets will be available for all CYS patrons for every performance, based on audience size, demand, etc.</li> <li>3. CYS tickets are a privilege. If a student receives a ticket to attend a performance, it is expected that they will respect the value of the admission and attend the performance.</li> <li>4. FProcess for students: On the date of the performance, from the time the Box Office opens until 15 minutes prior to the performance start time, they arrive to the CYS table next to the Box Office and show their Unicaard. If students arrive after 15 minutes prior to the performance start time, they can go to the Box Office and purchase a ticket at the student rate. Students should not go to the Box Office unless they are purchasing a ticket.</li> <li>5. If students have a course requirement to attend a performance for a specific date, access to the tickets will be communicated by the instructor to University Theatre Services prior to the event. The best guarantee for a free ticket is to arrive early, up to 45 minutes prior to the performance start time.</li> <li>6. Respect for the Front of House and theatre staff, performers and fellow patrons is an absolute requirement. Failure to comply with this will lead to being asked to leave the venue and could result in the revoking of CYS privileges.</li> </ol>
Academic standing	<p><a href="http://ucalgary.ca/pubs/calendar/current/f.html">ucalgary.ca/pubs/calendar/current/f.html</a></p>

Campus security	220-5333. Help phones: located throughout campus, parking lots, and elevators. They connect directly to Campus Security; in case of emergency, press the red button.
Copyright	It is the responsibility of students and professors to ensure that materials they post or distribute to others comply with the Copyright Act and the University's Fair Dealing Guidance for Students. Further copyright information for students is available on the Copyright Office web page ( <a href="http://library.ucalgary.ca/copyright">library.ucalgary.ca/copyright</a> ).
Faculty of Arts program advising and student information resources	For academic advising, visit the Arts Students' Centre (ASC) for answers about course registration, graduation checks, and the 'big picture' on programs and majors. Drop in at SS102, email at <a href="mailto:ascarts@ucalgary.ca">ascarts@ucalgary.ca</a> or call at 403-220-3580. You can also visit the Faculty of Arts website at <a href="http://arts.ucalgary.ca/undergraduate">arts.ucalgary.ca/undergraduate</a> which has detailed information on common academic concerns. For academic success support, such as writing support, peer support, success seminars, and learning support, visit the Student Success Centre on the third floor of the Taylor Family Digital Library (TFDL), email them at <a href="mailto:success@ucalgary.ca">success@ucalgary.ca</a> or visit their website at <a href="http://ucalgary.ca/ssc/">ucalgary.ca/ssc/</a> for more information or to book an appointment. For enrolment assistance, including registration (add/drop/swap) changes, paying fees, and navigating your Student Centre, contact Enrolment Services at 403-210-ROCK [7625], by email at <a href="mailto:futurestudents@ucalgary.ca">futurestudents@ucalgary.ca</a> or visit them at the MacKimmie Block 117.
Course outlines for transfer credit	It is possible that you will be asked for copies of this outline for credit transfers to other institutions or for proof of work done. It is the student's responsibility to keep these outlines and provide them to employers or other universities when requested. Please ensure that outlines of all the courses you take are kept in a safe place for your future reference. Departments/Programs do not guarantee that they will provide copies.
Letter of permission	If you wish to study at another institution while registered at the U of C, you must have a letter of permission. You can submit your request through your Student Centre at MyUofC. Students must have the Letter of Permission before they take the course at another school. Failure to prepare may result in no credit awarded and could result in suspension from the faculty.
Undergraduate associations	DUS: Drama Undergraduate Society, CHC 005 <a href="mailto:uofcdus@gmail.com">uofcdus@gmail.com</a> MUS: Music Undergraduate Society, CHF 219 <a href="mailto:undmusic@ucalgary.ca">undmusic@ucalgary.ca</a>



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**DRAM 413**  
**Spring 2019**

Instructor Office Email Office Hours	Vanessa Porteous Craigie Hall D220 <a href="mailto:vanessa.porteous@ucalgary.ca">vanessa.porteous@ucalgary.ca</a> Tuesdays 2:30pm – 3 :30pm; Thursday 2:30pm – 3:30pm
Day(s),time(s) and location of Class	F.R. Matthews Theatre (CHF101) Tuesday 3:30pm – 5:20pm / Thursday 3:30pm – 5:20pm. Aslo, break out rooms as assigned.
Out of class activities	Students will be expected to organize <b>three 90 minute rehearsals</b> of their scene outside class hours. They will also be expected to <b>attend the outside-class rehearsals of the scenes they are cast in</b> , (between one and three scenes). They will be required to attend <b>one professional theatrical performance of their choice (not a musical or opera)</b> in the second half of the term.
Learning resources: required readings, textbooks and material	REQUIRED READING: <ul style="list-style-type: none"> <li>• The Director’s Craft A Handbook for the Theatre by Katie Mitchell, Routledge 2009, ISBN 0-415-4049-8</li> <li>• 3 full plays out of which the student will make a shortlist of 3 scenes, and with the instructor, select one to direct. Students will be required to read all three of these plays.</li> <li>• Every student will be required to read the full play of whichever scenes they are cast in (between one and three full plays in addition to their own.)</li> <li>• Assorted additional texts provided by the instructor will be assigned throughout the semester.</li> </ul>
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	<p>statutory declaration/medical notes, and April Vizcko, Chair &amp; Associate Professor, Drama.)</p> <p><b>If you are facing a health or family emergency, please alert your collaborators as soon as possible, so they can attempt to reschedule, and please alert the instructor.</b></p>																					
<p>Assessment expectations</p>	<p><u>Guidelines for Submitting Assignments</u> Unless otherwise stated, students must submit assignments in hard copy in class. Assignments must be received by the end of class on the arranged due date.</p> <p><u>Criteria That Must Be Met To Pass</u> Students will be expected to complete all assignments.</p> <p><u>Expectations for Writing</u> Writing skills are important to academic study across all disciplines. Consequently, instructors may use their assessment of writing quality as a factor in the evaluation of student work. Please refer to the Undergraduate Calendar E.2 Writing Across the Curriculum policy for details.</p> <p><u>Late Assignments</u> Late written assignments will be subject to a 10% per-day-past-deadline penalty.</p> <p><u>Participation</u> See above for penalties for missing mandatory 'studio sessions.' With regard to the other sessions, participation is essential to our collaborative artform, and a prerequisite for collaboration and accountability. Thus, two or more absences from non-studio sessions will affect your grade.</p> <p>Students are responsible for any and all material missed during an absence.</p>																					
<p>Grading scale</p>	<p>For the course as a whole, letter grades should be understood as follows, as outlined in the section F.1.1 Undergraduate Grading System of the Undergraduate Calendar for 2017-2018:</p> <table border="1" data-bbox="456 1255 1487 1883"> <thead> <tr> <th data-bbox="456 1255 516 1339">Grade</th> <th data-bbox="516 1255 581 1339">Grade Point Value</th> <th data-bbox="581 1255 1487 1339">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="456 1339 516 1430">A+</td> <td data-bbox="516 1339 581 1430">4.0 0</td> <td data-bbox="581 1339 1487 1430">Outstanding performance</td> </tr> <tr> <td data-bbox="456 1430 516 1520">A</td> <td data-bbox="516 1430 581 1520">4.0 0</td> <td data-bbox="581 1430 1487 1520">Excellent performance</td> </tr> <tr> <td data-bbox="456 1520 516 1610">A-</td> <td data-bbox="516 1520 581 1610">3.7 0</td> <td data-bbox="581 1520 1487 1610">Approaching excellent performance</td> </tr> <tr> <td data-bbox="456 1610 516 1701">B+</td> <td data-bbox="516 1610 581 1701">3.3 0</td> <td data-bbox="581 1610 1487 1701">Exceeding good performance</td> </tr> <tr> <td data-bbox="456 1701 516 1791">B</td> <td data-bbox="516 1701 581 1791">3.0 0</td> <td data-bbox="581 1701 1487 1791">Good performance</td> </tr> <tr> <td data-bbox="456 1791 516 1883">B-</td> <td data-bbox="516 1791 581 1883">2.7 0</td> <td data-bbox="581 1791 1487 1883">Approaching good performance</td> </tr> </tbody> </table>	Grade	Grade Point Value	Description	A+	4.0 0	Outstanding performance	A	4.0 0	Excellent performance	A-	3.7 0	Approaching excellent performance	B+	3.3 0	Exceeding good performance	B	3.0 0	Good performance	B-	2.7 0	Approaching good performance
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B-	2.7 0	Approaching good performance																				

C+	2.3 0	Exceeding satisfactory performance
C	2.0 0	Satisfactory performance
C-	1.7 0	Approaching satisfactory performance.
*D+	1.3 0	Marginal pass. Insufficient preparation for subsequent courses in the same subject
*D	1.0 0	Minimal Pass. Insufficient preparation for subsequent courses in the same subject.
F	0.0 0	Failure. Did not meet course requirements. Several Faculties utilize an F grade that does not carry weight in calculating the grade point average. This will be noted in the calendar description as "Not Included in GPA" where applicable.
**I	0.0 0	Incomplete. Sufficient work has not been submitted for evaluation, unable to adequately assess. May also be used when a final exam is not submitted.
CR		Completed Requirements. Carries no weight in calculating the grade point average. This will be noted in the calendar description as "Not Included in GPA" where applicable
RM		Remedial Work Required. Utilized by the Cumming School of Medicine (MD program). Carries no weight in calculating the grade point average. This will be noted in the calendar description as "Not Included in GPA" where applicable.

The following numerical equivalences will be used:

A+	95-100%
A	90-94
A-	85-89
B+	80-84
B	75-79
B-	71-74
C+	67-70
C	63-66
C-	59-62
D+	55-58
D	50-54
F	0-49

**Notes:**

- A grade of "C-" or below may not be sufficient for promotion or graduation, see specific faculty regulations.
- The number of "D" and "D+" grades acceptable for credit is subject to specific undergraduate faculty promotional policy.

Academic accommodation	Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services (SAS); SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit <a href="http://ucalgary.ca/access/">ucalgary.ca/access/</a> . Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor. The full policy on Student Accommodations is available at <a href="http://ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf">ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf</a>
Academic integrity, plagiarism	The University of Calgary is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are referred to the section on plagiarism in the University Calendar ( <a href="http://ucalgary.ca/pubs/calendar/current/k-5.html">ucalgary.ca/pubs/calendar/current/k-5.html</a> ) and are reminded that plagiarism—using any source whatsoever without clearly documenting it—is an extremely serious academic offence. Consequences include failure on the assignment, failure in the course and possibly suspension or expulsion from the university. You must document not only direct quotations but also paraphrases and ideas where they appear in your text. A reference list at the end is insufficient by itself. Readers must be able to tell exactly where your words and ideas end and other people’s words and ideas begin. This includes assignments submitted in non-traditional formats such as Web pages or visual media, and material taken from such sources. Please consult your instructor or the Student Success Centre (TFDL 3rd Floor) if you have any questions regarding how to document sources.
SCPA Librarian	Marc Stoeckle, MLIS, BA Learning & Services Librarian for <i>School of Creative &amp; Performing Arts</i> and <i>School of Languages, Linguistics, Literatures &amp; Cultures</i>   Libraries & Cultural Resources, University of Calgary Ph: 403.220.6777, Email: <a href="mailto:mstoeckle@ucalgary.ca">mstoeckle@ucalgary.ca</a> , Office: TFDL 160D
Student misconduct	<a href="http://ucalgary.ca/pubs/calendar/current/k-3.html">ucalgary.ca/pubs/calendar/current/k-3.html</a>
FOIP	<a href="http://ucalgary.ca/legalservices/foip">ucalgary.ca/legalservices/foip</a>
Emergency evacuation	Assembly points for emergencies have been identified across campus. <b>THE PRIMARY ASSEMBLY POINT FOR CRAIGIE HALL IS THE PROFESSIONAL FACULTIES FOOD COURT.</b> For more information, see the University of Calgary’s Emergency Management website: <a href="http://ucalgary.ca/emergencyplan/assemblypoints">ucalgary.ca/emergencyplan/assemblypoints</a>
Internet and electronic communication device	<a href="http://elearn.ucalgary.ca/category/d2l/">elearn.ucalgary.ca/category/d2l/</a> <a href="http://ucalgary.ca/emergencyplan/emergency-instructions/uc-emergency-app">ucalgary.ca/emergencyplan/emergency-instructions/uc-emergency-app</a> The in-class use of computers may be approved by your Instructor. Cell phones and other electronic communication devices should be silenced or turned off upon entering the classroom. If you violate the Instructor’s policy regarding the use of electronic communication devices in the classroom, you may be asked to leave the classroom; repeated abuse may result in a charge of misconduct. No audio or video recording of any kind is allowed in class without explicit permission of the Instructor.
Safewalk	220-5333 anytime. <a href="http://ucalgary.ca/security/safewalk">ucalgary.ca/security/safewalk</a>

Students' union and ombudsperson contacts	<p>Student Union: <a href="http://su.ucalgary.ca/about/who-we-are/elected-officials/">su.ucalgary.ca/about/who-we-are/elected-officials/</a>  Faculty of Arts reps: <a href="mailto:arts1@su.ucalgary.ca">arts1@su.ucalgary.ca</a>; <a href="mailto:arts2@su.ucalgary.ca">arts2@su.ucalgary.ca</a>;  <a href="mailto:arts3@su.ucalgary.ca">arts3@su.ucalgary.ca</a>; <a href="mailto:arts4@su.ucalgary.ca">arts4@su.ucalgary.ca</a>  Graduate Student's Association:  <a href="http://ucalgary.ca/pubs/calendar/grad/current/graduate-students-association-gsa-grad.html">ucalgary.ca/pubs/calendar/grad/current/graduate-students-association-gsa-grad.html</a>  Student Ombudsman: <a href="http://ucalgary.ca/ombuds/contact">ucalgary.ca/ombuds/contact</a></p>
Midterm and final examination scheduling	<p>Final examinations may be scheduled at any time during the <b>examination period</b>. students should therefore avoid making prior travel, employment, or other commitments for this period. If a student is unable to write an exam through no fault of his or her own for medical or other valid reasons, documentation must be provided and an opportunity to write the missed exam may be given. Students are encouraged to review all examination policies and procedures: <a href="http://ucalgary.ca/registrar/exams/deferred_final">ucalgary.ca/registrar/exams/deferred_final</a></p>
Deferrals of exams/term work	<p>It is possible to request a deferral of term work or final examinations for reasons of illness, accident, family or domestic affliction, or religious obligations. Please check with your advisor if any of these issues make it impossible for you to sit an exam or finish term work by stated deadlines.  <a href="http://ucalgary.ca/registrar/exams/deferred_final">ucalgary.ca/registrar/exams/deferred_final</a>  <a href="http://ucalgary.ca/pubs/calendar/current/g-6.html">ucalgary.ca/pubs/calendar/current/g-6.html</a>  <a href="http://ucalgary.ca/pubs/calendar/current/g-7.html">ucalgary.ca/pubs/calendar/current/g-7.html</a></p>
SCPA Claim Your Seat Program: Student Guidelines	<ol style="list-style-type: none"> <li>1. The Claim Your Seat (CYS) program allows all University of Calgary students to attend on-campus School of Creative and Performing Arts (Dance, Drama and Music) events free of charge.</li> <li>2. Depending on the performance, there is a limited number of seats available for CYS. There is not a guarantee that tickets will be available for all CYS patrons for every performance, based on audience size, demand, etc.</li> <li>3. CYS tickets are a privilege. If a student receives a ticket to attend a performance, it is expected that they will respect the value of the admission and attend the performance.</li> <li>4. FProcess for students: On the date of the performance, from the time the Box Office opens until 15 minutes prior to the performance start time, they arrive to the CYS table next to the Box Office and show their Unicaid. If students arrive after 15 minutes prior to the performance start time, they can go to the Box Office and purchase a ticket at the student rate. Students should not go to the Box Office unless they are purchasing a ticket.</li> <li>5. If students have a course requirement to attend a performance for a specific date, access to the tickets will be communicated by the instructor to University Theatre Services prior to the event. The best guarantee for a free ticket is to arrive early, up to 45 minutes prior to the performance start time.</li> <li>6. Respect for the Front of House and theatre staff, performers and fellow patrons is an absolute requirement. Failure to comply with this will lead to being asked to leave the venue and could result in the revoking of CYS privileges.</li> </ol>
Academic standing	<p><a href="http://ucalgary.ca/pubs/calendar/current/f.html">ucalgary.ca/pubs/calendar/current/f.html</a></p>

Campus security	220-5333. Help phones: located throughout campus, parking lots, and elevators. They connect directly to Campus Security; in case of emergency, press the red button.
Copyright	It is the responsibility of students and professors to ensure that materials they post or distribute to others comply with the Copyright Act and the University's Fair Dealing Guidance for Students. Further copyright information for students is available on the Copyright Office web page ( <a href="http://library.ucalgary.ca/copyright">library.ucalgary.ca/copyright</a> ).
Faculty of Arts program advising and student information resources	For academic advising, visit the Arts Students' Centre (ASC) for answers about course registration, graduation checks, and the 'big picture' on programs and majors. Drop in at SS102, email at <a href="mailto:ascarts@ucalgary.ca">ascarts@ucalgary.ca</a> or call at 403-220-3580. You can also visit the Faculty of Arts website at <a href="http://arts.ucalgary.ca/undergraduate">arts.ucalgary.ca/undergraduate</a> which has detailed information on common academic concerns. For academic success support, such as writing support, peer support, success seminars, and learning support, visit the Student Success Centre on the third floor of the Taylor Family Digital Library (TFDL), email them at <a href="mailto:success@ucalgary.ca">success@ucalgary.ca</a> or visit their website at <a href="http://ucalgary.ca/ssc/">ucalgary.ca/ssc/</a> for more information or to book an appointment. For enrolment assistance, including registration (add/drop/swap) changes, paying fees, and navigating your Student Centre, contact Enrolment Services at 403-210-ROCK [7625], by email at <a href="mailto:futurestudents@ucalgary.ca">futurestudents@ucalgary.ca</a> or visit them at the MacKimmie Block 117.
Course outlines for transfer credit	It is possible that you will be asked for copies of this outline for credit transfers to other institutions or for proof of work done. It is the student's responsibility to keep these outlines and provide them to employers or other universities when requested. Please ensure that outlines of all the courses you take are kept in a safe place for your future reference. Departments/Programs do not guarantee that they will provide copies.
Letter of permission	If you wish to study at another institution while registered at the U of C, you must have a letter of permission. You can submit your request through your Student Centre at MyUofC. Students must have the Letter of Permission before they take the course at another school. Failure to prepare may result in no credit awarded and could result in suspension from the faculty.
Undergraduate associations	DUS: Drama Undergraduate Society, CHC 005 <a href="mailto:uofcdus@gmail.com">uofcdus@gmail.com</a> MUS: Music Undergraduate Society, CHF 219 <a href="mailto:undmusic@ucalgary.ca">undmusic@ucalgary.ca</a>