

**UNIVERSITY OF CALGARY
FACULTY OF ARTS
SCHOOL OF CREATIVE AND PERFORMING ARTS
DRAM 302 B03: Intermediate Acting II
Winter 2020**

Updated 03/17/20 for COVID-19

Instructor Office Email Office Hours	Jane MacFarlane CH D02 jane.macfarlane2@ucalgary.ca By appointment [please email to arrange a meeting]
Day(s),time(s) and location of Class	MW 10:00AM – 11:50AM CH E107
Out of class activities	Students will be expected to rehearse outside of class time. Attendance at theatre events and plays is encouraged
Learning resources: required readings, textbooks and materials	Recommended resources: Riverside or Arden Complete Works of Shakespeare Individual Arden editions Shakespeare's Words by Ben & David Crystal The Eloquent Shakespeare by Gary Logan Shakespeare: The Invention of the Human by Harold Bloom Shakespeare Lexicon OED - countless other resources
Prerequisites	DRAM 301 and consent of the Division Chair, Drama
Supplementary fees	None
Course description	Extension and deepening of techniques and approaches introduced in Drama 301 . Introduction of voice and movement components for the actor.
Course learning outcomes	By the completion of this course, successful students will be able to: 1. to understand and readily access the state of being necessary for acting work and exploration: present, fully available, grounded and focused in the moment, dropped into given circumstances 2. to perform a full physical and vocal acting warm-up 3. to responsibly and respectfully participate with: collaborative groups, partners, ensemble members and actively support the culture of respect and inclusion in the studio environment 4. to confidently approach and present text based and improvised works in a dynamic ensemble, in a partnership and in solo work 5. to prepare full script analysis for contemporary texts 6. to choose appropriate scenes and monologues for an audition. 7. to offer thoughtful and considered self- assessment and constructive feedback/observations using appropriate models. 8. to integrate acting techniques and analysis in presentation work and apply working knowledge of acting techniques and analysis methods and vocabularies. 9. to engage fully in play and imaginative work.
Course schedule	Warm up to be vocally and physically present – every class meeting Shakespeare Monologue – January

	Shakespeare Scene – February Contemporary scene of your own choosing – March New Experience - April
Assessment components	<p><i>By accepting an offered position in this course, students warrant that they are able and willing to handle the physical and emotional demands of the class.</i></p> <p>1) Participation 10%: includes attendance and constructive contribution to class discussions 2) Growth and Development 15%: includes application of self to the process and concepts covered as well as acquisition of skills</p> <p>Detailed handouts will be posted on D2L for each major assignment. There are no formal examinations. Each presentation represents the same opportunity to articulate progress as an examination and are weighted accordingly. Each student will receive a private end of semester assessment interview. The instructor will be observing and assessing in the following areas: A] The students' ability to be responsible for their own learning process B] A willingness and commitment to move forward in the work C] Discipline, focus, risk-taking, consistency, preparation, diligence and organization D] Successful integration and application of the learned material E] Generosity, respect for, and ability to work well with others and overall positive contribution to class discussions and activities</p> <p><u>Assignment 1: Shakespeare Monologue</u> Value: 20% Due Date: February 10, 2020 Type: Presentation Description: You are to present your Shakespeare monologue in class, demonstrating integration of all the acting techniques learned and employing use of Elizabethan devices to engage with character [further details on D2L]</p> <p><u>Assignment 2: Shakespeare Scene</u> Value: 20% Due Date: March 16, 2020 Type: Presentation Description: You and a partner are to present a scene from Shakespeare, demonstrating integration of acting techniques and employing use of Elizabethan devices to engage with character [further details on D2L]</p> <p><u>Assignment 3: Contemporary Scene-Monologue assignment</u> Value: 20% Due Date: April 8, 2020 Type: Presentation Description: You and a partner are to pick a scene from a contemporary Canadian play, 3-5 minutes in length, integrating all the techniques used over the course. [further details on D2L] You are to revisit your monologue from last semester or prepare the contrasting one you chose, for presentation via Zoom. You will be coached by the Instructor, as well as the DRAM 413 directing students, under the supervision of myself and their instructor. You will be graded solely by me on application of technique [objective/tactic], character analysis, ability to integrate notes, and overall presentation.</p> <p><u>Assignment 4: New Experience</u></p>

	<p>Value: 5%</p> <p>Due Date: April 13, 2020</p> <p>Type: Presentation</p> <p>Description: Presentation of New Experience</p> <p><i>This will remain the same, but must be adapted to be presented via Zoom video</i></p> <p><u>Assignment 5: Journal and Self Assessment</u></p> <p>Value: 10%</p> <p>Due Date: April 15, 2020</p> <p>Type: Written</p> <p>Description: The journal is designed to provide a written record of class activities as well as the opportunity for self-reflection and clear articulation of discoveries within the work. <i>The final journal paper will be a compilation of the term's discoveries and highlights presented in essay form.</i> The instructor will collect both the reflection journal and the final paper on the last day of the semester. The journal needs to be kept separately from course notes. <i>You are to email the essay to the instructor by April 15, 2020</i></p>
Assessment expectations	<p><u>Expectations for Attendance and Participation</u></p> <p>DRAM 302 is an experiential course and attendance is mandatory. Students must be in the space and prepared to begin at the scheduled start of class. Arriving as the class is beginning is unacceptable. The work is collaborative in nature and respect for everyone in the space is required.</p> <p>Lateness and absence, without prior notice to the Instructor, will be reflected in the students' Participation grade. Phone calls and/or emails regarding absences or lates must be made in advance of the start of class and acceptance of excuse or reasoning is up to the discretion of the Instructor. Lateness and /or absence are not tolerated in the profession and will not be here.</p> <p>Clothing that allows you to move is required. No clothing that restricts your ability to fully participate is allowed □ no jeans, hats, belts, or short skirts.</p> <p>A water bottle is recommended but no food is allowed in the studio [unless for medical reasons]</p> <p>No outdoor shoes in the studio. Be prepared to be bare foot</p> <p>No cellphone use at any time</p> <p>A notebook, pen and pencil are required for each class.</p> <p><i>Any concerns or issues must be brought to the Instructors attention immediately. Do not muddle through, but arrange to speak with the Instructor, either in person, or through office hours, as soon as possible to seek a resolution to your concerns</i></p> <p><u>Guidelines for Submitting Assignments</u></p> <p>Students may submit an electronic copy of any written assignments, or a hard copy. An e-copy must be in a document that the Instructor can make comments directly on the assignment. Pages and PDF are not acceptable. Assignments must be submitted by the start of class on the due date.</p> <p><u>Criteria That Must Be Met To Pass</u></p> <p>Punctual attendance and preparation; respectful and active participation and support for the work of the ensemble as well as commitment to applying the processes being learned. This is the minimum to pass but students are encouraged to challenge themselves to go beyond the minimum, to discover the full potential in the work.</p> <p>Expectations regarding grading are as follows:</p> <ul style="list-style-type: none"> o A student who shows up, does the minimum amount of work and manages to shows signs of progress will receive a grade in the neighbourhood of a C.

	<ul style="list-style-type: none">o A student who participates actively, is curious about the process and applies the work diligently will receive a grade in the neighbourhood of a B.o A student who really takes on the work, challenges themselves and the group to move forward and goes well beyond the minimum of requirements, will receive a grade in the neighbourhood of an A. <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>Guidelines for Formatting Assignments</u> Expectations for the format of written assignments are outlined in the assignments as posted in D2L</p> <p><u>Late Assignments</u> The student must speak with the Instructor prior to the due date to discuss options for late assignments. The student is responsible for meeting the agreed upon due date. The Instructor maintains the right to not accept late assignments without prior arrangement having been established between the student and the Instructor.</p>																																	
Grading scale	<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 2018-2019:</p> <table><tr><th>Grade</th><th>Grade Point Value</th><th>Description</th></tr><tr><td>A+</td><td>4.0 0</td><td>Outstanding performance</td></tr><tr><td>A</td><td>4.0 0</td><td>Excellent performance</td></tr><tr><td>A-</td><td>3.7 0</td><td>Approaching excellent performance</td></tr><tr><td>B+</td><td>3.3 0</td><td>Exceeding good performance</td></tr><tr><td>B</td><td>3.0 0</td><td>Good performance</td></tr><tr><td>B-</td><td>2.7 0</td><td>Approaching good performance</td></tr><tr><td>C+</td><td>2.3 0</td><td>Exceeding satisfactory performance</td></tr><tr><td>C</td><td>2.0 0</td><td>Satisfactory performance</td></tr><tr><td>C-</td><td>1.7 0</td><td>Approaching satisfactory performance.</td></tr><tr><td>*D+</td><td>1.3 0</td><td>Marginal pass. Insufficient preparation for subsequent courses in the same subject</td></tr></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	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
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	*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														
	<p>The following numerical rubric will be applied to arrive at the letter grade:</p> <table><tr><td>A+ 97.6-100</td><td>A 92.6-97.5</td><td>A- 90-92.5</td></tr><tr><td>B+ 87.6-89.9</td><td>B 82.6-87.5</td><td>B- 80-82.5</td></tr><tr><td>C+ 77.6- 79.9</td><td>C 72.6-77.5</td><td>C- 70-72.5</td></tr><tr><td>D+ 67.6-69.9</td><td>D 62.6-67.5</td><td></td></tr><tr><td>F 0-62.5</td><td></td><td></td></tr></table> <p>Notes:</p> <ul style="list-style-type: none">• A grade of "C-" or below may not be sufficient for promotion or graduation, see specific faculty regulations. <p>The number of "D" and "D+" grades acceptable for credit is subject to specific undergraduate faculty promotional policy.</p>			A+ 97.6-100	A 92.6-97.5	A- 90-92.5	B+ 87.6-89.9	B 82.6-87.5	B- 80-82.5	C+ 77.6- 79.9	C 72.6-77.5	C- 70-72.5	D+ 67.6-69.9	D 62.6-67.5		F 0-62.5	
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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.</p> <p>ucalgary.ca/registrar/exams/deferred_final ucalgary.ca/pubs/calendar/current/g-6.html ucalgary.ca/pubs/calendar/current/g-7.html</p>																
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 ucalgary.ca/access/accommodations/policy. 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 ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf</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 (ucalgary.ca/pubs/calendar/current/k-3.html; ucalgary.ca/pubs/calendar/current/k-5.html) 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</p>																

	<p>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>
Internet and electronic communication device	<p>elearn.ucalgary.ca/category/d2l/ ucalgary.ca/emergencyplan/emergency-instructions/uc-emergency-app</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. For more information on Freedom of Information and Privacy visit: ucalgary.ca/legalservices/foip</p>
Copyright	<p>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 (library.ucalgary.ca/copyright).</p>
Students' union and ombudsperson contacts	<p>Student Union: su.ucalgary.ca/about/who-we-are/elected-officials/ Faculty of Arts reps: arts1@su.ucalgary.ca; arts2@su.ucalgary.ca; arts3@su.ucalgary.ca; arts4@su.ucalgary.ca Graduate Student's Association: ucalgary.ca/pubs/calendar/grad/current/graduate-students-association-gsa-grad.html Student Ombudsman: ucalgary.ca/ombuds/contact</p>
Student Wellness and Mental Health	<p>The University has a wealth of resources to support student physical and mental health, please see the SU Wellness Centre (http://www.ucalgary.ca/wellnesscentre/) or the Campus Mental Health Strategy (https://www.ucalgary.ca/mentalhealth/) for more information on these resources.</p>
Emergency evacuation	<p>Assembly points for emergencies have been identified across campus. THE PRIMARY ASSEMBLY POINT FOR CRAIGIE HALL IS THE PROFESSIONAL FACULTIES FOOD COURT.</p> <p>For more information, see the University of Calgary's Emergency Management website: ucalgary.ca/emergencyplan/assemblypoints</p>
Campus security	<p>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. For safewalk info visit: ucalgary.ca/security/safewalk</p>
SCPA Claim Your Seat Program: Student Guidelines	<p>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.</p>

	<ol style="list-style-type: none"> 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. 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. 4. Process for students: On the date of the performance, from the time the Box Office opens until 15 minutes prior to the performance start time, students should find the UTS staff member with an iPad and show their UCID card to print their CYS ticket. If students arrive after 15 minutes prior to the performance start time, they can also 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. 5. they can find a UTS staff member with an iPad and get their CYS ticket from them. 6. 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. 7. 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.
SCPA Librarian	<p>Marc Stoeckle, MLIS, BA Learning & Services Librarian for <i>School of Creative & Performing Arts</i> and <i>School of Languages, Linguistics, Literatures & Cultures</i> Libraries & Cultural Resources, University of Calgary Ph: 403.220.6777, Email: mstoeckle@ucalgary.ca, Office: TFDL 160D</p>
Faculty of Arts program advising and student information resources	<p>For academic advising, visit the Arts Students' Centre (ASC) for answers about graduation checks, and the 'big picture' questions. Drop in at SS102, email at ascarts@ucalgary.ca or call at 403-220-3580.</p> <p>For academic success support, such as writing, learning and peer support, visit the Student Success Centre on the third floor of the Taylor Family Digital Library (TFDL), email them at success@ucalgary.ca.</p> <p>For enrolment assistance, including registration (add/drop/swap) changes, paying fees, and navigating your Student Centre, contact Enrolment Services at 403-210-ROCK [7625], or visit them at the MacKimmie Block 117.</p>
Letter of permission	<p>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.</p>
Course outlines for transfer credit	<p>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.</p>

Undergraduate associations	DUS: Drama Undergraduate Society, CHC 005 uofcdus@gmail.com MUS: Music Undergraduate Society, CHF 219 undmusic@ucalgary.ca
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UNIVERSITY OF CALGARY
FACULTY OF ARTS
SCHOOL OF CREATIVE AND PERFORMING ARTS
DRAM 301: Intermediate Acting 1
Fall 2019

Instructor	Jane MacFarlane
Office	CHD 002
Email	jane.macfarlane2@ucalgary.ca
Office Hours	M 12:00 – 1:00 PM or by appointment
Day(s),time(s) and location of Class	MW 10:00 – 11:50 AM
Out of class activities	Students will be expected to rehearse outside of class time. Attendance at theatre events and plays is encouraged
Learning resources: required readings, textbooks and materials	<p>A variety of readings will be provided by the Instructor.</p> <p>Required Reading: Actions: The Actors' Thesaurus by Marina Caldarone & Maggie Lloyd-Williams</p> <p>Recommended Readings: Respect for Acting by Uta Hagen An Actor's Work by Konstantin Stanislavski Audition by Michael Shurtleff Meisner on Acting by Sanford Meisner To The Actor by Michael Chekhov The Actor & the Target by Declan Donnellan Audition by Michael Shurtleff</p>
Prerequisites	DRAM 209/210 and consent of the Division Chair, Drama
Supplementary fees	N/A
Course description	Further development of fundamental acting techniques; participation in Drama's season of plays may be required.
Course learning outcomes	<p>By the completion of this course, successful students will be able to:</p> <ol style="list-style-type: none"> 1. Responsibly and respectfully participate with: collaborative groups, partners, ensemble members and actively support the culture of respect and inclusion in the studio environment 2. Integration of a physical and vocal acting warm-up into the actors' practice 3. Understand and readily access the state of being necessary for acting work and exploration: present, fully available, grounded and focused in the moment, dropped into given circumstances 4. Confidently approach and present text based work in a dynamic ensemble, in a partnership and in solo work 5. Prepare full script analysis for contemporary texts 6. Choose appropriate monologues for auditions and scene work . 7. Offer thoughtful and considered self- assessment and constructive

	<p>feedback/observations to fellow students using appropriate models.</p> <p>8. Integrate acting techniques and analysis in presentation work and apply working knowledge of acting techniques and analysis methods and vocabularies.</p> <p>9. Be able to engage fully in play and imaginative, impulse work.</p>
Course schedule	<p>Getting ready to work: physical and vocal warm ups - every class</p> <p>Script Analysis: how an actor implements the research – Sept - Dec</p> <p>Monologue prep an execution: application of research – Sept / Oct</p> <p>Acting Explorations: imagination, improvisation, embodiment – Oct/ Nov</p> <p>Getting what you want: Objective – tactic – Nov / Dec</p> <p>Scene work: affecting your scene partner – Nov / Dec</p>
Assessment components	<p><i>By accepting an offered position in this course, students warrant that they are able and willing to handle the physical and emotional demands of the class.</i></p> <p>Grading / assessment for this course is as follows: <i>[detailed assignment descriptions will be posted on D2L, as well as the grading rubric]</i></p> <p>1) Participation 10% - <i>includes attendance and constructive contribution</i></p> <p>2) Growth & Development 20%</p> <p>3) Journal/Paper 20%</p> <p>4) Assignment 1 - Monologue 10%</p> <p>5) Assignment 2 - Song/Monologue 10%</p> <p>5) Assignment - Scene & Script Analysis 30%</p> <p>Detailed handouts will be provided for each major assignment. There are no formal examinations. Each presentation represents the same opportunity to articulate progress as an examination and are weighted accordingly.</p> <p>Each student will receive a private end of semester assessment interview. The instructor will be observing and assessing in the following areas:</p> <p>A) The students' ability to be responsible for their own learning process</p> <p>B) A willingness and commitment to move forward in the work</p> <p>C) Discipline, focus, risk-taking, consistency, preparation, diligence and organization</p> <p>D) Successful integration and application of the learned material</p> <p>E) Generosity, respect for, and ability to work well with others and overall positive contribution to class discussions and activities</p> <p><u>Assignment 1: Monologue presentation</u> Value: 10% Due Date: Oct. 9, 2019 Type: Presentation Description: Student will present their monologue, based on the in-class work as well as outside rehearsal and preparation, including script analysis to be handed in <i>[Further details on D2L]</i></p> <p><u>Assignment 2: Song/Monologue presentation</u> Value: 10% Due Date: Oct 30, 2019 Type: Presentation Description: Student will choose a contemporary song to present as a monologue, applying the in-class work [script analysis, actor's process, presence, etc] making the song an actor's exploration in connection and revelation. <i>[Further details on D2L]</i></p> <p><u>Assignment 2: Scene presentation</u> Value: 30% [scene 10% - analysis 20%] Due Date: Dec. 4, 2019 Type: Presentation and written analysis</p>

	<p>Description: Students will present their scenes, based on the in-class work as well as outside rehearsal and preparation, including script analysis to be handed in. This is the Final Project for this course <i>[Further details on D2L]</i></p> <p><u>Assignment 3: Journal / Self-Evaluation</u> Value: 20% Due Date: Dec. 4, 2019 Type: Written journal and assessment paper Description: Student will document daily class activities and exercises throughout the semester. A final evaluation, articulating their progress through the process of the work will be the bulk of this project. <i>[Please see detailed assignment for further description of expectations]</i></p>
Assessment expectations	<p><u>Expectations for Attendance and Participation</u> DRAM 301 is an experiential course and attendance is mandatory. Students must be in the space and prepared to begin at the scheduled start of class. Arriving as the class is beginning is unacceptable. The work is collaborative in nature and respect for everyone in the space is required. Lateness and absence, without prior notice to the Instructor, will be reflected in the students' Participation grade. Phone calls and/or emails regarding absences or lates must be made in advance of the start of class and acceptance of excuse or reasoning is up to the discretion of the Instructor. Lateness and /or absence are not tolerated in the profession and will not be here. Clothing that allows you to move is required. No clothing that restricts your ability to fully participate is allowed: no jeans, hats, belts, or short skirts. A water bottle is recommended but no food is allowed in the studio [unless for medical reasons] No outdoor shoes in the studio. Be prepared to be bare foot No cellphone use at any time A notebook, pen and pencil are required for each class. <i>Any concerns or issues must be brought to the Instructors attention immediately. Do not muddle through, but arrange to speak with the Instructor, either in person, or through office hours, as soon as possible to seek a resolution to your concerns</i></p> <p><u>Guidelines for Submitting Assignments</u> Students may submit an electronic copy of any written assignments, or a hard copy. An e-copy must be in a document that the Instructor can make comments directly on the assignment. Pages and PDF are not acceptable. Assignments must be submitted by the start of class on the due date.</p> <p><u>Criteria That Must Be Met To Pass</u> Punctual attendance and preparation; respectful and active participation and support for the work of the ensemble as well as commitment to applying the processes being learned. This is the minimum to pass but students are encouraged to challenge themselves to go beyond the minimum, to discover the full potential in the work.</p> <p><u>Expectations regarding grading are as follows:</u></p> <ul style="list-style-type: none"> o A student who shows up, does the minimum amount of work and manages to shows signs of progress will receive a grade in the neighbourhood of a C. o A student who participates actively, is curious about the process and applies the work diligently will receive a grade in the neighbourhood of a B. o A student who really takes on the work, challenges themselves and the group to move forward and goes well beyond the minimum of requirements, will receive a grade in the neighbourhood of an A. <p><u>Expectations for Writing:</u></p>

	<p>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>Guidelines for Formatting Assignments</u></p> <p>Expectations for the format of written assignments are outlined in the assignments as posted in D2L</p> <p><u>Late Assignments</u></p> <p>The student must speak with the Instructor prior to the due date to discuss options for late assignments. The student is responsible for meeting the agreed upon due date. The Instructor maintains the right to not accept late assignments without prior arrangement having been established with between the student and the Instructor.</p>																																							
Grading scale	<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 2019-2020 OR as outlined in the section H.1 Distribution of Grades of the Graduate Calendar for 2019-2020:</p> <table><tr><th>Grade</th><th>Grade Point Value</th><th>Description</th></tr><tr><td>A+</td><td>4.00</td><td>Outstanding performance</td></tr><tr><td>A</td><td>4.00</td><td>Excellent performance</td></tr><tr><td>A-</td><td>3.70</td><td>Approaching excellent performance</td></tr><tr><td>B+</td><td>3.30</td><td>Exceeding good performance</td></tr><tr><td>B</td><td>3.00</td><td>Good performance</td></tr><tr><td>B-</td><td>2.70</td><td>Approaching good performance</td></tr><tr><td>C+</td><td>2.30</td><td>Exceeding satisfactory performance</td></tr><tr><td>C</td><td>2.00</td><td>Satisfactory performance</td></tr><tr><td>C-</td><td>1.70</td><td>Approaching satisfactory performance.</td></tr><tr><td>*D+</td><td>1.30</td><td>Marginal pass. Insufficient preparation for subsequent courses in the same subject</td></tr><tr><td>*D</td><td>1.00</td><td>Minimal Pass. Insufficient preparation for subsequent courses in the same subject.</td></tr><tr><td>F</td><td>0.00</td><td>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.</td></tr></table>	Grade	Grade Point Value	Description	A+	4.00	Outstanding performance	A	4.00	Excellent performance	A-	3.70	Approaching excellent performance	B+	3.30	Exceeding good performance	B	3.00	Good performance	B-	2.70	Approaching good performance	C+	2.30	Exceeding satisfactory performance	C	2.00	Satisfactory performance	C-	1.70	Approaching satisfactory performance.	*D+	1.30	Marginal pass. Insufficient preparation for subsequent courses in the same subject	*D	1.00	Minimal Pass. Insufficient preparation for subsequent courses in the same subject.	F	0.00	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.
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	**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
<p>The following numerical equivalences will be used:</p> <p>A+ 95-100%</p> <p>A 90-94</p> <p>A- 85-89</p> <p>B+ 80-84</p> <p>B 75-79</p> <p>B- 71-74</p> <p>C+ 67-70</p> <p>C 63-66</p> <p>C- 59-62</p> <p>D+ 55-58</p> <p>D 50-54</p> <p>F 0-49</p> <p>Notes:</p> <ul style="list-style-type: none"> • 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. 			
Student Support	Please visit this link for a concise list of UCalgary’s student support services: https://www.ucalgary.ca/registrar/registration/course-outlines		
Deferrals of exams/term work	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. ucalgary.ca/registrar/exams/deferred_final ucalgary.ca/pubs/calendar/current/g-6.html ucalgary.ca/pubs/calendar/current/g-7.html		
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 ucalgary.ca/access/accommodations/policy . 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 ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf		
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 (ucalgary.ca/pubs/calendar/current/k-3.html ; ucalgary.ca/pubs/calendar/current/k-5.html) 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.
Internet and electronic communication device	elearn.ucalgary.ca/category/d2l/ucalgary.ca/emergencyplan/emergency-instructions/uc-emergency-app 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. For more information on Freedom of Information and Privacy visit: ucalgary.ca/legalservices/foip
Copyright	All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf) and requirements of the copyright act (https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html) to ensure they are aware of the consequences of unauthorised sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.
Student Wellness and Mental Health	The University has a wealth of resources to support student physical and mental health, please see the SU Wellness Centre (http://www.ucalgary.ca/wellnesscentre/) or the Campus Mental Health Strategy (https://www.ucalgary.ca/mentalhealth/) for more information on these resources.
Emergency evacuation	Assembly points for emergencies have been identified across campus. THE PRIMARY ASSEMBLY POINT FOR CRAIGIE HALL IS THE PROFESSIONAL FACULTIES FOOD COURT. For more information, see the University of Calgary's Emergency Management website: ucalgary.ca/emergencyplan/assemblypoints
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. For safewalk info visit: ucalgary.ca/security/safewalk
SCPA Claim Your Seat Program: Student Guidelines	<ol style="list-style-type: none"> 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. 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. 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. 4. Process for students: On the date of the performance, from the time the Box Office opens until 15 minutes prior to the performance start time, students should find the UTS staff member with an iPad and show their UCID card to print their CYS ticket. If students arrive after 15 minutes prior to the performance start time, they can also 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. 5. they can find a UTS staff member with an iPad and get their CYS ticket from them. 6. 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.

	7. 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.
Faculty of Arts program advising and student information resources	<p>For academic advising, visit the Arts Students' Centre (ASC) for answers about graduation checks, and the 'big picture' questions. Drop in at SS102, email at ascarts@ucalgary.ca or call at 403-220-3580.</p> <p>For academic success support, such as writing, learning and peer support, visit the Student Success Centre on the third floor of the Taylor Family Digital Library (TFDL), email them at success@ucalgary.ca.</p> <p>For enrolment assistance, including registration (add/drop/swap) changes, paying fees, and navigating your Student Centre, contact Enrolment Services at 403-210-ROCK [7625], or visit them at the MacKimmie Block 117.</p>
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.
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.
Undergraduate associations	<p>DUS: Drama Undergraduate Society, CHC 005 uofcdus@gmail.com</p> <p>MUS: Music Undergraduate Society, CHF 219 undmusic@ucalgary.ca</p>