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<p>Assessment expectations</p>	<p><u>Guidelines for Submitting Assignments</u>  Assignments should be turned in on time. Each assignment should be prefaced with a title page containing the student’s name and title of the assignment. Pages of the assignment must be numbered. Hard copy is required.</p> <p><u>Criteria That Must Be Met To Pass</u>  In order to pass any assignment, or the course itself, the student must achieve fifty percent or better.</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>Expectations for Attendance and Participation</u>  As the discussion and workshopping of the materials in this course has relevance to all students of the class, regular attendance, and thoughtful participation in discussions will be considered an essential. Absences and late attendance will have impact upon your participation mark.</p> <p><u>Guidelines for Formatting Assignments</u>  Assignments should be double-spaced, be in Times New Roman and conform to the professional standards of the written form. Scripts should adopt templates outlined in The Blunt Playwright.</p> <p><u>Late Assignments</u>  Assignments turned in late without previously conferring and receiving permission will receive a grade-point deduction.</p>																														
<p>Grading scale</p>	<p>For the course as a whole, letter grades should be understood as follows, as outlined in the section G.1 Distribution of Grades of the Graduate Calendar for <a href="#">2018-2019</a>:</p> <table border="1" data-bbox="516 1451 1398 1961"> <thead> <tr> <th>Grade</th> <th>GPA</th> <th>Graduate Description</th> </tr> </thead> <tbody> <tr> <td>A+</td> <td>4.00</td> <td>Outstanding</td> </tr> <tr> <td>A</td> <td>4.00</td> <td>Excellent - superior performance showing comprehensive understanding of the subject matter.</td> </tr> <tr> <td>A-</td> <td>3.70</td> <td>Very good performance</td> </tr> <tr> <td>B+</td> <td>3.30</td> <td>Good performance</td> </tr> <tr> <td>B</td> <td>3.00</td> <td>Satisfactory performance</td> </tr> <tr> <td>B-</td> <td>2.70</td> <td>Minimum pass for students in the Faculty of Graduate Studies</td> </tr> <tr> <td>C+</td> <td>2.30</td> <td>All grades below "B-" are indicative of failure at the graduate level and cannot be counted toward Faculty of Graduate Studies course requirements. Individual programs may require a higher passing grade.</td> </tr> <tr> <td>C</td> <td>2.00</td> <td></td> </tr> <tr> <td>C-</td> <td>1.70</td> <td></td> </tr> </tbody> </table>	Grade	GPA	Graduate Description	A+	4.00	Outstanding	A	4.00	Excellent - superior performance showing comprehensive understanding of the subject matter.	A-	3.70	Very good performance	B+	3.30	Good performance	B	3.00	Satisfactory performance	B-	2.70	Minimum pass for students in the Faculty of Graduate Studies	C+	2.30	All grades below "B-" are indicative of failure at the graduate level and cannot be counted toward Faculty of Graduate Studies course requirements. Individual programs may require a higher passing grade.	C	2.00		C-	1.70	
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Important Term Dates	<p><b>Fall 2018</b> Thursday, September 6<sup>th</sup> to Friday December 7<sup>th</sup> 2018 Reading Week: November 11-17</p> <p><b>Winter 2019</b> Thursday, January 10<sup>th</sup> to Friday April 12<sup>th</sup> 2019 Reading Week: February 17-23</p>									
Deferrals of exams/term work	Instructors are normally free, subject to any established departmental or faculty procedures, to administer their own policies regarding deadlines for the completion of term papers or assignments. However, should an extension of time be sought for completion of any such term work beyond five days after the end of lectures, a Deferral of Term Work form must be completed. Deferrals may only be granted at the discretion of the dean and will normally not exceed thirty days. Application forms are available at <a href="http://ucalgary.ca/registrar">ucalgary.ca/registrar</a> or at Enrolment Services.									
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/accommodations/policy">ucalgary.ca/access/accommodations/policy</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-3.html">ucalgary.ca/pubs/calendar/current/k-3.html</a> ; <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.									
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. For more information on freedom of information and privacy visit: <a href="http://ucalgary.ca/legalservices/foip">ucalgary.ca/legalservices/foip</a>									
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> ).									
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>
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: <a href="http://ucalgary.ca/security/safewalk">ucalgary.ca/security/safewalk</a>
Students' union and ombudsperson contacts	GSA: <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>
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 ( <a href="http://www.ucalgary.ca/wellnesscentre/">http://www.ucalgary.ca/wellnesscentre/</a> ) or the Campus Mental Health Strategy ( <a href="https://www.ucalgary.ca/mentalhealth/">https://www.ucalgary.ca/mentalhealth/</a> ) for more information on these resources.
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. 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.</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>
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
Faculty of Arts program advising and student information resources	For academic advising, contact the SCPA Graduate Program Administrator Alison Schmal at <a href="mailto:aschmal@ucalgary.ca">aschmal@ucalgary.ca</a> Specific questions regarding graduate regulations, policies or registration issues, can be addressed with the Faculty of Graduate Studies, located in the MacKimmie Tower Room 213. They are open 10:00 – 4:30 Monday to Friday except statutory holidays, and the phone number is 403-220-4938 or visit the website at <a href="http://grad.ucalgary.ca/home">grad.ucalgary.ca/home</a> .
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.
Studying at another University	If you wish to study at another institution while registered at UCalgary, you must gain approval from your program and the Faculty of Graduate Studies before the course(s) begin. If the university you wish to attend is not a part of the Western Deans' Agreement or the Canadian Mobility Agreement, you will require a Letter of Permission from your University of Calgary graduate program and the program at the other institution. If you want to go on an exchange, you will need to fill out an Application for Exchange form.
Graduate associations	Graduate Music Society (GMS) can be contacted at <a href="mailto:musicgradconference@gmail.com">musicgradconference@gmail.com</a> ; School of Creative and Performing Arts Graduate Society (SCPAGS) can be contacted via Facebook at 'University of Calgary SCPA Grads' or by email at <a href="mailto:uofc.scpags@gmail.com">uofc.scpags@gmail.com</a>