

Department of
Dramatic Arts
Brock University
St. Catharines, ON

**VISITING
INSTRUCTORS' GUIDE
2007/2008**

Revised August 2007

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DART FACULTY & SUPPORT STAFF

CHAIR

Marlene Moser, Associate Professor, (ext. 3213, mmoser@brocku.ca, TH 136D), Dramatic Literature and Praxis. Her research addresses issues of identity in performance, especially in Canadian theatre. Please feel free to contact Marlene as Chair about any issues that require clarification.

FACULTY MEMBERS

Natalie Alvarez, Assistant Professor (ext. 4496, nalvarez@brocku.ca, TH 146J) joined DART in 2006. She teaches Dramatic Literature and is cross-appointed with the Department of Great Books/Liberal Studies. She has also worked as a professional actor and director, story-editor and writer for film and television.

David Fancy, Assistant Professor (ext. 3584, dfancy@brocku.ca, TH 136A) joined DART in 2004. He teaches Dramatic Literature and Praxis courses. His background combines theatre in the community, physical theatre training in Laban and Grotowski with Gilbert and Sullivan! He will direct the second mainstage, Caryl Churchill's *The Skriker*, in February 08. David is on sabbatical from July 07-Dec 07.

Jane Leavitt, Assistant Professor (ext. 3762, jleavitt@brocku.ca, TH 146G) teaches Drama in Education and Society courses and directs for the Main Stage. Jane specializes in international forms of theatre, and most recently organized a student experience in Jamaica. Jane is the main contact for Drama in Education and Society courses and instructors.

Glenys McQueen Fuentes, Associate Professor (ext. 3209, gfuentes@brocku.ca, TH 136C) teaches in both Theatre and in Drama in Education and Society courses. Her background is in LeCoq physical-based theatre, and her expertise is mask, movement, and international theatre forms, as well as social action drama. She taught and performed extensively in Mexico (11 years) and in New Zealand (1.5 years).

Gyllian Raby, Associate Professor (ext. 3221, graby@brocku.ca,) teaches studio courses in Acting and Directing. Her background consists of 20 years professional directing. She was the founding artistic director of *One Yellow Rabbit Performance Theatre*. Gyllian is on sabbatical from July 07-July 08.

Virginia Reh, Assistant Professor (ext. 5392, vreh@brocku.ca, TH 146K), who taught part time in DART for 13 years, joined the full-time faculty in 2006. Gini teaches voice, acting, directing, and scriptwriting. Her long professional career includes directing (theatre and lyric theatre), acting (stage and media). Gini will direct the first mainstage, Peter Weiss's *Marat/Sade*, in November 07.

David Vivian, Assistant Professor (ext. 4401, dvivian@brocku.ca, TH 120)

teaches in theatre design and stagecraft. As Resident Designer he designs the main stage productions. Coordinator of the participation of Canadian Schools in the Prague Quadrennial of Scenography in 2007, David exhibited the work of our students in this international event for the first time in 2007. David is also convener of the Scenography Working Group of IFTR. David is on sabbatical from Jan 08 - July 08.

Danielle Wilson, ILTA (Instructional Limited Term Appointment) (ext. 5397, dwilson@brocku.ca, ST146F)

specializes in voice for the actor and taught courses in Voice, Acting and Devising Theatre at York University for four years. Her background consists of 10 years as a professional actor in theatre and film in Toronto and across Canada, and also as a freelance voice, dialect and acting coach. We are happy to welcome back Danielle for her second year with us.

SUPPORT STAFF

Dorothy Krynicki, Administrative Assistant (ext. 5255,

dramatic.arts@brocku.ca, TH 135A) The Dramatic Arts Administrative Office is a hub of activity all year long. Dorothy, the Administrative Assistant, is always happy to help, but because of the busy atmosphere, it would be to your advantage to email all requests to Dorothy (dramatic.arts@brocku.ca), unless it is an emergency. In this way, Dorothy will be able to assist you better as there will be fewer interruptions in her work. If you are not able to email, she is available for assistance from 8:30am 12:00pm and 1:00pm to 3:00 pm every day.

Margaret Molokach, Wardrobe Co-ordinator (ext. 3204,

mmolokac@brocku.ca, TH121) teaches technical theatre courses and supervises main stage and other productions, as well as the department's costume stock. The costume borrowing hours will be posted on bulletin boards and production boards throughout the Department during the first week of classes.

Adrian Palmieri, Technical Director (ext. 4279, apalmier@brocku.ca, TH

122) teaches technical theatre production courses and is technical director of all shows and productions.

Production Manager (ext. 5252 ST111)

TBA

Theatre Technical Production Assistant (ext. 5252 ST111)

TBA

SCHOOL OF FINE AND PERFORMING ARTS (SFPA)

Sharilyn Ingram, Director (ext. 4561, sharilyn.ingram@brocku.ca, TH 135C) co-ordinates publicity, outreach, professional affiliates, fundraising/sponsorships and assists with the development of STAC (Studies in Arts and Culture).

Marie Balsom, Co-ordinator (ext. 4765, mbalsom@brocku.ca, TH 135B) is responsible for publicity, marketing, promotion and communication of all SFPA events, including all DART events.

BROCK CENTRE FOR THE ARTS (CFA)

The Centre for the Arts has its main administration office on "our floor". Their Executive Director is **Debbie Slade**, who programs exciting multi-disciplinary presentations in the Sean O'Sullivan and David S. Howe Theatres. Debbie sets aside the Sean O'Sullivan Theatre for theatre classes and rehearsals each Monday during the year. **Ken Garrett**, their head electrician, often teaches lighting design for DART and is our Resident Lighting Designer. **Al Titley**, the Production Manager, is a friendly and helpful guy when it comes to booking classes into the Sean O'Sullivan, for finding extension cords when no one else is around, or just generally answering tough tech questions (for info on paid ushering jobs for students, see under CFA in the 07-08 Student Guide).

NOTE: for security reasons, the hallways behind the Sean O'Sullivan Theatre (near the Green Room, and leading to the washrooms) are often locked after 4:30 and on weekends. Therefore, AVOID going down the "poster staircase" after about 4:15...you will find the doors at the bottom of the staircase locked.

THEATRE BEYOND WORDS

A world-renowned physical theatre company, Theatre Beyond Words has been Brock's resident theatre company for over 25 years. Each spring they teach DART 2F04, a three-week intensive, full-credit course in physical theatre techniques. DART students are given "first dibs" in this popular course. As well, the company is performing several different shows during the year that classes might find very inviting.

IMPORTANT POLICY INFORMATION

AV EQUIPMENT

AV must be booked through Telecommunications services. They need AT LEAST 24 hours notice. Call ext. 3588 or e-mail audiovisual@brocku.ca

AV DATABASE

We have a number of a-v resources housed within the library. These are accessible through the library. We also have a number of resources that are located within the collection of the Department of Communications, Popular Culture and Film. This may be accessed at <http://139.57.152.87>. For more information and the password, please contact the Chair.

BOOKING REHEARSAL SPACE VIA THE WEB

Rehearsal space is always at a premium. You (and your students) can book rehearsal space in any of the rooms that we control: TH141, ST103(Blue), ST105(Black), ST107 (Studio Theatre), or ST102 (Design Studio). You can do this by visiting http://www.brocku.ca/dramatic_arts/booking/main.php. You have to register using your employee number (see Dorothy if you have trouble getting on). It is very easy to use once you have registered.

Beyond this, there is the Green Room (booked through CFA) and hallways. With enough warning, it is possible for Dorothy to call Tara Franken in Conference Services to try to book one of their spaces. If you want to book a "regular" rehearsal hour and call it a "seminar", you could try to get Dorothy to book a seminar room on Thistle 3rd floor. (The tables are really heavy but it's better than the hallway!). We have instituted a priority policy for room bookings:

#1 class times

#2 main stage rehearsals

#3 456 show

#4 Directing 354 shows

#5 actors rehearsing for class assignments

6 bookings unrelated to DART classes (clubs etc)

#7 bookings unrelated to Dart students (off campus productions)

CLASS LISTS

In the first class of the term, instructors should have a class list print-out of all students registered in the class. This should appear in your mailbox. If it doesn't, enquire with Dorothy. It is important that you check that all students present are registered in the class. If they are not, you must find out why and confirm with them as early as possible that they have registered. If your classes have prerequisites, it is important to ask the students whether they have taken the prerequisite courses. **It is the student's responsibility to register in the course.** They will need special permission (an override) to take the class if they don't have the prerequisites. For classes with "caps", it is up to your discretion as to whether you allow additional students into the class. Be sure to let the Chair know if you decide to do this.

CONFIDENTIALITY

Information about students must be kept confidential. Communication with students regarding marks must happen directly with the students. Marks are not released to parents without student permission. Student numbers also should be kept confidential.

CONTRACTS

All part time instructors are members of CUPE 4207 and must complete a CUPE application form and submit an updated curriculum vitae and an expression of interest in teaching the course each year. In order for Dorothy Krynicki to complete a contract, she needs your full name, address, and phone number. If you are brand new to the university she needs your date of birth and SIN #. If you have been here before, she

needs your employee number, found on your cheque stubs and any other financial correspondence you may have with the HR department. The contract is filled out by Dorothy online, electronically approved by the Chair, the Dean and a representative of the Human Resources department. HR sends a hard copy back to Dorothy. You sign it and Dorothy sends it back to HR and pay is set in motion. Long, complex, but necessary! Direct deposit is mandatory so if this is your first time ever working for the university make sure you bring a void cheque to give to HR with your contract or the right forms from your bank so that you can get paid in a timely fashion.

If you have any problems receiving your pay, the people to contact are Ruth Esau extension # 3169, resau@brocku.ca or Louisa DiFrancesco extension# 4611 ldifranc@brocku.ca they are both in the Human Resources Department and are located on the 12-th floor ST.

COSTUME/PROPS/SET PIECES: BORROWING HOURS

Early in the fall, the timetable for costume and props borrowing will be posted on the door of Wardrobe. These times are specifically set aside so that the Technical Director, or the Wardrobe Co-ordinator, or students working for them, can help advise and facilitate students' and instructors' needs.

COURSE OUTLINES

At the beginning of each course, students will be advised in writing of the proposed manner in which evaluation will be carried out in each course. A student is expected to attend all lectures, discussion groups, seminars and laboratory periods of the courses in which they are registered. Instructors must inform their students about the relationship between attendance and their course grades early in each session. This should be indicated on the course outline and on the Composition of Grade Sheet, which shall be deposited with the appropriate Dean no later than the last date for course change. Instructors shall include in course outlines the date for withdrawal without academic penalty, and the date by which they may expect to receive notification of 15 percent of their final grade. At the same time, students shall be advised in writing of the assignments required of them in each course and the due dates of such assignments. Any penalties to be levied for late submission of an assignment must be transmitted to students in writing well before the due date of the assignment. To obtain standing in a course a student must complete the necessary term work and final examination, where the latter is required, to the satisfaction of the department. Details concerning how this will affect the final grade must be communicated to the student before the last date for deposition of grading schemes. Students should be informed that the rounding of their roughly computed score to arrive at a final grade, which complies with the 0, 2, 5, 8 marking scheme shall be at the instructor's discretion. Marks may be rounded either up or down between any pair, and need not necessarily be rounded to the closest number ending in 0, 2, 5 or 8. Appendix 2 is a Course Outline Template.

DRESS CODES

Below are the dress codes for performance courses (especially those with a strong physical component) that full and part time teachers may apply if they wish to do so. It is not required for all performance courses, but we suggest that if you choose to apply it,

that students recognize that without proper attire, they will not be able to participate in class.

DRESS CODES FOR ACTING/PERFORMANCE COURSES

- Unless the instructor specifies otherwise, students must wear a short-sleeved, high-necked (simple, round neck) black t-shirt and black leotards or stretch-material black pants. Jeans must NOT be worn; sweat pants are too loose.
- Bring a black, long-sleeved sweatshirt to class for post warm-up period.
- Footwear: bare feet, gym slippers or Chinese slippers are appropriate.
- Long hair must be pulled back with elastics or otherwise kept off the face.
- No large jewelry or lip rings, please.

NOTE: students who do not comply with the dress codes may not be able to participate.

DRESS CODES FOR TECH/CREWING

- **Hair** must be tied back and off the face (if long, keep it up or “under control”)
- **Accessories:** Any clothing or accessories that are too long, loose, large, etc. are not permitted in the shops. This includes long-chain jewelry, for example. Isadora Duncan’s flowing scarf caught in a car wheel and strangled her...similar accidents can happen with chains, hair, loose clothing, big rings, etc., in the scene shop, costume shop, and back stage.
- **Clothing:** wear t-shirts with regular, round neck; long, but fairly fitted sleeves preferably; pants that allow movement but that are not too baggy.
- **Footwear:** do not wear open-toed shoes or sandals. **Safety-rated shoes** are required to work in the shops.
- Students who have **backstage production assignments** are required to wear **black clothing** so that you appear invisible when in backstage working lights. This means no bare-midriiffs. Students who have **Front of House assignments**, such as ushering, must dress in **appropriate clothing** for this public responsibility. Please see your instructor for more information on this matter.
- Students without appropriate clothing may be denied entry to the shops or their production assignment, and will impair their ability to complete coursework.

EMAIL

Generally speaking, you use your own e-mail address unless there are extenuating circumstances.

EVALUATIONS

DART has a course evaluation sheet that the students are required to fill out close to the end of a course. Dorothy will place in your mailbox an envelope containing them, and it is your task to find another instructor who will administer them to the students at the beginning of a class and return them to Dorothy. Department policy is that there can be no "coaching" of the students as to their response, and that you may not be there "waiting to start class" while students are filling them out. This usually takes about 20 minutes.

EVALUATION OF STUDENT PERFORMANCE

(Quoted from the Brock Calendar)

General Information

Evaluation of a student's performance in a course will be determined by employing such indices as examinations, seminar and classroom participation, papers, lab and studio activities, peer evaluation and any other normal class assignments. For each course, the grading scheme will reflect a reasonable diversity of these methods as is appropriate to the subject matter. (Different methods of evaluation for students with special needs are available. Contact the Services for Students with disABILITIES Office.) When peer evaluation is used, that component cannot count for more than 25 percent of the final grade. Students' grades are reviewed at the end of each session and they are informed of their academic standing. A review of all undergraduate student performance will take place following the Fall/Winter Session, the Spring Session and the Summer Session prior to the release of grades.

FIELD TRIPS

This year we have decided to arrange field trips individually. If you wish to do so, please contact the Chair for more information and regulations.

FINANCIAL PROCEDURES:

If you have material fees and need to make a claim and don't know which form to fill out, the following websites should be of assistance. You can get the account number from Dorothy.

<http://www.brocku.ca/finance/>

<http://www.brocku.ca/finance/staffforms/>

FORMS

There are a number of forms you need to fill out at the beginning of each term. If you do not receive a form, please request one from the Department Administrative Assistant, Dorothy Krynicky .

1) **Exam Request Form**—you need to fill this out whether you have an exam or not. First year classes are required to have an exam. If you neglect to fill out this form by the due date, which is usually the third week of class, you will not have an exam!!!! This form goes to Scheduling so they can set the exam times.

2) **Composition of Final Grades** is usually due at the same time. This form basically indicates how you are marking your students. It will correspond to what you have in your course outline. This form goes to the Dean. Return both forms to the Admin. Assistant, Dorothy. She will make copies before sending them to the proper departments.

3) **Allocation of Hours Form for Teaching Assistants** – At the beginning of term, instructors are required to outline the duties and responsibilities of their T.A.s as well as the amount of nominal time spent on each duty per student, ensuring that the time does not exceed or fall short of the T.A.'s total contract hours in accordance with Article 22 of the Collective Agreement between the university and CUPE, local 4207. The allocation of hours form must be discussed with the employee, signed and dated by both the instructor and employee, and passed on to the Chair for approval. A copy of the completed form must be given to the employee. Instructors should meet with T.A.s mid

way through the term to review the hours form and make adjustments where necessary. If changes are made, a revised form must be submitted to the Chair.

That form is available on line at <http://www.brocku.ca/hr/labour/>

4) **Other forms** you may need are on the corner of Dorothy's desk as you enter her office. If you do not find them there ask her and she will assist you!

GRADES

Mid-Course

Note that by the middle of a course - and before the university's "final withdrawal date without penalty" for courses - students must be made aware of "where they stand". They must have been given an absolute minimum of 15% of their grade by that date, so that they can withdraw before the final withdrawal date without losing all fees.

Final

Close to the end of the term, an official class list from the Registrar's Office featuring all the students registered in your class will be placed in your mailbox. This list is the official form used for entering the students' grades. **If a student's name doesn't appear, you must contact them immediately and get them to register - unless their name is on that sheet, they can't get the credit. It is the student's responsibility to make sure they are properly registered!**

You must put the appropriate numeric grade beside the student's name or I.D. number, sign each page and then hand that sheet in to Dorothy. The Chair signs it and then Dorothy takes it up to the Registrar's office where the grades are entered into each student's records. Your marks are due in the Reg office **seven** business days after your final exam. If you don't have a final, they are due **seven** business days after the last day of classes. If you have a take home exam they are due **seven** business days after the take home is due (if the due date is after classes are finished). You are also given a "marks break-down sheet" where you outline the students' grades for all their assignments culminating in their total for the class. That is also handed back to Dorothy. We keep this on file for student enquiries after your contract is finished. If the student wishes to challenge their grade within reasonable time after the end of the class, we do require you to follow it through by speaking with the student, re-viewing their work and clearly explaining the mark.

The following grades are awarded for undergraduate courses:

A - 90, 92, 95, 98, 100

Reserved for students where work is of outstanding quality that provides clear evidence of a rare talent for the subject and of an original and/or incisive mind.

A - 80, 82, 85, 88

Awarded for excellent, accurate work in which evidence of a certain flair for and comprehension of the subject is clearly perceptible.

B - 70, 72, 75, 78

Indicates competent work that shows a sound grasp of the course goals without being distinguished.

C - 60, 62, 65, 68

Represents work of adequate quality which suffers from incompleteness or inaccuracy.

D - 50, 52, 55, 58

Given where the minimum requirements of a course are barely satisfied.

F - 45 or lower

Means that minimum requirements have not been met and no credit has been given for the course.

AG - Aegrotat standing

Aegrotat standing is the granting of credit for a course(s), based on the course work already completed, when no further assessment - for example, a deferred examination - is considered feasible because of illness or other extenuating circumstances beyond the student's control. Students may only be granted Aegrotat Standing with the approval of the Dean of the Faculty offering the course.

SP ~Deferred examination

If a student is unable to write a formally scheduled examination, or having begun the exam, is unable to complete it, for reasons of ill-health, with supporting documentation, a Deferred Examination will be granted. Requests made on the basis of compassionate grounds or on the grounds of extenuating circumstances will be judged on a case by case basis. (See "Examinations" section for more information.)

SA - Satisfactory

Used for co-op work terms, internship options and non-credit courses.

UN - Unsatisfactory

Used for co-op work terms, internship options and non-credit courses.

W - Withdrawn (where xx is the week of withdrawal)

IN - Incomplete

A temporary grade granted only in exceptional circumstances to a student who has been unable to complete some part of the term work in a course. A final grade must be submitted within 56 days of the last day of the examination period.

IP - In Progress

Used only for fourth-year thesis and project courses or graduate courses (the list of acceptable courses is available in the Office of the Registrar). An IP for undergraduate courses must be cleared within 12 months of the initial registration, otherwise the student must reregister in that course and pay the appropriate course fee.

NR - Not reported

CH/F - Challenge grading

Grade awarded to indicate a successful/unsuccessful challenge for a credit course.

NW - Not withdrawn

Appeals

Students who have a question regarding the final grade in a course must first discuss the matter with the course instructor (failure in itself is not a valid reason for an appeal.) In the event of an unresolved disagreement, the student must refer the matter to the Chair of the Department/Centre. If not satisfied, the student must then refer the matter to the Dean of the Faculty. If the student is not satisfied with the decision of the Dean, the student may then appeal to the Senate Student Appeals Board. Appeals of final grades, including the assignment of a failing grade for non-attendance in a course, must be made within 180 days of the official release of grades by the Office of the Registrar. If the absence of the instructor or other factors make an appeal within 180 days impossible, the intention to appeal should be indicated to the Chair/Director of the Department/Centre within 180 days of the official release of grades by the Office of the Registrar. In circumstances which prevent the student from presenting information in a timely fashion, a student must present documentation of mitigating evidence, to the Registrar. Upon validation of the documentation, the appeal will be processed. For more information, see the Chair.

INSTRUCTOR ABSENCE/MISSED CLASSES

University regulations require that instructors inform the Chair of the department and the Department Administrator as soon as possible if they are missing a regularly scheduled class for reasons of weather, illness or unavoidable circumstances. Even if students are aware the class will be cancelled, the notice to the offices must still be given. Instructors should get approval from the DART Chair for planned absences, as the university expects that all classes will be made up.

LATE ASSIGNMENTS

Under DART policy, there are two kinds of assignments. The first kind must be handed in on time, or they will not be assessed. The second kind will be penalized at -5% per day. After seven days the assignment will not be accepted. Assignments must be submitted in hard copy. Extensions for family illnesses or deaths require a letter from the family or a funeral document. Ideally, students should be made aware of this at the beginning of the class so that a grieving student does not need reminding. We recommend that this information be appended to course outlines.

LIBRARY SERVICES

As an instructor, you are entitled to use the James A. Gibson Library at Brock University. Your Brock Staff ID card IS your library card. Materials that you want students to read, but that you do not necessarily want photocopied (extra texts, or large sections from them, articles, etc.) can be put "on reserve" in the Library. You can do this by taking materials to the Reserve Desk in the Library and filling out the necessary forms. An online service is also available. Laptops can be signed out from the library circulation desk for three hours at a time. You need to show your Staff I.D. they can be renewed for another three hours. **PLEASE NOTE: THE LATE FINE IS \$20.00 AN HOUR**

For more information please visit the link <http://www.brocku.ca/library/>

LIGHTING/SOUND/ VIDEO EQUIPMENT BORROWING

Lights specifically designated for DESS are available in TH141. Small CD/cassette decks can be signed out from Dorothy's office. Each of the studio spaces have built-in music systems, which house a CD player and a small selection of instrumental music CDs. DART owns a digital video camera which may be reserved by contacting the Technical Production Assistant. Since it is in demand, book early to avoid disappointment.

LOCATION

Most of the DART rooms are within hailing distance in the basement of Thistle below the Sean O'Sullivan Theatre and Schmon Tower. See appendix for Campus Map.

LOST AND FOUND

If you find books or pencil cases in your classroom, call campus security. The number is ext. 4300 or 3200 after hours.

MATERIAL FEES

Some classes charge students *material fees* to cover expenses for items that the students actually "take away" with them from a course—written materials, masks, project materials, etc. Your faculty contact will tell you if this is the case with your class. Usually, it's clear what the students need to spend them on, and you have agreed in advance on how to purchase and distribute the equipment. However, if your class has *not* been assigned materials fees, and you find that they would have been helpful, let us know so that they can be added the next time the course is offered.

If your class is eligible for material fees, receipts for materials you purchase should be given to (or left for) Dorothy Krynicki, with the required forms filled out, so that she can arrange reimbursement. Purchase orders are also arranged through Dorothy. If you want your class to have a production outcome that requires resources and expenses, this must be approved at a DART department meeting. A detailed description of the project, goals, needs and budget must be submitted. You will be reimbursed via Dorothy, and should find a cheque in your mailbox. Please give this process about three weeks. (Note: a reminder--material fees are charged directly to the student's tuition account and can be used only for tangible "carry home" items-not field trips. Extensive photocopying, done by Printing Services, can be charged as "Material Fees").

MEDICAL DOCUMENTATION

It is the University's policy to accept medical certificates from qualified medical practitioners attesting to a student's inability to write a test, examination, etc., due to an incapacitating medical condition at the time of the scheduled test, examination, etc. The Department/Centre may, at its discretion, request more detailed documentation in particular cases. Medical documentation must be written on the physician's letterhead (or show the physician's address and telephone number) and must include the student's name and date the student was examined by the physician and must bear the physician's or a health care professional's signature.
(end of excerpt from Calendar)

OFFICE SUPPLIES

The department does not provide instructors with supplies except in case of emergency. Please note that letters sent out on letterhead must be approved by the Chair.

OFFICE SPACE/OFFICE HOURS

Brock's greatest challenge is finding office space where Profs can meet quietly with students and conduct office hours (1 hour per class per week is expected and times of availability must be included on the Course Outline). Most part time instructors share an office with a faculty member and make individual arrangements about usage. Our offices don't have "post slots" so we usually ask assignments to be handed in at the office, or in the drop box after hours. Dorothy stamps their arrival date.

NEW!! We are also pleased to announce that we will finally have a "faculty and staff lounge", which you are welcome to use! It is ST150. Please note that the space is still used by Teaching Assistants. There is also a small fridge there available for departmental usage.

OVERRIDES

An override is special permission from the instructor for a student without the proper pre-requisites to register into a class. Circumstances may arise where a student may be unable to register for a course they need to take. In most cases, they require an override to register in the course. Overrides are granted through the department/centre offering the course and are subject to their approval (see [departmental contact information](#)). Overrides are generated on a case by case basis and are not guaranteed. Students requesting an override should contact the appropriate teaching department/centre directly. The Office of the Registrar cannot issue overrides. Once an override is granted, it is the student's responsibility to register for the course.

PARKING

We're sorry, but there is no provision at Brock to assist any staff, faculty or instructors with parking costs. Passes are for sale on the Brock website and a monthly rate is available. **WARNING: book early!** The website is: www.brocku.ca/parking

PENALTY FOR NON ATTENDANCE

Given the importance of experiential learning in our discipline, students will be asked to withdraw from studio classes after three instances of absence or lateness.

PHOTOCOPYING

Each instructor is given access to the DART photocopy key. It is in the top right hand box in the office. Instructors must keep track of their course copying by filling out the form on the clip board attached to the key. Course outlines and assignment information, exams and tests can be covered by our small budget. If you require further copying, materials fees for the class must be arranged at the beginning of the year. Your faculty contact will tell you if material fees have been charged for your class. If larger quantities of copies are required, allow at least a week and ask Dorothy to help you to go through printing services. This is much cheaper and saves our machine.

PRODUCTION DATES

You will be emailed a production calendar along with this document. The production calendar is prepared by Adrian Palmieri and Margaret Molokach. It indicates the times and important dates around main stage productions, but it also lists the times, places and dates of “indie” (independent) productions, field trips, and any public presentations of class projects. You will be notified of changes to the production calendar by email, so please update your own copy regularly.

- Please be aware that our Departmental policy states that attending main stage productions is a **requisite** for all students in the department.
- Each DART student, as well as full and part time instructors, is eligible for **one complimentary ticket** to main stage productions. These can be obtained up to 24 hours before the show opens from the **Centre for the Arts Box Office** by presenting name and student/instructor card.
- It is important to ask your class which students are involved in main stage productions, as there will be some necessary absences due to their participation. However, absences should be confined only to cue-to-cue and the actual production week, as we try and respect the primacy of classes as much as we can. You should receive a request from the Production Director or the Stage Manager of the main stage for these absences which will back up the students’ requests. We ask instructors to be as supportive as possible through cue to cue and production week with any requests the main stage director has that may include absences or extensions. Note, though, that **only main stage productions** should have this privilege. All other productions must work around classes.

ROOMS AND KEYS

There are two kinds of spaces at Brock--the rooms controlled by the university and the rooms that DART has been allowed to control. Generally, we run lecture and seminar classes in the former and studio and praxis classes in the latter.

NEW: two Studios will have **key pads:** TH141 and ST105. As well, each studio space is equipped with a sound system and extra storage units. You will receive keys for the main office so that you can access your mail and the photocopy key. Additionally, you will receive a key for the office you will using. DESS instructors will also need access to studio rooms and their storage spaces (music, lights, sound cabinets/systems). Other access requests (such as to use theatre spaces or lighting equipment not stored in TH141 for DESS) should be made to the Chair, who will process them with the Tech Director, Adrian Palmieri, or Center of Fine Arts to arrange access for you. Keys must be returned at the end of your teaching term (they are expensive to cut).

STAFF I.D. CARD

This is necessary if you want to use the library or sign out A.V. equipment. If you don’t already have one you can get one by going to Tele-communications. They are located at TH 235, just upstairs from the DART offices. The I.D. is free but you must have your employee number. If you are a new employee you have to wait for HR to assign that for you. It’s not automatic with the contract.

STUDENTS ADDING OR DROPPING A CLASS

ALSO KNOWN AS REQUESTS FOR RETROACTIVE REGISTRATION/BACKDATED WITHDRAWALS

A request for retroactive registration must be submitted as early as possible in the academic term. Requests will be considered upon the receipt of supporting documentation which outline the reason(s) why formal registration did not occur. A Request for a Retroactive Registration, as well as a Course Change Form signed and dated by the course instructor verifying that the student has been in continuous attendance, must accompany this documentation.

STUDENT CHALLENGES

If you have problems in class with a student's behavior, department policy is A) Discuss it with the student and advise the Chair about the conversation; B) Ask the student to meet with you and the Chair; C) Initiate a formal grievance procedure against the student. Of course, the student can also initiate this process. It is our policy not to discuss "class problems with an Instructor" with a student unless the student has already spoken with the teacher in question.

The following is what is in the student's guide

Protocol → Complaints, Concerns, Grievances

If a student has a complaint of any kind about an instructor, staff member, or a course, there is an order of action to be followed. (S)he must first go directly to the instructor. Only then, if the student is still not satisfied that a just or fair conclusion has been reached, should (s)he proceed with his/her complaint to the next level of authority → ***in the following order:***

- Chair (DART)
- Associate Dean
- Dean
- Vice President Academic
- President

For grade challenges, see below. If you decide to change a student's grade, there is a "Change of Grade " form available online, or from Dorothy in the office (on the corner of her desk as soon as you walk in), which you must complete and sign, and which must be co-signed by the Chair. It is then sent to the Registrar's Office for processing

STUDENT FINANCIAL DIFFICULTIES

For student financial difficulties, there is a student assistance fund that gives students small interest free loans to help them over tricky periods. Enquiries should be directed to the Chair.

STUDENT MESSAGES

You can leave messages for students over the Green Room phone (ext. 3219), but the best way is probably to use the big chalkboard outside the Green Room.

STUDIO POLICIES

Actors warm up with their bodies and faces on the floor so it is imperative that we respect our acting spaces.

We ask students to follow these guidelines:

- **No food or drinks**, except water.
- **No chewing gum.**
- **No glass objects.**
- **No outdoor shoes**--switch to indoor shoes, stockings, or bare feet. Avoid shoes that have black soles (they leave marks), stiletto heels, metal stubs, etc.
- When **moving** objects (chairs, etc.), **lift**, rather than drag them.
- Once finished the class or rehearsal, please **remove** all writing, projects, wall decorations, messages, etc., and assure that **floor surfaces are clean**. Please erase information from the blackboards at the end of class.
- Leave chairs stacked and furniture, flats, props, etc. against the walls, leaving the **floor space open** and ready for the following group. Pile mats at the sides of the room
- Should you **break or damage anything** in the room, **report the problem** to Dorothy, the DART Administrative Assistant (TH135, phone extension 5255).

TEXT BOOK AND COURSEWARE MATERIAL ORDERS

Textbook order forms are on the web.

http://www.bookstore.brocku.ca/FacultyStaff/index.cfm?index=home&Secure_Mode=No

Course Package Information

Rachael Winterbottom, our contact at the campus bookstore, has indicated to us that she requires the following:

- 1) A camera-ready copy of originals in the order you want them
- 2) A separate list of all copyright material being used in the course package (please do not just write the information at the beginning of each article as she needs a copy for her files in order to log it with Access copyright)

The list should contain:

-All bibliographic information (title, author, publisher etc.)

-Exact page numbers being used

-ISBN (if possible)

-Total pages in book

3) When you drop off the course package to Rachel, please indicate if you will need a copy for yourself or TA's as we cannot provide complimentary copies after the package has been priced and sent to print

4) If you are using an exact package from a previous year please send Rachel an email indicating this as she never assumes a package will be used year after year.

GUIDELINES FOR COPYRIGHT

Please keep the following in mind when selecting copyright materials

- Only 5% of an in print TEXTBOOK can be printed under our license

-Only 15% of a trade book can be printed under our license

If you go over that %, she has to obtain copyright permission which does take time so please hand in these packages on time so she can make sure it will be ready for the

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beginning of classes. Contact: Rachael Winterbottom, Copyright Coordinator/Custom Publishing, Special orders//Web Orders, Brock University Bookstore, rwinterb@brocku.ca
Phone: (905) 688-5550 ext.4402 Fax: (905) 685-1472

TEXTBOOK DESKCOPIES FOR YOU AND YOUR T.A. (if you have one)

You can get desk copies through the publisher's web site. Most of them have a desk copy page or you can e-mail them directly. They will need the course code, your name, dates it's being offered and how many students will be in the class. You can quote the following information for a contact if they have any questions and ask where to mail the item to: Dorothy Krynicki, Administrative Assistant, Dramatic Arts Department, Brock University, 500 Glenridge Avenue, St. Catharines, ON L2S 3A1
905-688-5550 extension 5255 Fax 905-984-4861 dramatic.arts@brocku.ca
http://www.brocku.ca/dramatic_arts/

WASHROOMS

There are two washrooms on "our floor". The bigger site is located in the hallway outside the Tower cafeteria. The other is back stage of the Sean O'Sullivan Theatre (these are quite frequently locked— see note under Centre for the Arts, p.5, above).

WebCT AND COURSE WEBSITES

Brock University uses the WebCT platform to deliver online course material and services to students. For information about WebCT please see <http://www.brocku.ca/webct/> and <http://www.brocku.ca/ctl/webCT.php>.

Note that access to a WebCT course site is restricted to the instructor and students. In this case you will need a Brock e-mail Account. There is a form and it needs the Chair's approval before being processed. It takes about three weeks. Free workshops on WebCT are offered to faculty throughout August to assist you with the preparation and use of this platform. Information about the workshops may be found at <http://www.brocku.ca/ctl/>
If you would prefer to use a website template that you have already developed, you may upload a course-related site to Brock's 'Butler' server for public access. There are no formal restrictions on size and bandwidth, just the usual institutional policies.

Please see <http://www.brocku.ca/policy/web/specifications.html> and <http://www.brocku.ca/webcal/2003/undergrad/computing.html>. Your course site could be eponymous or instructor-titled. A secure ftp client is used to upload your course site/template to the "Butler" server, as determined by the Web Services office. Such a client may already be part of your website development software, or you may download the freeware client at <http://www.brocku.ca/its/helpdesk/quickguides/ftp/index>

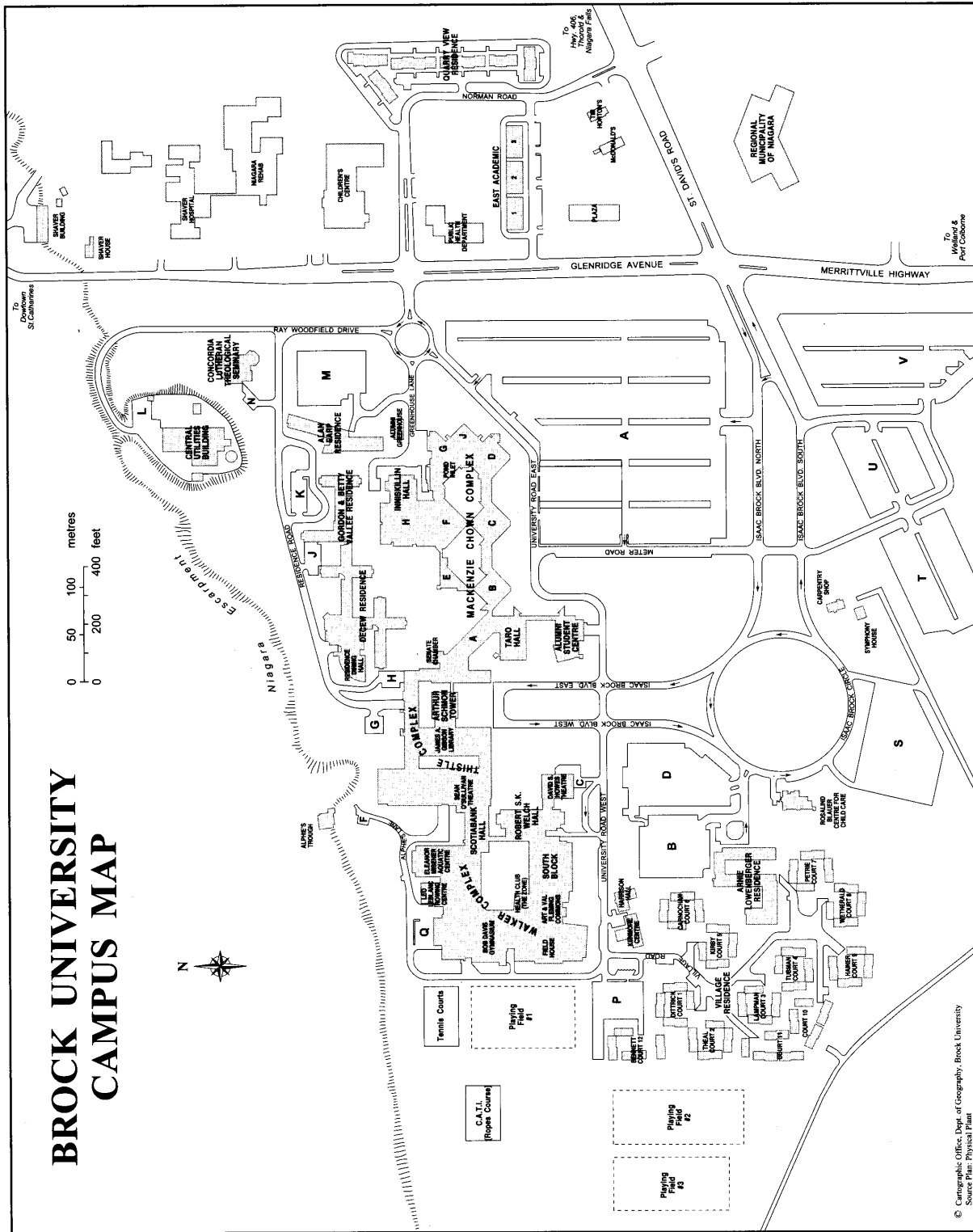
Depending upon the hosting server, you may also be required to run the « pubweb» utility through a telnet connection to the server. This utility organizes your site into a ".public_html" folder and assigns the public access permissions. Contact Andy Morgan at Web Services if you would like to pursue this possibility: andy@brocku.ca Information Technology Services, x4321, MC F303 Locally you may also contact David Vivian in DART for more information about these options. If you are interested in using WEB CT you need to apply for a Computer Account for access to email and other services through Brock University's Information Technology Services. This form may be acquired from Dorothy Krynicki, our Administrative Assistant, in TH 135, x5255, dramatic.arts@brocku.ca or from the user services Help Desk in F314. The form requires

both the signature of the Chair and the Dean. Students at Brock have easy access to computing labs on campus and there are a couple of machines available within the DART program facilities. You may wish to set-up a website for your course.

YOUR RESPONSIBILITIES

Major responsibilities and duties are outlined in the CUPE agreement. The day to day logistics of your work here are also your responsibility. Make sure you know when and where you are teaching ahead of time. The course schedule can be found on Brock's website at: <http://www.brocku.ca/registrar/guides/returning/timetable/index.php>

APPENDIX 1: MAP OF CAMPUS



APPENDIX 2: COURSE OUTLINE TEMPLATE

Department of Dramatic Arts 2007/08

DART 0X00: Title

Instructor: your name

Office Hours: faculty 4 hrs per week; other at least 1 hr/wk

Email: your email

Phone: your office extension; do not give out home numbers on outlines

Course Description:

A few lines, regarding the content specific to the course as you've designed it. Please consult the calendar description to make sure that you meet description of the course as advertised.

Required Texts:

List all required texts & where available if not bookstore.

Note: use MLA style

Example:

Knowles, Ric. *Reading the Material Theatre*. New York: Cambridge University Press, 2004.

Recommended Texts:

List (if any) as above.

MARKS BREAKDOWN:

Include assignments and marks breakdown out of 100%

ASSIGNMENTS:

Include assignments, percentage value and due date. Include details on assignments.

Please include this note:

"Please be advised that stationary supplies are not available from the administrative office or your instructor. If you need your assignment stapled, you can go to the library or the Alumni Student Centre, 3rd floor. "

LATE PENALTY:

There is a new departmental policy. Please include this paragraph in your course outline and abide by these penalties:

"Late assignments will be deducted 5% a day. No assignment will be accepted after 7 days. Extensions will be given only in extreme circumstances and must be accompanied by supporting medical documentation."

FIELD TRIPS:

If you have any field trips, include this on your course outline.

REQUIREMENTS FOR WRITTEN ASSIGNMENTS:

Required on all outlines with written assignments.

“1. All research assignments must adhere to MLA style, in-text citation. Consult *Writing about Theatre* (on reserve) for guidelines.

2. All written assignments will be marked with attention to style, grammar, and spelling. Students who receive 60% or less on a written assignment are encouraged to attend a writing workshop.”

PLAGIARISM:

Required on all outlines with written assignments.

“Plagiarism is a serious academic offense. You must cite all work and ideas which are not your own. See Student Calendar for guidelines.”

IMPORTANT DATES:

Please include the relevant date from the list below. NOTE: this is required information for course outlines.

November 2nd is the last day to withdraw from a D2 course without academic penalty.

January 18th is the last day to withdraw from a D1 course without academic penalty.

March 7th is the last day to withdraw from a D3 course without academic penalty.

SCHEDULE:

Include a list of dates, readings, and topics to be covered for each class. Include assignment due dates in this schedule also.

Please note for 2007/08:

The first day of classes for Fall/Winter Session D1, D2 is Thursday, September 6th.

Thanksgiving is Monday, October 8. See November 29 for class make up date.

Thursday, November 29 is the last day of D2 classes. End of first term.

Monday, January 7th, 2008 is the first day of Winter session (D3).

Reading Week is February 18-22, 2008.

Monday, April 7, Fall/Winter (D1, D3) classes end.

STUDENTS: PLEASE SAVE THIS DOCUMENT FOR FUTURE USE. OTHER UNIVERSITIES REQUIRE COURSE OUTLINES TO DETERMINE TRANSFER CREDITS. YOU MAY ALSO NEED IT FOR GRAD SCHOOL APPLICATIONS.