

# Concordia Department of Theatre

# **NEW STUDENT ORIENTATION**



# Territorial acknowledgement

We would like to begin by acknowledging that Concordia University is located on unceded Indigenous lands. The Kanien'kehá:ka Nation is recognized as the custodians of these lands and waters.

Tiohtià:ke/Montréal is historically known as a gathering place for many First Nations. Today, it is home to a diverse population of Indigenous and other peoples. We respect the continued connections with the past, present and future in our ongoing relationships with Indigenous and other peoples within the Montreal community.

Learn more about the Territorial Acknowledgement [here](#).

# Welcome

Thank you for choosing Concordia, and choosing art.

As a department, we work hard to put our values at the centre of what we do and how we work: creativity, thoughtfulness, playfulness, care, equity, inclusiveness, and mutual respect.

We want our courses and activities to be artistically exciting and socially relevant; we *insist* that they be safe, collaborative, ethical opportunities for learning.

# Orientation agenda

1. Connect with your cohort
2. Who's who: meet your faculty members and staff
3. Resources
  - Our Guiding Principles
  - Sources of important information
  - Resources to support your academic success
  - Resources to support your health & well-being
4. C.A.S.T. (and your other student associations)

# Who's who

*Our department is housed within the Faculty of Fine Arts (FoFA) — which is one of the university's four faculties (along with Arts & Science, Business, and Engineering).*

*We're a community that includes many intertwined groups and roles:*

## **Students**

- Specialization in Scenography
- Specialization in Performance-Creation
- Specialization in Acting
- Theatre Minor

## **Staff**

- Administrative
- Production

## **Faculty members (professors)**

- Full-time
- Part-time
- Artists-in-residence

# Who's who

## Your faculty members:

Get to know [who we are](#) and what we care about...

## Our wonderful administrative staff:



**Samantha Treglia**  
Office Assistant  
[samantha.treglia@concordia.ca](mailto:samantha.treglia@concordia.ca)  
(514) 848-2424 X 2293



**Katie Scribner**  
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**Maud David Lerebours**  
Department Administrator  
[Maud.David-Lerebours@concordia.ca](mailto:Maud.David-Lerebours@concordia.ca)  
(514) 848-2424 X 4724

# Who's who

## Our excellent performance production staff:

Jen Strahl	Supervisor, Performance Production and Venues	<a href="mailto:jen.strahl@concordia.ca">jen.strahl@concordia.ca</a>
Tristynn Duheme	Stage Supervisor, DB Clarke / SGW Campus Performance Venues	<a href="mailto:tristynn.duheme@concordia.ca">tristynn.duheme@concordia.ca</a>
HeatherEllen Strain	Performance Production Assistant	<a href="mailto:heatherellen.strain@concordia.ca">heatherellen.strain@concordia.ca</a>
Pietro (Peter) Cerone	Technical Coordinator, Multimedia	<a href="mailto:peter.cerone@concordia.ca">peter.cerone@concordia.ca</a>
Jon Cleveland	Technical Coordinator, Lighting	<a href="mailto:jon.cleveland@concordia.ca">jon.cleveland@concordia.ca</a>
Laura Acosta	Head of Costume Shop	<a href="mailto:laura.acosta@concordia.ca">laura.acosta@concordia.ca</a>
Marlene Lucas	Head of Scene Shop	<a href="mailto:marlene.lucas@concordia.ca">marlene.lucas@concordia.ca</a>
Dominique Coughlin-Villeneuve	Head of Properties Shop	<a href="mailto:dominique.coughlin@concordia.ca">dominique.coughlin@concordia.ca</a>
John Davis	Stage Supervisor, Oscar Peterson / Loyola Campus Performance Venues	<a href="mailto:john.davis@concordia.ca">john.davis@concordia.ca</a>

# Our department's Guiding Principles

These [living documents](#) communicate key values that guide our department:

1. [Anti-Oppression Statement](#)
2. [Commitment to Sustainable Practices](#)
3. [Safe, Respectful Workplace Policy](#)
4. [Guidelines on Consent in Staging Difficult and/or Sensitive Content:](#)  
E.g. Intimacy, Nudity, Violence, Degradation, Hate Speech, or Hate Symbols
5. [Accessibility Statement](#)



# Need help? Have questions?

For information and guidance when you need it – about academic advising, department info and policies etc. – contact [theatre@concordia.ca](mailto:theatre@concordia.ca).

You'll reach our reliable, responsive Department Assistant Katie Scribner, who'll know the best way to resolve your question/issue. In some cases, she'll be able to answer the question herself; otherwise, she'll know exactly who to direct you to – e.g. Student Academic Services, the Academic Advisor for your Program, or another unit in the university. If Katie is away, she'll make sure someone else is checking the email address and responding promptly.

## **Make sure to include in your email:**

- Your Student ID number (always!)
- The specific issue(s) you need help with
- Exact class number(s) / code(s) for any relevant course(s)
- Screen shots of any error messages you've received when trying to register
- Any documents or forwarded emails that may be relevant to your request

**Department website:** <https://www.concordia.ca/finearts/theatre.html>

# Sources of important information

## [Department of Theatre website](#)

Our ever-evolving digital home.

## [Your Student Hub](#)

Access your courses, schedule, moodle, library services and much more.

## [The Spotlight](#) - your newsletter

Read it thoroughly each week. Email [theatre@concordia.ca](mailto:theatre@concordia.ca) if you're not getting it.

## [Important academic dates](#)

Find out when registration begins, when holidays fall, when semesters start & end etc.

## [Program Guides](#)

Map which courses you still need to complete in order to graduate

## [Student Academic Resources in Theatre webpage](#)

Various useful forms and documents

## [Fine Arts Student Academic Services](#)

Support for questions and processes related to your student status, course substitutions, applying to graduate etc.

## **Good ol' email**

Check daily, read carefully. Double-check spam/junk folder regularly. "Whitelist" @concordia.ca addresses. When writing emails to instructors and staff, please be clear and polite.

**Search function and Quicklinks on [concordia.ca](http://concordia.ca)**



# Resources to support your academic success

## [Access Centre for Students with Disabilities](#)

Coordinates and arranges support services for students with disabilities, such as the provision of remote class participation, wheelchair accessibility, exam accommodations, other services or auxiliary aids (e.g., a note-taker, tape recording of lectures), etc. You must make arrangements with this office BEFORE requesting accommodations from your professor for your disability.

## [Guidelines for Raising Concerns](#)

If you have concerns related to respect, fairness, inclusiveness, or diversity at Concordia, there are many options to make sure your concerns are well-heard. Find links and descriptions here for the **Office of Rights and Responsibilities**, the **Equity Office**, the **Sexual Assault Resource Centre**, the **Ombuds Office**, the **Black Perspectives Office**, as well as contacts/channels at the Department level, the Dean's office, and for **student advocacy support**.

## [Student Success Centre](#)

Tutoring and other forms of learning support, as well as career and planning services.

## [Birks Student Service Centre](#)

Get problems solved and connect to resources so you can focus on your studies.

## [Academic Integrity](#)

Important information about Concordia University policies regarding cheating and other ethical violations.

# Resources to support your health and well-being

## [Mental Health Support Services](#)

Tools and services are available to support your mental health and wellness journey, including appointments with psychotherapists, psychologists and psychiatrists; phone and text support; self-serve apps and tools; addiction and substance use resources; and resources to help you support others.

## [Medical Care](#)

Medical services — doctors, nurses, tests, vaccination and more — by appointment, or walk-in.

## [Zen Dens](#)

Lots of great free classes, counsellors and other wellness/mental health resources.

## [Healthy Living Resources](#)

Fitness and nutrition workshops and coaching, and more.

## [Free and/or affordable food](#)

Free and by-donation meals, and information about emergency food support.

## [Financial Support](#)

Awards and bursaries.

## [Student-Parents Centre](#)

Child-accessible spaces to study, and a support network for students with children.

## [Concordia COVID info](#)

Keep up to date!

# C.A.S.T.

Concordia Association of Students in Theatre

Follow @castmtl on [Instagram](#) and [Facebook](#)  
Email: [writetocast@gmail.com](mailto:writetocast@gmail.com)

*Also know about...*

# F.A.S.A.

Concordia Fine Arts Student Alliance

# C.S.U.

Concordia Student Union