

DEPARTMENT OF THEATRE

Student Handbook 2019 – 2020



Concordia University is located on unceded Indigenous lands. The Kanien'kehá:ka Nation is recognized as the custodian of these lands and waters on which we gather today. Tiohtiá:ke/Montreal 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.



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ABOUT THE DEPARTMENT

The mission of the Department of Theatre is to develop actors, directors, designers and playwrights, to support theatre through teaching, research and performances, and to foster the appreciation of the value of theatre and fine arts in society.

Programs offered in the Department of Theatre are designed to inspire and prepare students to enter Canada's rapidly evolving performing arts culture. The department values creativity, imagination, critical and entrepreneurial thinking, and prepares students to meet the demographic, technological, multicultural and financial challenges of the professional theatre world.

Theatre students explore a wide range of past and present approaches to theatre, combining traditional and innovative research through courses and creative projects that encourage the development of basic skills in acting, creative and theoretical research, production, design, playwriting, theatre for social change and broad-based arts literacy courses from the wider university community.

The Department of Theatre offers **four undergraduate areas of study**:

- Acting for the Theatre (ACTT)
- Design for the Theatre (DFTT)
- Performance Creation (PERC)
- Theatre Minor

If you are a new student, review the checklist here:

<http://www.concordia.ca/students/new/first-year-guide.html>

For questions regarding **tuitions and fees** at Concordia University, how to calculate them, when and how to pay them, please consult:

<http://www.concordia.ca/admissions/tuition-and-fees/>

EQUITY AND DIVERSITY

The Advisory Committee on Equity and Diversity is formed of faculty and students and is tasked with addressing issues of equity and diversity in the Department, including, but not limited to, race, gender, sexuality, class, ability, and age. Learn more about our mandate and read the Resolution Guide here:

<http://www.concordia.ca/finearts/theatre/about/equity-and-diversity.html>

ACADEMIC ADVISORS

<i>AREA</i>	<i>NAME</i>	<i>EMAIL</i>
Acting for the Theatre (ACTT)	Robert Reid	actt.coordinator@concordia.ca
Design for the Theatre (DFTT)	Cathia Pagotto (Fall) Raymond Marius Boucher (Winter)	dftt.coordinator@concordia.ca
Performance Creation (PERC)	Gene Gibbons	gene.gibbons@concordia.ca
Theatre Minor	Gene Gibbons	gene.gibbons@concordia.ca

For a complete list of the courses required for your degree,
download your one-page Program Guide:

<http://finearts.concordia.ca/studyinginfinearts/currentstude>

[nts/programguides/](#). Please ensure that you have selected the guide for your year of entry to the program.

In order to have an advising session with the area advisors, students must complete the Program Guide for their year of entry.

Trying to register for a course that's full? Bring a completed Registration Permission Approval Form to GM-500: <http://theatre.concordia.ca/current-students/forms/>. With the instructor's approval, you will be coded to register.

PEOPLE

For a list of both **full-time and part-time faculty** as well as **support staff and administration**, please consult the following link:

<http://www.concordia.ca/finearts/theatre/about.html>

STUDENT LIFE

MY CONCORDIA

The internet portal **myconcordia.ca** is your gateway to internal resources. Here you can keep track of anything that regards student life, including your grades, the moodle websites for your courses, course evaluations, and a wide range of information from academic resources to student associations and health services. Check your moodle course site regularly in order to remain updated with the latest information, potential changes in the schedule and lecture notes or readings.

Lockers can be booked for a small fee on myconcordia.ca. Please observe the conditions for use and keep your lockers clean.

Students are encouraged to consult the **Academic Calendar** to be aware of important dates and deadlines for withdrawals with tuition refund, examination periods, midterm breaks, public holidays and application for late completion of courses:

<http://registrar.concordia.ca/calendar/11/sec11.html>

We advise you to apply as soon as possible for your **student ID card** at the Birks Student Service Centre, LB 185, preferably during this first week of classes when service is offered on a daily basis. This ID is required to board the free shuttle bus between campuses, use the Concordia University Library's services, access studios after hours, get student discounts to shows and when traveling. You should also remember to bring this ID for in-class quizzes and exams. We also recommend that you make copies of all your official documents and that you bring your proof of registration to classes for the first couple of weeks.

FEES, DEADLINES AND WITHDRAWALS

Concordia University's homepage includes a whole section devoted to any questions you might have regarding your **tuition fees**, how they are calculated, by which date they need to be paid and how you will be billed. Please consult the following link:

<http://www.concordia.ca/admissions/tuition-and-fees/>

Information on registration deadlines, academic withdrawals and refunds can be found here:

<http://registrar.concordia.ca/webguide/term-dates-deadlines/>

All students registered in a class with this applicable fee in academic year 2019-20 MUST pay a \$25 **Theatre Lab Fee**, to be paid on line at

<https://stores.concordia.ca/supplies/fineart-fees.html> and keep your receipt as proof of payment.

Fine Arts Lab Fees help the Department of Theatre to offset the cost of “consumables”—defined as “goods that may be destroyed, dissipated, wasted, or spent.” In our case this applies to items such as: specialized lamps for theatrical lighting and projection equipment; gels and gobos; elements of cabling, and lost or damaged connectors; various kinds of tape; fabric, thread, and notions for costumes; wood, wire, metal, and other materials for sets and props; paper, programs, and photocopies; photographs; various kinds of classroom supplies, lost or damaged hand tools, etc.

STUDENT OBLIGATIONS FOR ALL CLASSES AND COURSES

Out of respect for their fellow students and their professor, students are expected to arrive on time, be well prepared, and actively participate in the discussions and assignments. They are required to turn off their mobile phones, and refrain from sending or receiving text messages. Laptops are only allowed in class if they are needed for taking notes, making presentations, or doing active research. They are not allowed for personal entertainment and surfing, including e-mail and social media.

ATTENDANCE POLICY

Students are required to be present and arrive on time for every class, rehearsal or meeting. Theatre work requires the participation of all members of a team and that each student be conscious of their commitment to other acting partners. The syllabi for the various courses include concrete information on how unexcused and/or repeated lateness and absence from class will be penalized and affect your total grade for any class in a negative way.

Students who miss a rehearsal, a class, a presentation, an assignment or an exam must acknowledge this absence through documented medical reasons or a documented family emergency. It is the student's own responsibility to consult their professor directly. The decision for make-up assignments will be up to the discretion of the professor, and will only be assessed and determined upon consultation in person, and not via email. In case of religious observations, students are kindly asked to advise their professors at least one week before the absence in order to make arrangements for potential make up assignments or rescheduling of rehearsals. Medical withdrawals are encouraged if a student has documented medical reasons for missing larger parts of the semester.

COMMUNICATING WITH YOUR PROFESSORS

Most faculty members have regular office hours which are announced on their course syllabi or outside of their office doors. Many of them also schedule meetings by appointment. Please contact your respective professor if you wish to discuss anything related to your course, grade, requirements, examination etc. Theatre is an art of collaboration and the department welcomes an active and healthy dialogue between faculty and students.

If you write an e-mail to your professors, the administration or the teaching assistants, please use correct language and address them with the same respect you would expect. Please remember to first introduce yourself and explain in which course you are. Always include your student ID number in correspondence with faculty and staff.

LANGUAGE POLICIES

While English is the teaching language of Concordia University, students may submit their written work in either English or French.

PLAGIARISM

Students are required to familiarize themselves with the Concordia Library's document on **how to avoid plagiarism** in order to avoid infringement on artistic or intellectual property: <http://www.concordia.ca/students/academic-integrity/plagiarism.html>

Students are also requested to consult the **Academic Code of Conduct** to familiarize themselves with the concepts of academic honesty and to avoid various forms of academic misconduct:

<http://www.concordia.ca/content/dam/concordia/offices/povost/docs/Academic-Code-Conduct-2015.pdf>

The Concordia Library Citation and Style Guides help students write essays and papers with a consistent reference style and offer concrete examples of how to create a correct bibliography:

<http://library.concordia.ca/help/howto/citations.html>

Info Research 101: Surviving your essay provides concrete advice on how to start and finish a written assignment:

<http://library.concordia.ca/help/tutorial/#>

CONCORDIA ASSOCIATION OF STUDENTS IN THEATRE

The Concordia Association for Students in Theatre (C.A.S.T.) organizes activities and events throughout the school year for the students, and provides a voice for the students in the administration. For more information, visit the C.A.S.T. website: <https://writetocast.wixsite.com/castconcordia>. The association's e-mail address is writetocast@gmail.com. And you can keep track of what's happening in the Concordia Theatre Community by checking out C.A.S.T.'s on Facebook at <https://www.facebook.com/castconcordia/> or Instagram @castmtl.

Finally, C.A.S.T. has members from all three streams of the department ACTT, PERC and DFTT as well as from Montreal and from away, so please don't hesitate to contact us at any time with any questions or concerns, we are all happy to help!

PRODUCTIONS, SHORT WORKS FEST & DIRECTING OUTCOMES

Every term, students have the opportunity to present their work in a main-stage production, the Short Works Theatre Festival and the Directing Outcomes. *Please consult the*

separate [**Information Package on Performance Production**](#)
for detailed information on productions and outcomes.

INTERNATIONAL CONNECTIONS

Concordia Theatre is proud to be involved in partnerships with several international institutions. There has been a regular exchange to Erlangen, Germany. And this past summer, a group of students attended a field school in Copenhagen and another one where students were attendees – and exhibitors! – at the *Prague Quadrennial of Performance Design and Space*. These are just a few of the examples of travel opportunities in recent years. Students are also encouraged to look into options for their own journeys.

<https://www.concordia.ca/students/exchanges.html>

STUDIOS AND ROOM BOOKINGS

Room bookings for the MB Studios and CC-318 at Loyola are available for viewing via the department of Theatre website. Complete instructions can be found here:

<http://theatre.concordia.ca/facilities/room-bookings/>

Bookings happen through the room booking system listed below:

<https://cda-admin.concordia.ca/Calendars/Login.aspx?ReturnUrl=%2fCalendars>

For instructions on how to use the system, consult the Theatre Department website at:

https://www.concordia.ca/content/dam/finearts/cda/docs/patronportal_tutorial.pdf

If you are having difficulties booking a room, go *in person* to the CDA depot on the 8th floor of the MB building.

Your obligation for use of the facilities is to comply with all relevant university and departmental policies. This means respecting safety regulations, ensuring that you do not endanger your health or your colleagues' health, and leaving the facilities in excellent condition. In other words: no food or drink, no shoes, put back all the tables and chairs etc.

HOUSEKEEPING

Out of respect for your fellow students, please keep all classrooms, studios and lounges clean. At the end of each

session, throw out your garbage and clear out your things.
Respect all property.

EMERGENCIES, INJURIES AND SAFETY ISSUES

In the event of an emergency, dial ext. 3717 (internal) 514-848-3717 (external) to alert Concordia security of the issues and to request immediate assistance.

Security desks are located on the entrance floor of the MB building and the EV building.

Please ensure that you fill out a report that documents what happened. You will find a form for this in the first aid kit, located in the tech closet.

A-V EQUIPMENT & THE CENTRE FOR DIGITAL ARTS (CDA)

The Centre for Digital Arts provides equipment and technological services for Fine Arts students and faculty members, including

- Computer labs
- Edit rooms for sound and video

- Audiovisual/multimedia equipment loans, including digital still cameras, DV cameras, HD video cameras, tripods, digital audio recorders
- Black and colour printing on laser printers
- 5 Gigs of storage space on CDA-Goliath and web page hosting up to 5 Gigs

The staff at the CDA can help you with student projects and presentations and also organizes free sound and video workshops. CDA is located in the EV building on the 5th floor (EV 5.770) and there is a handy depot on the 8th floor of the MB. Please consult their homepage for information on opening hours, reservation policies and to create an account, which is necessary for many of their services:

<http://cda.concordia.ca/>

CDA also handles the technical equipment in the studios, including the tech closets and projectors. If something is not working, please let them know!

CORE TECHNICAL CENTRES

These are shop facilities in the EV building and are available to all Fine Arts Students, faculty, and researchers. Training by October 18 is mandatory. Learn more [here](#).

WIRELESS INTERNET

Having trouble getting your wifi going? Call the IITS helpline:
514-848-2424 ext. 7613

E-MAIL: help@concordia.ca

IN-PERSON: SGW campus: H925 and Loyola campus: CC207

LIBRARY SERVICES

The Webster Library on the SGW campus downtown and the Vanier Library on Loyola campus contain a large amount of resources that are of interest for theatre students. These range from books, journals and reference works, many of them electronic, to recordings of performances that either be lent on DVD or streamed online, images, sound recordings.

To access the Concordia Library's Theatre Research Guide, go to:

<http://library.concordia.ca/research/subjects/theatre/>

The **subject librarian for Theatre** is Vince Graziano at the Webster Library LB 285-3

514-848-2424 ext 7689 vince.graziano@concordia.ca

STUDENT SERVICES AT CONCORDIA UNIVERSITY

Concordia University provides a large network of services and centres to support students' learning process, students' career development and students' mental and psychological health. The following list is not exhaustive, but offers you a good idea of which resources are available.

BIRKS STUDENT SERVICE CENTRE

The Student Service Centre is your main point of contact for a wide variety of services you may need during your studies at Concordia, whether you are a part-time, full-time, undergraduate or graduate student. The Student Service Centre deals, amongst other things, with issues student ID cards, processes official transcript requests, and distributes form for deferred/med grades, supplemental exams, degree transfers, re-admission, late completions, re-evaluations and appeals. Please file for a **student ID card** within your first week at Concordia, as you will need it to board the shuttle bus, use the library, access studios after hours, get cheap student tickets to shows, travel, etc. LB-185, 1400 de Maisonneuve Blvd West, 514-848-2424, ext. 2668

<http://registrar.concordia.ca/SSC/>

WELLNESS

COUNSELING AND PSYCHOLOGICAL SERVICES is a hub that offers psychological services, and counselling, with personal appointments:

<http://www.concordia.ca/students/counselling.html>

The SEXUAL ASSAULT RESOURCE CENTRE assists students who have become the victim of sexual harassment or sexual assault.

<https://www.concordia.ca/students/sexual-assault.html>

All Concordia students, faculty and staff must complete the *It Takes All of Us* sexual violence awareness and prevention training by October 4.

HEALTH SERVICES offer services to support students' emotional and physical health and help identifying and removing health related impediments to learning:

<https://www.concordia.ca/students/health.html>

The CENTRE FOR GENDER ADVOCACY offers free confidential support services through its volunteer Peer Support and Advocacy (PSA) program, which operates on principles of empowerment, harm reduction and self-

determination. Check out the website:

<https://genderadvocacy.org/about-us/contact-us/>

Or just drop by the 2110 Mackay location! Drop-in hours are Monday through Friday from 9:00am to 5:00pm.

STUDENTS WITH DISABILITIES

Students with disabilities are encouraged to contact the **Access Centre for Students with Disabilities (ACSD)**, which provides confidential assistance to students with documented disabilities in order to facilitate their learning process and academic success. Services include physical access to facilities, exam accommodations, and auxiliary aids: <http://www.concordia.ca/students/accessibility.html>

The **ABORIGINAL STUDENT RESOURCE CENTRE** is devoted to First Nations, Inuit and Métis students, offers a safe and respectful environment for Native students to achieve their highest academic potential:

<https://www.concordia.ca/students/aboriginal.html>

INTERNATIONAL STUDENTS OFFICE

The International Students Office provides resources that are directly related to the needs and questions of international students:

<http://www.concordia.ca/students/international.html>

STUDENT HUB

As the name suggests, this is a central clearinghouse for all sorts of useful information.

<http://www.concordia.ca/students.html>

RESOURCES AND DROP-IN CENTRES

Many resources are available to offer advice, workshops, counseling, and mentorship programs for career exploration and planning; these include the Career Resource Centre, the Student Success Centre and the Student Success Resource Centre: <https://www.concordia.ca/students/success.html>

FINANCIAL AID AND AWARDS

The FINANCIAL AID AND AWARDS OFFICE offers financial advice and support:

<https://www.concordia.ca/offices/faao.html>

SHUTTLE BUS

A shuttle bus runs regularly between the SGW campus downtown (Hall building) and Loyola campus (AD building). In order to use this free method of transportation, you will need to show a student or employee ID.

FITNESS CENTRE

Fully equipped, friendly, and offering fun classes in everything from Tango to Kickboxing to Yoga, Spinning and more, LE GYM is located in EV S2-206:

<https://www.concordia.ca/campus-life/recreation/facilities/le-gym.html>

PEOPLE'S POTATO

A vegan soup kitchen on the 7th floor of the Hall building, People's Potato offers healthy, free food to students every weekday during the semester. They serve at 12:30pm, but arrive early for a good spot in the line-up. Don't forget to bring your tupperware! Donations are welcome, as are volunteers!

LOST AND FOUND

Find something? Lose something? Drop by the main Security desk in the Hall building. If someone has it, they will.

STUDENT ACADEMIC SERVICES

The Fine Arts Office of Student Academic Services is another place where you can get advice and access resources. This is where you would go to deal with academic requests that are beyond the scope of the Theatre Department. They deal with things like course substitutions, Fine Arts degree transfers, and international exchanges.

<http://www.concordia.ca/finearts/students/sas.html>

PUTTING IT ALL TOGETHER

By now, you may be wondering, which office you should be going to for what. It may be helpful to think of it this way:

GM-500 handles questions and administration for the Theatre Department. Student Affairs handles questions that could be relevant to anyone in Fine Arts. And the Registrar's Office (and their front-line presence, Birks Student Services) deals with the regulations for the whole university.

Remember, you are always welcome to drop by GM-500! We are happy to assist you in any way we can, and refer you to the appropriate resource.

UNIVERSITY HOLIDAYS

<i>DATE</i>	<i>REASON</i>
Monday, September 2	Labour Day — University closed
Monday, October 14	Thanksgiving Day — University closed
Tuesday, December 3	Make-up day for classes scheduled on Monday, October 14.
February 24--28	Spring Break – no classes
Friday, February 28	President’s Holiday — University closed
Friday, April 10	Good Friday -- University closed
Monday, April 13	Easter Monday -- University closed
Tuesday, April 14	Make-up day for classes scheduled on Friday, April 10, Monday, April 13.

Please check the Important Academic Dates page for details: <http://www.concordia.ca/events/academic-dates.html>

HOW TO FIND & CONTACT US

All our offices are located on the 5th floor in the GM building, 1550 de Maisonneuve West.

MAILING ADDRESS: 1455 De Maisonneuve Blvd. West,
Montreal, Quebec, Canada H3G 1M8

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HOME PAGE: <http://www.concordia.ca/theatre>

