

THEATRE AND DRAMA STUDIES

A Collaborative Program between the
University of Toronto Mississauga
and
Sheridan College



From Metamorphoses by Mary Zimmerman, directed by David Matheson

PROGRAM GUIDEBOOK 2019/20

Sheridan | Faculty of Animation
Arts and Design



UNIVERSITY OF
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MISSISSAUGA

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WELCOME FROM THE SHERIDAN COLLEGE THEATRE AND DRAMA STUDIES FACULTY

This handbook is meant to provide the administrative information you need to navigate the collaborative UTM/Sheridan Theatre and Drama Studies Program. Please read it carefully and let us know if you have any questions.

Theatre and Drama Studies is unlike any other Theatre training program in Canada. As a TDS student, you are part of the top arts college and best university in the country. Our program is rigorous and rewarding – for both faculty and students.

As a student at two schools, you will be required to learn the policies and practices of both institutions; and you will spend considerable time in transit between the two. In pursuing your degree and diploma concurrently, you have committed to managing the time commitments and demands of both the academic and studio components of this program.

Managing these commitments can be challenging. We strongly encourage students in all years to reach out to faculty at either Sheridan or UTM if they are struggling; we are always willing to listen and to point you in the direction of the resources you may require during your time here.

Although the schedule and workload of this program are demanding, we strongly believe that the time spent balancing the requirements of both schools is well worth the effort. You will graduate with two complete qualifications; and will have many hours of practical and academic experience behind you as you begin your career. The unique nature of our program ensures that our graduates are unique as well. The combination of skills acquired here will serve you well after you graduate – and we look forward to seeing what each and every one of our graduates accomplishes when their training is complete.

– Professors Melee Hutton, David Matheson, Meredith Scott

WELCOME FROM THE UTM THEATRE AND DRAMA STUDIES FACULTY

I am thrilled to join my Sheridan colleagues in welcoming you to TDS. You are becoming part of a truly unique program and a truly unique community of theatre artists and theatre thinkers, and I hope your years with us will be exciting, enriching, and memorable.

This handbook contains a wealth of information that will help you navigate the unfamiliar and sometimes daunting environments of two complex institutions. I urge you to read it carefully and to keep your copy close to hand: it may only answer a limited number of the questions you will have over the years, but it almost certainly will tell you whom you can contact to have those questions answered.

As Director of Drama Studies at UTM, I want to invite you to stop by my office anytime (I am usually there on Mondays and Wednesdays). I will always do my best to address whatever queries or concerns you bring my way. In some (rare) cases, I might be able to help you myself; more usually, I will have a decent idea who is better equipped to help than me. Often, this will be the Department of English and Drama's Undergraduate Advisor – she is someone whose office you will probably get to know well! (I should explain that at UTM, TDS is housed in the Department of English and Drama. One benefit of this for you is that you can take a number of English courses for program credit, and that it is quite easy to add a Minor in English or Creative Writing to your TDS Specialist. If that is something you want to know more about, come see me or our Undergraduate Advisor.)

One of the most obvious challenges for new TDS students is figuring out the relationship between their practical training at Sheridan and the academic education they are acquiring at UTM. A good starting point may be to think of them as interrelated rather than distinct: none of us teaching in this program think of the two sides as sharply separable. Let me illustrate what this means in practice by telling you a little more about the professors who will be teaching you in drama courses at UTM. We have all written books and scholarly articles about dramatic literature and theatre history, but we also work outside the study and the archive. Prof. Nancy Copeland has adapted eighteenth-century plays for the stage; Prof. Jacob Gallagher-Ross worked as a dramaturg at the Stratford Festival for two seasons and was a chief theatre critic for the *Village Voice* in New York; Prof. Lawrence Switzky has worked as an advisor on Broadway shows and has collaborated with acting companies in South Africa and the US; and I am a lapsed film maker, occasionally still direct for the stage, and have co-adapted a play that is being produced in Toronto this season. In other words, although we are not the experts responsible for your training as actors, many of us have a deep, practiced investment in theatre as a living art. As far as TDS is concerned, then, there is no divide between making theatre and thinking about theatre – and neither is there a divide between training and learning. The more you think about the two halves of the program as interconnected and the more you ask yourself how what you learn in your Sheridan studio courses relates to what you learn at UTM (and vice versa), the richer your experience in TDS will be.

As a student at U of T, you have opportunities for exploring new areas of knowledge that are almost unparalleled in Canada. Making use of those opportunities will broaden your frame of mind – a boon for any performing artist. But balancing curiosity and time management while remaining focused on the significant demands of the TDS program can be difficult, so please do not hesitate to seek all the assistance the two institutions offer: visit the offices and centres listed in this handbook, talk to advisors, and speak to your instructors. We are here to help you make the most of your experience and to allow you to realize your full intellectual and artistic potential.

– Prof. Holger Syme, on behalf of Profs. Nancy Copeland, Jacob Gallagher-Ross, Martin Revermann, and Lawrence Switzky

ABOUT THE PROGRAM

The collaborative Specialist Program in Theatre and Drama Studies (TDS) of Sheridan College in Oakville and the University of Toronto Mississauga (UTM) offers you a very special performing arts training experience, and one that is unique in Canada. Founded in the 1970s, this high-powered program has enjoyed a long and successful history. Theatre and Drama Studies gives you the opportunity to experience both the training offered by a conservatory education and at the same time engage in the in-depth academic study of the history and theory of drama and theatre from the ancient Greek stage to the most modern experimental performance. The program sets you up for careers on the stage or behind the scenes in the professional theatre world, as a teacher of drama at the high school level, as a university professor, or as an arts administrator – among many other fields.

TDS students attend courses concurrently at both institutions. You will graduate with two prestigious and practical credentials that reflect the program's dual focus:

- a Diploma in Theatre and Drama Studies from Sheridan – equivalent to a two-year conservatory diploma in professional actor training; and
- an Honours Bachelor of Arts degree from the University of Toronto.

a. Acting Training (DRS courses)

Acting training is taught primarily on the Sheridan College Trafalgar Road Campus. Some courses may also be taught on the UTM campus, mainly in Deerfield Hall. While at Sheridan, classes are held in the studios dedicated to the performing arts. These are located in the H-wing, the G-wing basement and in the B-wing basement. DRS classes are always scheduled on Tuesdays and Thursdays. Mondays, Wednesdays, and Fridays are primarily reserved for UTM classes, but rehearsals for production courses take place from Mondays through Thursdays in the evening (from 6.00–10.00pm) and all day Saturdays (10.00am–6.00pm), always at UTM.

b. Academic Classes (DRE courses and others)

Academic courses take place at UTM, though under certain circumstances, some classes can also be taken at U of T's St George campus in downtown Toronto (connected to UTM via a free shuttle bus). In the first two years, students have to enrol in one required DRE course each term, but the selection of other classes is up to the individual student; many TDS students opt for minors (and sometimes majors) in other departments and/or fields of study. UTM also has distribution requirements that TDS students need to fulfil; these include a full credit each in the Sciences and the Social Sciences. Full details, and an exhaustive list of courses available, can be found in the Academic Calendar (<https://student.utm.utoronto.ca/calendar//calendar.pl>).

c. Theatre and Drama Studies Faculty

Most courses in the program are taught by full-time Sheridan and University of Toronto faculty whose work has been recognized both nationally and internationally. Some classes and sections of courses are taught by highly qualified part-time instructors; tutorials are taught by teaching assistants (all of whom are U of T PhD students). For a detailed introduction to your faculty please see the section on Administration in this document.

d. Program Context

Theatre and Drama Studies students are encouraged to take advantage of all the privileges offered by both institutions, including their cognate academic programs and classes, library holdings, studio facilities, computer and technical facilities, sports and recreational programs, student committees and clubs, career and job placement centres, health services, and many other conveniences and activities.

e. Program Requirements

For a comprehensive official listing of program requirements, see the TDS section of the UTM Academic Calendar: https://student.utm.utoronto.ca/calendar/program_group.pl?Group_Id=41.

In brief, in order to meet the requirements of the Specialist Honours Program in Theatre and Drama Studies, students must complete a minimum of:

- in **first year**, DRE121H5 and DRE122H5 at UTM and DRS121H5 and DRS122H5 at Sheridan;
- in **second year**, DRE200H5 and DRE222H5 at UTM and DRS221H5 and DRS222H5 at Sheridan;
- in **third year**, at least 1.0 DRE credits (two “H” courses or one “Y” course) at the 300- or 400-level at UTM, and the following Sheridan courses: DRS321H5, DRS322H5, DRS325H5, and DRS326H5;
- in the **fourth year**, at least 1.0 DRE credits (two “H” courses or one “Y” course) at the 300- or 400-level at UTM, and the following Sheridan courses: DRS421H5, DRS422H5, DRS425H5, and DRS426H5;
- in **third and fourth year**, a total of 2.0 credits in “drama-related courses” at UTM, chosen from a regularly updated list;
- 0.5 of their 4.0 DRE credits at the 400-level.

f. Sheridan GPA Requirements

The DRS Acting Courses are made up of multiple subjects and are organized differently from most courses offered at UTM. All DRS courses are considered Core Courses and are required for graduation.

g. UTM GPA Requirements

In order to proceed to the second year of TDS, students need to complete 4.0 credits of courses and maintain a minimum cumulative GPA of 2.0. You will need to formally request admission to the TDS Specialist during one of the two Program Request Periods, in the spring or in the summer of your first year. For more details on that process, consult this website: <https://www.utm.utoronto.ca/registrar/office-registrar-publications/program-selection-guide>.

Thereafter, students need to maintain a cumulative GPA of 1.50 to remain in good standing. For more details on UTM’s standards of academic standing, see the relevant section of the Academic Calendar (https://student.utm.utoronto.ca/calendar/calendar_detail2.pl?Topic=Academic%20Standing).

ADMINISTRATION, SUPPORT, AND FACULTY INFORMATION

a. Student Advising

All students are encouraged to approach the Undergraduate Advisor in the Department of English and Drama at UTM with any questions about the program's academic requirements, to find out more about classes on offer in the department, and to consult with her in choosing courses appropriate to satisfy distribution and degree requirements:

Waffa Saleem

Maanjiwe nendamowinan, 5th floor, Rm 5250

905-828-5201

edadvisor.utm@utoronto.ca

Regarding UTM DRE courses, you can also consult Prof. Holger Syme (see below for contact details).

For any questions about your academic progress or concerns that you have specifically about completing your program of study at Sheridan, you may contact:

Shannon Chellew-Paternostro

Program Support Specialist

Sheridan, Trafalgar Campus, Room A100

905-845-9430 Ext. 2039

shannon.chellewpaternostro@sheridancollege.ca

Deborah Cowan

Records and Registration Specialist

Office of the Registrar

Sheridan, Trafalgar Campus, Room D100

905-845-9430 Ext. 2888

deborah.cowan@sheridancollege.ca

b. Contacts in the Faculty of Animation, Arts & Design, Sheridan

Theatre and Drama Studies Program Co-Coordinators:

David Matheson

Room E101

905-845-9430 Ext. 2436

Meredith Scott

Room E101

905-845-9430 Ext. 2709

meredith.scott@sheridancollege.ca

Academic Portfolio Administrator for the Visual and Performing Arts:

Ned Loach

Room A100

905-845-9430 Ext. 2579

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Theatre and Drama Studies Program Associate Dean:

Mary Jane (MJ) Carroll

Associate Dean, Visual and Performing Arts

Room A102c

905-845-9430 Ext. 4203

maryjane.carroll@sheridancollege.ca

Theatre and Drama Studies Program Dean:

Ronni Rosenberg

Dean, Faculty of Animation, Arts & Design

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c. Contacts in the Department of English and Drama, UTM

Holger Syme

Director of Drama Studies and Associate Chair

Deerfield Hall Rm 1045

905-569-4977

holger.syme@utoronto.ca

Jacob Gallagher-Ross

Associate Director of Drama Studies

Deerfield Hall Rm 1057

jacob.gallagher.ross@utoronto.ca

Alexandra Gillespie

Chair, Department of English and Drama

Maanjiwe nendamowinan 5th Floor, Rm 5292

alexandra.gillespie@utoronto.ca

d. Sheridan Faculty Offices

On the Trafalgar Road campus

E101 is the office for faculty in performing arts programs at Sheridan. The door is kept locked, so please use the telephone beside the door to contact specific faculty members. Should you wish to make an appointment, please contact us via email (see below).

On the UTM campus

Offices 1042 and 1044 in Deerfield Hall are set aside for Sheridan faculty. Full-time professors Matheson, Hutton and Scott use these offices on days when they are teaching or rehearsing at UTM; they are located in the hallway behind Rehearsal Halls C and D, accessible via the corridor that also leads to the callboard and wardrobe storage. To make an appointment, please contact them at their Sheridan telephone number or by email.

e. Sheridan Faculty (Studio)

David Matheson, co-coordinator

Studio (Elements of Acting, Camera Foundation, Shakespeare, Theatre Erindale Director)

Fulltime Faculty (BA, Acadia University;; LAMDA; MFA in Directing, York University)

david.matheson@sheridancollege.ca

Meredith Scott, co-coordinator, Head of Voice and Movement

Studio (The Actor's Instrument, Vocal Power, Creative Ensemble, Voice and Text, Theatre Erindale Director)

Fulltime Faculty (BA, University of Toronto; Diploma in Acting, Sheridan College; MA Voice Studies, Royal Central School of Speech and Drama)

meredith.scott@sheridancollege.ca

Melee Hutton, Head of Acting

Studio (Acting Through Auditions, The Actor's Presence, Realism, Professional Practice, Theatre Erindale Director)

Fulltime Faculty (DDA, Royal Conservatoire of Scotland; MFA in Acting, York University)

melee.hutton@sheridancollege.ca

Anthony Bastianon

Studio (Singing)

Music Director, Accompanist, Composer (B.Mus., B.Ed., and M.Ed., Queen's University)

anthony.bastianon@sheridancollege.ca

Rachel Blair

Studio (Devised Theatre)

Playwright, Actor, Instructor (BFA in Devised Theatre, York University; MA Theatre Performance, Royal Central School of Speech and Drama)

rachel.blair@sheridancollege.ca

Ron Cameron-Lewis, Professor Emeritus (Sheridan)

Studio (Absurdism, Acting Tutorials, Text Coach) (BA, University of Western Ontario, AGSM Guild Hall School of Music and Drama, University of London)

ron.cameron@sheridancollege.ca

Teodoro Dragonieri

Studio (Character Mask)

Multi-disciplinary Artist and Educator (BFA, York University; B.Ed., University of Toronto)

teodoro.dragonieri@sheridancollege.ca

Daniel Levinson

Studio (Stage Combat)

Certified Fight Director and Instructor (Master - Fight Directors Canada, BFA York University)

daniel.levinson@sheridancollege.ca

Melinda Little

Studio (Connection, Impulse, Neutral Mask)

Actor, Playwright, Instructor (BA, York University; MA, Royal Central School of Speech and Drama)

melinda.little@sheridancollege.ca

Denise Oucharek

Studio (Singing)

Director, Choreographer (B.Mus., B.Ed., Queen's University)

denise.oucharek@sheridancollege.ca

Jamie Robinson

Studio (Acting Lab)

Director, Playwright, Actor (BFA, Concordia University; MA in Theatre Directing, York University)

jamie.robinson1@sheridancollege.ca

Andrea Runge

Studio (Acting Workshop)

Actor, Instructor (BFA, University of Regina; MFA, Pennsylvania State University)

andrea.runge@sheridancollege.ca

MJ Shaw

Studio (Yoga and Dance for Actors)

Actor, Director, Choreographer (BA, University of Toronto;; Diploma in Acting, Sheridan College)

melissa.carson@sheridancollege.ca

Ralph Small

Studio (Styles on Set)

Actor, Director, Instructor (BA, York University; MA, University of Toronto)

ralph.small@sheridancollege.ca

f. UTM Faculty (Drama Studies)

Nancy Copeland (Deerfield 1055)

Canadian Drama and Theatre History; 18th-century Theatre and Drama; Women in Theatre
Associate Professor (BA, Drama, and MA, English, University of Western Ontario; PhD, English, University of Toronto)

nancy.copeland@utoronto.ca

website: <https://www.cdtps.utoronto.ca/people/directories/all-faculty/nancy-copeland>

Jacob Gallagher-Ross (Deerfield 1057)

20th-century and Contemporary Drama and Theatre; Digital Performance; Dramaturgy
Associate Professor (BA, Theatre, University of Toronto; MFA and DFA, Yale School of Drama)

jacob.gallagher.ross@utoronto.ca

website: <https://www.cdtps.utoronto.ca/people/directories/all-faculty/jacob-gallagher-ross>

Martin Revermann (Maanjiwe nendamowinan 4276)

Ancient Greek and Roman Theatre and Drama; History of Playgoing; Bertolt Brecht
Professor (MA, Classics, Ludwig-Maximilian-University Munich; DPhil, Classics, Oxford University)

m.revermann@utoronto.ca

website: <https://www.utm.utoronto.ca/historical-studies/people/revermann-martin>

Terry Robinson (Maanjiwe nendamowinan 5264)

English Drama and Theatre, 1660-1800; Women Writers; Body and Performance Studies
Assistant Professor (MA and PhD, English, University of Colorado, Boulder)

terry.robinson@utoronto.ca

website: <http://individual.utoronto.ca/trobinson/>

Chester Scoville (Maanjiwe nendamowinan 5240)

Medieval Drama; Rhetoric; Comics Studies

Associate Professor (Teaching Stream) (BA, English, Cornell University; MA and PhD, English, University of Toronto)

chester.scoville@utoronto.ca

website: <http://www.english.utoronto.ca/facultystaff/facultyprofiles/scoville.htm>

Lawrence Switzky (Deerfield 1047)

Drama and Theatre, 19th century to contemporary; History of Directing; Media Theory

Associate Professor (BA, English, Yale University; AM and PhD, English, Harvard University)

lawrence.switzky@utoronto.ca

website: <http://www.english.utoronto.ca/facultystaff/facultyprofiles/switzkyl.htm>

Holger Syme (Deerfield 1045)

Shakespeare; European Theatre History; Modern and Contemporary German Theatre

Associate Professor (BA, English, Oxford University; AM and PhD, English, Harvard University)

holger.syme@utoronto.ca

website: <http://www.syme.dispositio.net/Syme/Home.html>

g. Theatre Erindale Staff

Peter Urbanek

Manager, Theatre Operations

p.urbanek@utoronto.ca

Michael Slater

Technical Director, Erindale Studio Theatre

Joe Taylor

Technical Director, MiST

joe.taylor@utoronto.ca

Michelle Vanderheyden

Head of Wardrobe

m.vanderheyden@utoronto.ca

Sarah Scroggie

Head Carpenter

Leslie Wright

Head of Props and Scenic Art

TDS STUDIO COURSES (DRS)

a. Summary of Co- and Prerequisites

REQUIRED COURSES	CO-REQUISITES	PREREQUISITES
DRS121H Acting 1	DRE121H	None
DRS122H Acting 2	DRE122H	DRE121H and DRS121H
DRS221H Acting 3	DRE200H or DRE222H	DRE121H, DRE122H, DRS121H, and DRS122H
DRS222H Acting 4	DRE200H or DRE222H	DRS221
DRS321H Acting 5	DRS325H	DRE220H, DRE222H, and DRS222H
DRS322H Acting 6	DRS326H	DRS321H
DRS325H Production 1	DRS321H	DRE220H, DRE222H, and DRS222H
DRS326H Production 2	DRS322H	DRS325H
DRS421H Acting 7	DRS425H	1.0 credits in DRE 300-level courses; DRS322H and DRS326H
DRS422H Acting 8	DRS426H	DRS421H
DRS425H Production 3	DRS421H	1.0 credits in DRE 300-level courses; DRS326H
DRS426H Production 4	DRS422H	DRS425H

b. Course Outlines

Each student at Sheridan College is issued a course outline for every course and/or subsection of a course. For DRS courses, these “umbrella” outlines will be available via the UTM Timetable by the first day of classes. In addition, syllabi for each course’s various components will be distributed in the first week of class by the individual professors. Combined, these documents describe course content, attendance requirements, evaluation methods, and required materials. Please read them carefully and keep them for reference. Course outlines and syllabi will also be posted on SLATE, the learning management software used by Sheridan, during the first week of classes.

c. Course Descriptions

DRS121H Acting 1

Students learn the foundational elements of acting, vocal, and physical training. In a studio setting, students undertake practical exercises focused on establishing fundamental skills, physical grounding and professional behaviours. Students learn how to be part of a backstage crew building a show.

DRS122H Acting 2

In a studio setting, students further develop foundational work on voice through class exercises. The student’s acting technique is further developed with work on presence and authenticity. Students begin to

explore fundamental movement principles through a variety of movement approaches. In addition to these components, students spend time in crew work supporting third- and fourth-year productions.

DRS221H Acting 3

Students build upon the work initiated during the first year in acting, voice and movement. In acting, students expand their training through their connection between language and action. Students explore more challenging work and techniques in the voice and movement disciplines. Students work as a group on the Creative Ensemble project researching, writing, choreographing, rehearsing and performing a piece of theatre based on a theme, style, or period in history.

DRS222H Acting 4

Students continue to build their foundational acting skills as they explore and apply acting techniques related to Realism. They adapt their vocal technique for the demands of Heightened Text and extend their physical expression with Neutral Mask training. Students assume a crew responsibility for the term to further develop their theatre production skills.

DRS321H Acting 5

Students explore on-camera acting techniques as well as the practical and theoretical techniques for creating Devised Theatre. Students sustain their vocal training through introductory singing techniques. Students practice the fundamentals of armed and unarmed stage combat. Students also prepare and submit the proposal for their Solo Project, to be performed in the winter term.

DRS322H Acting 6

Students address their acting challenges by creating and publicly performing their Solo Project. Students work further on advanced camera techniques and integrate their vocal technique with more complex work on dialect and exceptional vocal demands. Additional acting components include expanded scene study and Character Mask. Areas of focus are subject to change each year depending upon the needs of the group and instructor availability.

DRS325H Production 1

This introductory production course is designed to simulate a professional theatre environment. Students in this course work with a director on classical text. Course activities will include independent preparation and research, rehearsals, production coaching, technical rehearsals and public performances.

DRS326H Production 2

Students incorporate physical, vocal and acting training techniques to create a devised theatre production for public performance. This second production course is designed simulate an independent professional theatre environment. Course activities will include independent preparation and research, rehearsals, production coaching, technical rehearsals and public performances. Emphasis is placed on actors working with a director as an ensemble as they research, devise, rehearse and perform this project.

DRS421H Acting 7

Students develop their performance techniques at an advanced level preparing for theatre auditions and industry readiness. Students explore physical expression and develop skills in dance and cultivate self-care through yoga.

DRS422H Acting 8

Students continue to work at an advanced level focusing on industry preparation. Previous training is integrated with specialized acting workshops. Students further develop skills and physical expression through dance and self-care through yoga.

DRS425H Production 3

Students integrate their physical, vocal, and acting training in the creation and performance of a character. This role is created as part of an ensemble with a director. Students sustain and develop their work throughout the rehearsal and performance period. Emphasis is placed on rehearsal activities, public performances, and professionalism at all stages of the artistic process.

DRS426H Production 4

Students further integrate their physical, vocal and acting training in the creation and performance of a character at an advanced level. This role is created as part of an ensemble with a director. Students sustain and develop their work throughout the rehearsal and performance period. Emphasis is placed on rehearsal activities, public performances and professionalism at all stages of the artistic process.

d. Program Map

FACILITIES AND RESOURCES

The Theatre and Drama Studies Program offers students the opportunity to participate, from year one, in productions at the Erindale Studio Theatre and the Multi-Media Studio Theatre (MiST). Both venues are used for performances of Theatre Erindale, the production company of the collaborative program. MiST is also used for teaching and for co-curricular and extra-curricular performances by all programs, including the UTM Drama and Musical Theatre Clubs.

In addition, our faculty introduces students to a range of different performances, including an annual trip to the Stratford festival, occasional outings to productions in Toronto (often with dedicated Q&A sessions), visits from international performers and theatre makers as well as theatre scholars on the UTM campus, and screenings of recordings of landmark historical productions.

THE FIRST-YEAR EXPERIENCE

The first year in post-secondary education may be a challenging time for you as you face many new experiences. These could include living away from home or with roommates, adjusting to a new routine, and taking care of domestic details in addition to meeting academic responsibilities. Give yourself a little time to adjust to the “university lifestyle” and to figure out how to balance your new-found freedom with the need for self-discipline, commitment and perseverance.

The first-year studio classes run on Tuesdays and Thursdays, for 12 hours a week, over two 12-week terms, and are split between Acting Courses and Crew Assignments. Crew Assignments take place on Tuesday and Thursday afternoons and may include evening and Saturday calls. All UTM academic courses required for TDS students run on Mondays, Wednesdays, and (sometimes) Fridays, and always finish by 5 pm. This schedule allows for a balance between your studio work and academic work at UTM.

First-year studio courses are designed to guide you in foundational acting skills while challenging you. These classes require effort, persistence, generosity, good listening skills, patience, and concentration as you acquire techniques necessary for the professional actor. Because of the practical, intense nature of these courses, regular attendance is essential.

At the same time, you will need to set time and mental energy aside to focus on academic courses that will challenge you intellectually, introduce you to a wealth of new concepts, texts, and narratives about drama, theatre, and performance. You will have to think actively, hone your verbal skills in writing and discussion-based classes, and read and respond to a range of unfamiliar ideas and texts.

The fundamental conviction underpinning everything we do in TDS is that training and learning, creative and intellectual work, go hand in hand, and that great theatre is made by well-trained actors with a deep knowledge of the history and theory of their craft. We take the two sides of the program equally seriously, and so should you.

ADDITIONAL TIPS for success as a first-year TDS student

- Be organized and self-disciplined; use your time well. Attend *all* your first-year classes regularly. While at Sheridan, make full use of studio hours. Learning in studio has, in part, to do with the acquisition of skills and good judgement; in class, you will benefit from assistance from both faculty and your peers to refine and learn techniques, as well as to debate the success and interpretation of your work.

- At Sheridan, attend the “Diverse Voices in Theatre” speaker series offered on Tuesdays, once a month, over the lunch hour in Macdonald-Heaslip Hall. These talks are a real opportunity to hear about important issues in the theatre community from working professionals. Talks are free to all performing arts students and are advertised on the GB and H-wing bulletin boards.
- TDS students are expected to attend all Theatre Erindale productions (they receive one comp for each Studio and Main Stage show) and as many Sheridan Music Theatre shows as the timetable allows. Where opportunity allows, students will be invited to attend dress rehearsals for the Music Theatre shows. Transportation is provided. Going to see these shows is an opportunity to engage with the work of your colleagues in the upper years: think about the work you see and consider how it relates to what you are learning in your training and your academic courses. See Appendix 1E for more details about our comps policy.
- Don’t be discouraged if your grades in first year are lower than what you are used to from high school. University grading practices are generally more rigorous than secondary school grading practices. Often, students’ marks are lower in the first year of university than in their last year of secondary school. It is important to take a long-term view; typically, studio marks improve in later years of the program. To help you understand your grades, familiarize yourself with the grading rubrics that outline how your performance standards are linked to course learning objectives.
- Show initiative and keep your communication open with the professor. If you have a problem with either the course work or understanding the professor, speak to the professor early on. Professors want you to succeed. Make use of office hours to speak to your instructors about anything you did not understand or that you would like to discuss further.
- Academic honesty is the basis of university scholarship. In your studio courses, it is possible, even encouraged, for you to collaborate with other students on work in some of your classes. Where an assignment is set for you alone, though, you must individually complete the work you perform for a studio course (this especially applies to written work). You may not submit work done for one course to satisfy the requirements of another course. In your UTM courses, you will be provided with detailed guidelines on academic integrity; it is critically important that you follow these instructions. If you have any question as to whether or not your work may be in violation of academic honesty principles, in your studio or your academic courses, discuss this with your professor first in order to avoid academic penalty.
- Harassment of any form is not tolerated. We all work to maintain an environment of mutual respect. New horizons for intimidation now exist in social networking media; this is not allowed, and engaging in mocking your peers or professors online will result in serious academic penalty.

GENERAL INFORMATION

a. Sheridan Access and E-Communication Information

OneCARD

Every TDS student requires a Sheridan OneCARD in order to use the studios, classrooms, and to access network printers while on the Sheridan campus. Further information is available at:

<https://it.sheridancollege.ca/support/onecard/index.html>

Sheridan Email Account

Once you've received your username and password, please set up your Sheridan email. Your Sheridan professors may only use your Sheridan email account, and it is our primary method of communication so please ensure that you are able to access this account immediately. To access your email account:

- Go to www.sheridancollege.ca
- Log into [Access Sheridan](#) with your username and password
- Click on the Email and Calendar and sign in again (with the same user name and password)

Please notify us *immediately* if you are having trouble with your user name, password or email. Course communications are distributed via the Sheridan e-mail system. It is therefore crucial that you keep this e-mail account operational and check it regularly.

SLATE

SLATE is Sheridan's learning management interface. SLATE allows you to check your grades, access course outlines and syllabi for your studio courses, and stay in touch with crucial college policies and resources. It is also where you can update your mailing address and telephone number. This information needs to be available to the Program Coordinator and Program Administrative Officer; it will be treated strictly confidentially.

b. UTM Access and E-Communications Information

Extensive information about your T-Card (your U of T ID), your U of T email address, and **Quercus**, the U of T learning management system (among other topics) can be found here:

<https://www.utm.utoronto.ca/new-students/essentials#alerts>

c. Transportation

Shuttle Bus

The Sheridan Trafalgar Road campus is located about a 20 minute drive west of the UTM campus. DRS courses are timetabled for Tuesdays and Thursdays in the following blocks of time: 9:00-12:00 noon; 2:00 to 5:00 p.m., and a shuttle bus service is in place to get you from UTM to Sheridan in time for your classes. The pick-up spot at UTM is located outside Deerfield Hall.

The shuttle bus runs between UTM and Sheridan on Tuesdays and Thursdays from morning through the early evening; it also operates on Monday afternoons and evenings. The service begins when classes do,

a week after Labour Day, and ends in the Spring with the final week of classes in April. There are interruptions for the holiday break, December to January, and for the two UTM Reading Weeks in October and February.

You can access specific information about the shuttle bus schedule at <http://www.utm.utoronto.ca/shuttle/services-schedules/utm-sheridan-college-service> and by phone at 905-828-3933.

There is no additional charge to use this shuttle service. UTM students are required to produce their T-Card for verification each time they board. A handheld verification device is used to verify the student's eligibility to board.

A separate shuttle bus (also free) connects UTM and the U of T St George campus in the heart of downtown Toronto. With your T-Card, you can use this service to travel to Toronto for shows, to make use of the central library facilities, or to attend classes and events on the St George campus. It runs throughout the year, from morning to night, though more frequently while classes are in session. The schedule can be accessed here: <https://www.utm.utoronto.ca/shuttle/services-schedules/utm-st-george-service>

Public Transit Routes

From UTM to Sheridan:

- take Mississauga Transit bus #29 to South Common Mall
- get a transfer and look for the only Oakville bus stop at South Common Mall
- take #24 Oakville Transit bus (takes you right to Sheridan)

From Sheridan to UTM:

- take Oakville Transit bus #24 to South Common Mall (not bus #24 to Oakville Go Station)
- get a transfer, get off at South Common Mall, and take #29 bus back to UTM.

Parking Permits

Students planning to park at any Sheridan campus will need to buy a parking permit or daily ticket. Parking permits can be purchased through Sheridan ePark. Please visit their website for more information: <https://epark.sheridancollege.ca>

Some of the parking lots at UTM are reserved for permit-holders; others are pay-and-display locations. Information about purchasing a permit can be found here: <https://www.utm.utoronto.ca/parking/2019-2020-student-permit-presale-information>. Details about the various lots and the regulations applying to them are available here: <https://www.utm.utoronto.ca/parking/parking-campus/parking-map>.

d. Safety

All students should exercise caution in crossing either campus at night. Security at both campuses will also accompany students to parking lots, bus stops, residences, and between buildings.

You should be aware of the following two specific programs at UTM and don't hesitate to make use of them:

Work Alone Program

Working alone or in an isolated area of campus? This program, operated by UTM Campus Police, allows users to check out a personal safety radio from police and/or register to receive regular check-ins from officers. UTM Campus Police can respond immediately should a personal emergency arise. Find out more or register at the UTM Campus Police office in room 3116, William G. Davis Building, or call 905-828-5200.

WalkSafer Program

Do you prefer not to walk alone on campus – anytime, day or night? Call a WalkSafer escort – a team will come to your location and walk you to your destination, including waiting with you at a bus stop. WalkSafer escorts are student employees of UTM Campus Police, with direct radio or cellphone contact with police. During off-peak hours, the service is provided by UTM building patrollers or Special Constables. This service is available 24/7/365. Contact WalkSafer at 905-607-SAFE (7233).

If you ever feel unsafe on either campus, or in emergencies, contact security immediately:

The Sheridan Security Desk is located in front of the bookstore.

Phone: Ext. 4044 (905-815-4044)

<https://www.sheridancollege.ca/life-at-sheridan/campus-services/security>

The UTM Campus Police Desk is on the second floor of the Davis Building, Rm 3116.

Phone: 905-828-5200; Emergencies: 905-569-4333

<https://www.utm.utoronto.ca/campus-police/>

For a comprehensive list of safety resources at U of T, see <http://safety.utoronto.ca>.

e. Accidents and Injuries

Both Sheridan and UTM have an obligation by law to provide a safe working environment. Theatre personnel – actors and technicians both – must be trained to utilize safe work habits both in the classroom and the theatre. It is the responsibility of all faculty and students to ensure that a safe work environment exists. Please report any accidents or injuries immediately – no matter how minor – to a faculty member and/or Health Services. If there is an emergency, remember that you can pick up any telephone anywhere in the College and be connected with Campus Security or Health Services. For a map of emergency phones at UTM, see <https://www.utm.utoronto.ca/campus-police/safety-programs/emergency-phones-locations>

At Sheridan, the Health Services Office is located opposite the bookstore (B129).

Hours: Monday through Friday, 8:00 am to 5:00 pm

Phone: Ext. 2550, 2551

At UTM, the Health and Counselling Centre is located in the Davis Building, around the corner from the bookstore (Rm 1123a)

Hours: Monday, Tuesday, Friday, 8:00 am to 5:00 pm, Wednesday and Thursday, 8:00 am to 7:30 pm

Phone: 905-828-5255

For a list of local walk-in clinics, see

<https://www.utm.utoronto.ca/health/sites/files/health/public/shared/pdfs/Mississauga%20After%20Hours%20%26%20Walk-In%20Clinics%20-%20July%202013.pdf>

f. Smoking and/or Vaping

Smoking and vaping are strictly forbidden at both UTM and Sheridan.

Sheridan is committed to providing a healthy and safe working, learning, and living environment for employees, students, visitors and contractors. Sheridan demonstrates this commitment by being a tobacco, vaping, and smoke-free college that ensures Sheridan community members are not exposed to second-hand smoke while on Sheridan premises. For more information see Sheridan's "Share Clean Air" website: <https://www.sheridancollege.ca/news-and-events/share-clean-air>

U of T is likewise committed to providing a safe and healthy environment for its faculty, staff, students, volunteers, and visitors. The smoke-free policy that came into effect in January 2019 is part of that commitment. For details of that policy, see <https://www.utoronto.ca/smoke-free>.

g. Class Times and the Sheridan Schedule

Classes at Sheridan begin on the hour, whereas UTM classes begin at ten minutes past the hour. Many classes/rehearsals require students to arrive before the posted starting time in order to warm up, set up, and change. Though a two-hour class does not include a break, a three-hour class will include a break of ten minutes. (At UTM, breaks are at the discretion of individual instructors.) Please remember that food and drink are not allowed in classrooms, including the studios at both Sheridan and UTM.

RESOURCES AT SHERIDAN

a. Student Advisement Centre

The Student Advisement Centre is the on-campus place for all student questions and requests for information on anything related to Sheridan. Students can get their questions answered immediately. The Student Advisement Centre is located in room B104 and is open Monday to Friday - 8:00am to 5:00pm. Call (905) 845-9430 ext. 2557 or by email at askanadvisor@sheridanc.on.ca.

Information Specialists and Student Advisors are dedicated to assisting new and first year students to:

- adjust to College life and to their academic program
- access all the Sheridan information they need to make appropriate decisions
- connect to Advisors when experiencing difficulties or concerns

b. Health Services

Health Services are available at Sheridan's Trafalgar campus and offer professional health care, lifestyle and health counseling, and referrals for students. Registered nurses and physicians handle emergency matters, minor treatment, and health education and promotion on a strictly confidential basis. Students with special health requirements are welcome to drop-in to make appropriate arrangements for their health care needs. The Trafalgar location is in Room B129 and can be reached by telephone at (905) 845-9430 ext. 2550.

September-June: Monday-Thursday 8:00 a.m.-8:00 p.m., Friday 8:00 a.m.-5:00 p.m.

July-August: Monday-Friday 9:00 a.m.-5:00 p.m

Please call or check Health Services' door for evening hours.

You also have access to Sheridan's Wellness and Counselling Services, which support the academic, personal, and social growth of students from diverse backgrounds and with specific, individual needs. Counselling appointments are free and confidential. See <https://www.sheridancollege.ca/life-at-sheridan/student-services/counselling-services/about>.

You also have access to the Sheridan Student Union's EmpowerMe, a mental health and wellness service that helps connect students to practitioners. EmpowerMe offers assistance in multiple languages. See <https://www.thessu.ca/empower-me>.

c. Accessible Learning Services

Sheridan's staff and Counsellors are available to assist with any of your concerns. Counselling Services are offered to assist students in building solutions to their own personal, emotional or interpersonal concerns that may be impacting academic success at Sheridan. Counselling appointments are free, confidential and readily available for your benefit. Accessible Learning Services offers drop-in sessions for your convenience. You can sign up for a drop-in appointment on the same day that you would like to see a Counsellor by coming to our office in room B104 at Trafalgar. Accessible Learning Services also offers appointments and can make referrals to other community services. Accessible Learning Services can be reached by telephone at (905) 845-9430 Ext. 2521.

****PLEASE NOTE:** for accommodations in Sheridan courses, you must be registered with the Sheridan office of Accessible Learning. For accommodations in UTM courses, you must be registered with UTM's AccessAbility. If you are registered with AccessAbility, you can have your materials sent to Sheridan, but you must follow up with Accessible Learning to activate your accommodations at Sheridan. The two offices work together but have different procedures for requesting accommodations. At Sheridan, for instance, you have to activate your registration every semester.

d. Centre for Equity and Inclusion

Sheridan values diversity and strives to create an equitable and inclusive place to study and work. We can achieve this by:

- Sharing responsibility for respecting others' rights and dignity, and working to remove barriers
- Committing to ongoing awareness and education about equity issues
- Ensuring that Sheridan policies and practices meet or exceed legislative requirements

What CEI does:

- Address concerns of sexual violence, gender-based violence, and intimate partner violence
- Partner with student and employee groups to develop educational events on topics related to equity and inclusion
- Advise on conflicts related to harassment and discrimination
- Offer mediation and other alternative dispute resolution services
- Conduct investigations into concerns of harassment and discrimination

If you have a concern and would like to make an appointment to speak with the Sheridan team, please fill out the form provided on the CEI website, save it, and email it to equity@sheridancollege.ca. You may also call us at Ext. 2229

e. Library and Learning Commons

The Sheridan Library and Learning Commons are open to all TDS Students. An inter-library loan service is also available, as are study carrels and computer carrels for student use. You need a Sheridan Student OneCARD in order to borrow, renew or place holds on library materials whether in person at your campus library, or online using your [My Library Account](#). For more information, see <https://www.sheridancollege.ca/life-at-sheridan/student-services/library-services.aspx>

f. Lockers

All students are asked to secure and make use of a locker at Sheridan. Locker rentals are offered on a first come, first served basis.

Locker Rental Fees:

- \$15 – One semester (Fall, Winter or Spring)
- \$25 – Two semesters (Fall & Winter or Winter & Spring)
- \$35 – Three semesters (Offered Fall through Spring only)

[Locker Use Agreement Form](#) (required for registering a locker)

[Locker Use Regulations](#)

Please visit the Locker Rentals website (<https://www.sheridancollege.ca/life-at-sheridan/campus-services/parking/lockers>) for step by step instructions.

RESOURCES AT UTM

a. Academic Skills Centre

The Robert Gillespie Academic Skills Centre (Maanjiwe nendamowinan Rm 3251) offers a range of workshops, seminars, and individual consultations to help students develop the academic skills they need for success in their studies. For more information, see: <http://www.utm.utoronto.ca/asc/>.

b. Library

UTM's library, housed in the Hazel McCallion Academic Learning Centre, holds a rich collection of academic books and journals, with a particular strength in theatre and drama studies. It is part of the U of T Library system, the largest academic collection in Canada, which holds over 12 million volumes and subscribes to over a million electronic resources; you have access to all its 44 libraries, including Robarts, the central library on the St George campus. At some point over your time in TDS, you ought to visit the Thomas Fisher Rare Book Library, Canada's greatest rare books collection and home of a copy of Shakespeare's First Folio.

Your UTORID gives you access to U of T's extensive online resources, many of which are of direct relevance to your studies and your training in TDS. For a guide to exploring the Library's holdings in Drama, Theatre, and Performance Studies, see

<https://guides.library.utoronto.ca/c.php?g=251003&p=1672673>

Of particular interest might be video recordings of live performances. U of T subscribes to two major online collections of such recordings:

Digital Theatre Plus (<https://www-digitaltheatreplus-com.myaccess.library.utoronto.ca/education/plays-and-productions>)

Alexander Street (<https://video-alexanderstreet-com.myaccess.library.utoronto.ca/channel/theatre-in-video>)

For further information about the library and for help navigating its collection, see

<https://utm.library.utoronto.ca/research>.

c. Lockers

On the UTM campus, lockers are reserved for TDS students in Deerfield Hall, adjacent to the Rehearsal Halls. Access can be obtained through the Manager of Theatre Operations, Peter Urbanek (p.urbanek@utoronto.ca).

d. AccessAbility Services

AccessAbility at UTM provides services and academic accommodations to students who have a documented learning, physical, sensory, mental health disability, or medical condition. A disability can be temporary or permanent. Any information that a student discloses to AccessAbility staff regarding the nature of their disability or health condition is kept confidential. For more information, see:

<https://www.utm.utoronto.ca/accessibility>

If you have a disability/health consideration that may require accommodations, please contact the AccessAbility Resource Centre as soon as possible. AccessAbility staff (located in room 2037, Davis Building) are available by appointment to assess specific needs, provide referrals, and arrange appropriate accommodations. The office can be reached by phone (905-569-4699) or email (access.utm@utoronto.ca).

****PLEASE NOTE:** For accommodations with your Sheridan courses, you must be registered at Sheridan's Office of Accessible Learning (see the previous section of this handbook). If you are registered with AccessAbility at UTM, you can have your materials sent to Sheridan, but you must follow up with Accessible Learning at Sheridan to activate your accommodations on that campus. The two offices work together but have different procedures for requesting accommodations. At Sheridan, for instance, you have to activate your registration every semester.

e. Health and Well-Being

Different types of resources are available for students who feel that stress or other factors are having a negative impact on their mental health and well-being. UTM's Health and Counselling Centre offers Counselling Groups and confidential Personal Counselling to students. The cost of most appointments is covered by OHIP or UHIP. The Centre is located around the corner from the UTM bookstore and is staffed by a team of health professionals. Drop in or call 905-828-5255 for an appointment. For more information, see <https://www.utm.utoronto.ca/health/our-services>.

Other resources on campus that support health and well-being include the Indigenous Centre and Athletics:

<https://www.utm.utoronto.ca/indigenous-centre/welcome-indigenous-centre>

<https://www.utm.utoronto.ca/athletics/home>

f. Good2Talk

An additional mental health resource available to all students is Good2Talk, a counselling helpline designed specifically for Ontario university students experiencing distress. Free, professional, and anonymous support is available 24/7, 365 days a year, at 1-866-925-5454.

g. Equity and Diversity Office

The University of Toronto Mississauga Equity & Diversity Office (EDO) provides programs and services to students, staff, and faculty at UTM. In cooperation with its campus partners, the EDO promotes an equitable and inclusive campus community, free from discrimination or harassment based on age, ancestry, citizenship, colour, creed, disability, ethnic origin, family status, gender expression, gender identity, marital status, place of origin, race, record of offences, sex, and/or sexual orientation. The EDO

- Provides public education workshops and professional development seminars to build community awareness and create a more inclusive campus;
- Organizes equity-related events, programs, and forums on topics important to the campus community;
- Responds to concerns, resolves conflicts, and manages complaints of discrimination and harassment; and,
- Consults and advises on policy matters.

The EDO works with many offices at U of T that you may also find helpful, including the Anti-Racism and Cultural Diversity Office (<http://antiracism.utoronto.ca>), the Sexual and Gender Diversity Office (<https://sgdo.utoronto.ca>), and the Community Safety Office (<http://www.communitysafety.utoronto.ca>).

Find out more about the EDO's role and its services here: <https://www.utm.utoronto.ca/equity-diversity/contact-us>

h. Sexual Violence Prevention and Support Centre

The Sexual Violence Prevention and Support Centre works to create a campus environment where all members of the University community can study, work and live free from sexual violence.

The Centre has locations on all three U of T campuses to help students, staff and faculty who have been

affected by sexual violence or sexual harassment access support, services and accommodations.

The Centre offers:

- Confidential, non-judgmental, client-centred [services](#)
- Coordination and navigation of University supports, services and accommodations
- Support in making a [disclosure](#)
- Assistance with [reporting](#)
- Referrals to on- and off-campus services
- Self-care resources

UTM's Sexual Violence Prevention and Response Coordinator is Henna Khawja. Her office is in the Davis Building (Rm 3094G) and she can be reached by email at henna.khawja@utoronto.ca.

APPENDIX 1: POLICIES AND PROCEDURES

A. Attendance and Punctuality

In order to prepare you for the professional practice required in the performing arts industry and because of the participatory nature of these classes, full attendance and punctuality is mandatory. The policy below covers all classes, rehearsals, crew calls, coaching appointments, costume fittings, and appointments with faculty and theatre staff.

Prior permission will be given for absences due to religious observances and may be granted for extraordinary circumstances. These circumstances would include injuries or health problems, family crises or deaths. Please note that this does not include family vacations. Absences due to professional opportunities will be considered for fourth year students only, on a case by case basis. Permission to be absent is granted only by the Program Coordinator(s) in consultation with any instructors involved.

In the event of an ongoing illness or disability, students must register an accommodation with the appropriate office at **both campuses**.

<https://www.sheridancollege.ca/life-at-sheridan/student-services/accessible-learning-services>

<https://www.sheridancollege.ca/life-at-sheridan/student-services/counselling-services>

<https://www.utm.utoronto.ca/accessibility/>

Habitual tardiness (3 or more latenesses of under 10 minutes in a term) will result a low professionalism mark and in the students being placed on the Problematic Attendance Record as detailed below. A lateness of over 10 minutes will be considered an absence.

If you are running late for class, you must inform your instructor by sending them an email. Upon arrival to class, listen at the door to determine whether it is a good time to enter. Enter calmly and quietly if it is appropriate to do so. Explain to your instructor what happened in the break or after class. Do not interrupt work in progress even if it means going over the 10-minute mark.

If you must miss a studio class or rehearsal due to illness, the following steps are to be taken:

a) You must inform the Instructor and Coordinator(s) at least 30 minutes prior to the absence.

Professor David Matheson, Co-coordinator: david.matheson@sheridancollege.ca

Professor Meredith Scott, Co-coordinator: meredith.scott@sheridancollege.ca

Professor Melee Hutton, Head of Acting: melee.hutton@sheridancollege.ca

In the event of a rehearsal absence the Stage Manager of the production must be notified as well. At the start of the rehearsal process, please ensure that you are aware of how to best contact the Stage Manager for your show.

b) You must catch up with the material covered and any handouts, assignments or homework given during the missed class.

Failure to communicate with the faculty about an absence, or an absence for any other reason will result in the following penalties that will be applied to the total grade in the studio course – not just to the component. Please note that this penalty will only apply once per day of classes missed. Multiple components missed on the same day will not result in additional penalties.

- First 3 unexcused absences – you will lose 5% per absence of the final grade for this studio course (total 15%). After the third unexcused absence, you are required to meet with the Coordinator(s) to discuss your standing in the studio courses.
- Fourth unexcused absence – you will lose an additional 5%, or a total of 20% of your total grade. You will be required to meet with the Coordinator(s) and Associate Dean, Mary Jane Carroll at Sheridan. Options will be discussed at that meeting.

Penalties may be waived at the discretion of the Sheridan Faculty and Associate Dean in consultation with the Instructor(s) involved.

Problematic Attendance Record

Any student missing a significant amount of course work **regardless of the reason** may be placed on the Problematic Attendance Record. A student on the PAR may not be considered for artistic opportunities, such as the Beck Festival and lead roles in Theatre Erindale Productions. Recasting may occur mid-season. To clarify: students on the PAR will continue in the studio courses as normal – this does not mean that they are unable to continue in the program.

B. Outside Commitments Policy

The amount of time and energy that is necessary for you to keep growing as an artist and succeed in this program is immense. To help with your continued success in the program, we make the following recommendations with regard to outside commitments.

Outside Studios

The first and second years of the Theatre and Drama Studies Program are focused on laying the foundation of an actor's training. For incoming high school graduates, the degree of change is extreme, the workload is heavy, and the level of physical, mental, and emotional commitment demanded can often be a surprise. The learning experiences have therefore been sequenced and balanced with great care.

During your first years of training, you will be working hard to establish new habits and maintain progress. While outside study is not prohibited, we encourage you to take great care with your work while in the midst of this process. We take your journey from first year to graduation very seriously, and we hope that you will check in with us regarding any outside training you are considering.

Outside Jobs

Please remember that program activities and co-curricular events are often scheduled for evenings and weekends. While it can be difficult for TDS students to balance part-time jobs with school, we acknowledge that it is often necessary. Conflicts with class and production work are not permitted. Make sure that both your employer and the relevant program faculty and staff are completely informed of your commitments.

Outside Engagements

There are many opportunities available to you as a student: UTM Drama Club, UTM Musical Theatre Club, Dance Club, etc. However, while you are in professional training during the term, we highly recommend you don't spread yourself too thin. Your TDS courses, at Sheridan and UTM, must come first. We do not allow TDS students to miss class, crew calls, or rehearsals for any outside commitments, including UTM or U of T Clubs. Please read the Season Calendar (provided at the Program Assembly in the first week of September) carefully, as there are occasionally meetings or evaluations at odd times during the final week of term.

C. Communication Policies

Notice and Call Boards

A Class Notice Board dedicated to Theatre and Drama Studies students is located in the E-wing at Sheridan, just around the corner from E101. Please check this board each day you are on the Sheridan Campus. Crew Calls and Rehearsal Calls are posted on the Call Boards at UTM (located in the hallway leading to the Wardrobe Storage in Deerfield). Please check these daily as well.

Submitting Assignments for Sheridan Courses

Assignments may be left in the “Acting” section of the mailbox beside the door to E101 at Sheridan or dropped through the wall slot adjacent to the Mailroom (B135). Always keep a personal copy of your written assignments.

D. Theatre Erindale and Theatre Sheridan Tickets; Comps Policy

All TDS students can reserve one complimentary ticket for any Theatre Erindale Main Stage or Studio Show. For any show that is double cast, a comp for each cast’s performance can be booked.

In addition, TDS students have access to unlimited rush seat tickets (one per person per show). They need to add their names to a waiting list 30 minutes before show time; tickets will be provided on a first-come, first-served basis if and when seats are available.

Student comp tickets are for personal use only and cannot be transferred to third parties. Any student abusing the system will lose their comp privileges indefinitely. All comp tickets have to be booked by phoning or emailing the box office.

As a student, you are encouraged to attend as many performances as possible. It is particularly important that you attend all Theatre Erindale shows, but you are also strongly encouraged to see the work of your colleagues in the Sheridan Music Theatre program. For more information on how you, your friends, and your family may obtain tickets please visit the box office in person or at this link:

<https://tickets.sheridancollege.ca/TheatreManager/1/online?event=0>

Theatre Erindale Box Office: 905-569-4369; boxoffice@sheridancollege.ca
Peter Urbanek, Manager of Theatre Operations

Theatre Sheridan Box Office: 905-815-4049; boxoffice@sheridancollege.ca
Martin Zwicker, Manager

E. Access to Rehearsal Space

Both the Rehearsal Halls and the MiST can be booked by TDS students whenever they are not in use for other activities, including weekends and evenings. Bookings are done via an online scheduler: <https://scheduler.utm.utoronto.ca/mist/Web/index.php>. The first time you access the site, you will be asked to create a user account. For the Rehearsal Halls, bookings don’t require approval, but are limited to two-hour slots (further details can be found on the scheduler site). Bookings for the MiST need to be approved by the Technical Director. **Please** be mindful of the high demand on these spaces: if you no longer require a slot you have reserved or if your session ends early, cancel the booking online.

Sheridan classrooms and tutorial rooms are also available to TDS students.

F. The Student Rep System

Two elected representatives from each year will meet regularly with the Director of Drama Studies – UTM, the Sheridan Program Co-ordinator and the Production Manager. These meetings are designed to help us to understand the student experience, and to share any important news or events. Student Reps will then communicate back to their colleagues the outcome of these meetings. This system provides an open forum for dialogue while at the same time providing anonymity. As with all elected positions, student reps work to represent their cohort, even when they may not be in full agreement, to help achieve mutual understanding. The Student Rep meetings provide a safe space for discussion.

The Reps

Every year elects two student representatives. Elections for the reps take place in the in the spring for the upper years, and in the second week of classes in the fall for the first-year students. Election is by paper ballot and simple majority.

No student can serve consecutive terms as student rep, though multiple stints in alternating years are possible.

The student reps' responsibilities consist *exclusively* of the following:

- In advance of the regularly scheduled student rep meetings, gather information from classmates about issues and concerns with the operations of Theatre Erindale, classes and facilities at Sheridan, classes and facilities at UTM, or other matters related to the culture of the program
- Communicate those concerns to the participants at the meeting and, as appropriate, advocate on behalf of their classmates in cases where particular ideas or proposals for improvements or changes have been put forth
- Report responses back to their classmates

Student reps need to exercise their discretion as to which kinds of concerns should be brought to the meeting. There will always be issues that are inappropriate for discussion at the meeting, because they are too personal or too specific in nature, and because they may not benefit from or require a broad-based response. If and when the reps decide not to raise such issues, they should inform the classmate concerned and remind him or her that individual students are always able and encouraged to bring concerns directly to the attention of either the Coordinator of Theatre and Drama Studies at Sheridan or the Director of Drama Studies at UTM (or both).

Student reps have **no** responsibilities beyond gathering and communicating students' concerns. They are not the lead organizers for activities for their year, and they should not be asked to take charge of organizational matters beyond those outlined above.

It is understood that student reps report concerns raised to them. They are conduits or, on occasion, advocates for their classmates, and part of their function is to stand in for other students who may not feel comfortable raising concerns themselves. The anonymity the reporting process allows is a feature, not a flaw, of the system. In order for the student rep operation to work effectively, faculty and staff will ensure the views expressed at the meeting are given a fair hearing, that student reps can speak freely, and that their role as representatives is respected. In turn, student reps will recognize that academic and organizational matters are often complex and beyond any one faculty or staff member's control; that the concerns of one group of students need to be reconciled with the needs and expectations of other students as well as those of other members of the college and university communities; and that not all concerns can and will be resolved by the senior participants in the student rep meetings. All faculty and staff can undertake is to listen openly to student concerns, judge how issues raised can be addressed in

line with the broader interests of the program, and pass specific issues on to the relevant officers and authorities at either Sheridan or UTM, or both.

The Student Rep Meeting

The meeting will be attended by the eight student reps; the Manager, Theatre Operations; the Coordinator of Theatre and Drama Studies; and the Director of Drama Studies. Each year's reps will bring their concerns to the meeting in turn (an appropriate order can be determined on a case-by-case basis, depending on rehearsal times and other outside factors).

The meeting will follow a clear process in discussing concerns. Each year's reps will first address issues related to theatre operations and academic (and other) concerns related to UTM; during those discussions, the Coordinator of TDS will chair the meeting. Subsequently, issues concerning Sheridan classes, classrooms, and other matters will be discussed; during that portion of the conversation, the Director of Drama Studies will chair the meeting.

The meeting will be minuted. If a student volunteers to take those minutes, they will, once completed, be sent by email to the Coordinator of TDS and the Director of Drama Studies, who will edit the document, confer with the student reps and the Manager, Theatre Operations, as necessary to ensure their contributions were fully and accurately recorded, and finally circulate the minutes to the student reps and the Manager, Theatre Operations. Student reps should wait until they have received these minutes before communicating any but the most straightforward results of the meeting to their classmates. **In no case** should student reps bear the sole responsibility for the accuracy of the minutes or the communication of results of the meeting to their year.

The student rep meeting ought to be a venue where concerns shared by a significant number of students can be raised openly, addressed fairly, and discussed fully. The confidentiality of these conversations ought to be protected as necessary. Sometimes issues arise that may be contentious and involve areas of disagreement among students, or between students and faculty or staff. Where such issues concern personnel matters, they will not be discussed at the meeting and will be communicated to the Chair of English and Drama and/or the Associate Dean at Sheridan, as appropriate, by the relevant faculty member. The same applies where concerns are raised regarding academic matters that fall outside the purview of the Coordinator of TDS or the Director of Drama Studies. The student reps will be informed immediately if an issue they raise should be addressed to administrative levels above those represented at the meeting by the students themselves. Some such issues will be of a confidential nature and may be withheld from the minutes.

G. University of Toronto Statement on Academic Integrity

Academic integrity is essential to the pursuit of learning and scholarship in a university, and to ensuring that a degree from the University of Toronto is a strong signal of each student's individual academic achievement. As a result, the University treats cases of cheating and plagiarism very seriously. The University of Toronto's Code of Behaviour on Academic Matters (www.governingcouncil.utoronto.ca/policies/behaveac.htm) outlines the behaviours that constitute academic dishonesty and the process for addressing academic offences. Potential offences include, but are not limited to:

In papers and assignments:

1. Using someone else's ideas or words without appropriate acknowledgement.
2. Submitting your own work in more than one course without the permission of the instructor.
3. Making up sources or facts.

4. Obtaining or providing unauthorized assistance on any assignment.

On tests and exams:

1. Using or possessing unauthorized aids.
2. Looking at someone else's answers during an exam or test.
3. Misrepresenting your identity.

In academic work:

1. Falsifying institutional documents or grades.
2. Falsifying or altering any documentation required by the University, including (but not limited to) doctor's notes.

All suspected cases of academic dishonesty will be investigated following procedures outlined in the Code of Behaviour on Academic Matters. If you have questions or concerns about what constitutes appropriate academic behaviour or appropriate research and citation methods, you are expected to seek out additional information on academic integrity from your instructor or from other institutional resources (see <http://www.utm.utoronto.ca/academic-integrity/resources/students>).

APPENDIX 2: STUDIO ETIQUETTE

Professionalism

Marks for Professionalism apply to all studio-based coursework including studio classes, crew calls, and third- and fourth-year rehearsals. Crew and Production are an important part of the TDS Curriculum and account for half of the credit towards the Sheridan diploma. Production grades are weighted equally towards quality, product, and process. Please see your Course Outlines for more information.

Sheridan Studio Class Guidelines

During all of our practical classes in Acting, Voice, and Movement, you are a member of an ensemble. Studio classes are professional spaces, where you are asked to be dressed for the work at hand and to be mentally, physically, and emotionally present. The following guidelines outline supplies, wardrobe, and studio expectations across all four years of the program.

In order to be prepared for the working environment of your DRS studio courses, please read all of the following information carefully. Any additional information regarding supplies, wardrobe, or textbooks for your classes will be found on the syllabus provided on the first day of class and posted to SLATE (Sheridan Teaching and Learning Environment) and the UTM timetable the week before classes begin.

Professionalism for Actors

Be Punctual:

In this business 'on time' is late. Theatre runs on a 'half hour call'. This means that *thirty-five* minutes before the show starts is the *absolute last minute* you can show up without being reported. Ten minutes before class starts should be your *cut-off* arrival time in the studio.

Be Prepared:

Be sure to have completed all assigned work and have *significantly moved your work forward* since the last meeting.

Be Present:

Leave your distractions – your phone, your personal life, your overdue assignments – at the door.* You cannot affect them in any way during your studio time, and they will remain at the door when you leave. Make expertise your focus: the days can be long, but the years are short – don't waste time.

**Please note: this is not the same as leaving yourself at the door. YOU need to be in the work, your circumstantial busy-ness and distractions do not.*

Being present also means being available to everything that happens, or does not happen, in the work. Be interested, be passionate about the **process** of how compelling work happens. Deliver into the room the type of *focussed attention* that you expect from the 'leader' of the room (the director, the coach, or the teacher).

Be Clean:

It is a professional standard that actors are bathed and physically aware for both rehearsal and performance. Please be respectful of your ensemble and the shared environment. Wash your clothes and your body so that nothing stands between you and the work. In addition, and in accordance with standard professional practice, do not come into the studio either high or hungover from any substance.

Be in Communication:

Don't assume. If you are not sure about something in the syllabus: a task, an assignment, a concept, a theory – ask for clarification.

Remain in the Work:

A professional only gets to leave the work in very rare circumstances. The working studio does not have a revolving door. You cannot leave as you please. (Please note: within the educational system, documented accommodations will be upheld.)

Be Open:

Coaching is for *your* growth. Being open to coaching is what moves the ordinary player toward being the extraordinary player. Directors expect actors to 'try it' before deciding it's not a good idea. (However, safety concerns should *always* be voiced. All studio curriculum is supported with an intimacy coach to help you to distance yourself from personal anxieties and protect yourself physically and psychologically from unwanted contact).

Be Reliable:

Your reliability matters. This means *doing what you said you would do, or what is reasonably understood to be the requirement of the work, by the time you said you would do it.*

Be Community:

Praise your peers not yourself. Understand and appreciate the work of others. Be a 'positive experience' as much as you can be. The actor's *work* must be deep and complex, but the actor can be joyous within it.

APPENDIX 3: WARDROBE REQUIREMENTS AND SUPPLIES

Wardrobe

The following wardrobe is required in all DRS Acting courses. All clothing must be plain black and free of logos, lettering, or designs. **Please note that any item worn for religious/cultural purposes does not need to be removed.**

It is recommended that each student have at least two t-shirts, two long-sleeved shirts, and two pairs of pants in total.

Black Pants:

Pants that are easy to move in and allow for working in a variety of spaces. For warmer months, shorter pants or shorts are acceptable. Pants may include yoga pants, leggings, and sweatpants.

Black shirt or t-shirt:

A long crew-neck t-shirt or long sleeve shirt is preferred. The shirt should fit in a way that is comfortable and allows for a range of physical motion.

NOTE: For Yoga and Dance for Actors, black tank-tops/athletic tops may be substituted for t-shirts.

Sweaters:

As studio temperatures are often unpredictable throughout the year, each student should have a black sweater or similar extra layer available.

Footwear:

Socks, bare feet, or indoor shoes as specified by the individual professor.

Hats:

All hats should be removed for classes.

Hair, Make-up, and Jewellery:

Hair must be up and off the face (all genders).

No make-up may be worn in class. (Exceptions may be made for scene study or on-camera work as specified by the individual professor.)

Jewellery must be removed for all classes (earrings, piercings, bracelets, watches, necklaces). **This does not apply to any Medical Alert bracelets or necklaces.** Small studs that will not catch on clothing are allowed.

Additional Studio Wardrobe and Class Supplies

First Year

- Studio Class Wardrobe
- Yoga Mat
- CSA-approved safety shoes or boots for Crew Calls. (Look for the green triangle)
- **First year ushers:** All first-year students work as ushers for Theatre Erindale. Dress sharply in a white top (MUST BE IRONED) and black pants or skirt.

Second Year

- Studio Class Wardrobe
- Yoga Mat
- For Realism (DRS222H5S):
 - Men: Jacket, Dress pants, button-collar shirt, dress shoes (plain colours)
 - Women: Heavy, floor length-skirt, button-collar shirt, dress or character shoes with a small heel (plain colours)

Third Year

For DRS321H (Devised Theatre Praxis, Camera Foundations, Singing I, Stage Combat) and DRS322H (Devised Theatre Solo Projects, Character Mask, Clown, Dynamic Voice, Camera Auditions, Professional Practice):

- Studio Class Wardrobe
- Yoga Mat
- For Stage Combat (DRS321H5F): Indoor running shoes required. Knee pads and light work gloves are recommended.

Fourth Year

For DRS421H (Singing II, Theatre Auditions, Yoga and Dance for Actors I) and DRS422H (Yoga and Dance for Actors II, Contemporary Acting Lab, Media Survey/Professional Practice, Absurdism, Camera Commercials):

- Studio Class Wardrobe
- Audition Wardrobe as required
- Yoga and Dance for Actors (both terms): Character shoes and Jazz shoes required; tank tops/athletic tops allowed; please check with instructor for additional wardrobe recommendations.

APPENDIX 4: PROPERTIES AND COSTUME BORROWING

Wardrobe Department

Unfortunately, due to heavy demands for productions, Theatre Erindale or Theatre Sheridan wardrobe stock is not available for classroom use. For public performances, however – such as Solo Projects, Beck Festival, or Drama Club Productions – borrowing and renting may be arranged by appointment.

Properties

Basic household props are supplied in classrooms, and students are expected to supply most additional needs from home. For extraordinary needs and for public performances, borrowing and renting from Theatre Erindale or Theatre Sheridan stock may be arranged by appointment.

Please call the Heads of Wardrobe (Ext. 2701 at Sheridan and 569-4720 at UTM) or Properties (Ext. 2702 at Sheridan or 828-5428 at UTM) for up-to-date sign-out privileges and guidelines if they have not already been posted on your Class Board. Hours are restricted.

Returns

All costumes and props must be returned in their original condition, **which includes cleaning and repair**. For items leaving the school a security deposit is required, the amount of which is determined by the value of the item. Note: There will be no loans of jewelry or weapons.

Any student who fails to return borrowed items by the specified time will lose their borrowing privileges.

APPENDIX 5: PERFORMING ARTS CLUSTER – SHERIDAN

Theatre and Drama Studies

David Matheson, Program Co-coordinator

Meredith Scott, Program Co-coordinator

Honours Bachelor of Music Theatre Performance

Dr. Marc Richard, Program Coordinator

For more than 40 years Sheridan's Music Theatre Performance Program has enjoyed the enviable reputation of being the finest music theatre training program in Canada. Our graduates are well respected in the industry because of their thorough grounding in the disciplines of acting, singing, and dancing – making them, in the jargon of this most exciting business, genuine “triple threats.” The four-year Bachelor degree features intensive and highly personalized theatrical training, as well as practical audition techniques and commercial performance skills.

Performing Arts Preparation

Keith Pike, Program Coordinator

This program is ideal for students who are interested in the performing arts, but who may benefit from additional preparation for admission to college and university theatre programs. Students will develop introductory level knowledge and skills in the performance, business, and production aspects of the performing arts.

Technical Production for the Performing Arts

Tyler Sainsbury, Program Coordinator

Technical Production for the Performing Arts is an intensive three-year, hands-on, apprenticeship-style program. The courses focus on meeting the demands of the industry for competent, responsible technicians who have a positive attitude and the stamina to work long hours in an independent manner. This program is designed to train entry-level professional technicians for the increasingly sophisticated theatre production industry. Graduates from this program work in the theatre, dance, special events, film, and technical equipment industries.