SHERIDAN
DEPARTMENT OF
VISUAL AND
PERFORMING ARTS
—

Theatre Programs

Music Theatre-Performance
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
Mark Melymick, 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 Theatre & Live Events
Tyler Sainsbury, Program Coordinator
Theatre Arts – Technical Production 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.

Theatre and Drama Studies
David Matheson, Program Coordinator
Theatre and Drama Studies is a joint program between Sheridan and the University of Toronto Mississauga (UTM). It offers an intensive two-year Diploma in professional actor-training, balanced with a thorough exploration of theatre history and dramatic literature leading to an Honours BA. This unique and powerful combination leads to a wide range of options for your future.

Theatre Sheridan
Martin Zwicker, Production Manager

Theatre Erindale
Peter Urbanek, Manager of Theatre Operations,

Administration

Sheridan Institute of Technology
Ronni Rosenberg
Dean, Faculty of Animation, Arts and Design
Lavinia Jula
Executive Assistant to the Dean
Michael Rubinoff
Associate Dean, Department of Visual & Performing Arts
Edward (Ned) Loach
Executive Assistant to the Associate Dean
Tracy Smith
Program Officer, Department of Visual & Performing Arts

University of Toronto Mississauga
Amy Mullin
Dean of Humanities and Vice Principal
Alexandra Gillespie
Chair, Department of English & Drama
Holger Syme
Director of Drama Studies
Dianne Robertson
Undergraduate Advisor
Merrylee Greenan
Assistant to the Chair

Sheridan Faculty Offices:

Theatre Office – E101
E101 is the Theatre Office for all Sheridan faculty. The door is kept locked, so please use the phone beside the door to call our extensions. There are also two offices in Deerfield Hall dedicated to TDS faculty, so you may find Professors Matheson, Hutton and Scott there on days when we are teaching or rehearsing at UTM. These
offices are down the hallway just past the TDS Callboard.

Please contact us by phone or email if you wish to make an appointment during office hours.

David Matheson ext. 2436
david.matheson@sheridancollege.ca

Melee Hutton ext. 2427
melee.hutton@sheridancollege.ca

Meredith Scott ext. 2709
meredith.scott@sheridancollege.ca

Sheridan Student Cards / Access Cards
In order to get your Sheridan student ID and access cards, you must bring one piece of government issued photo ID, your student number, and either your Fee Payment Receipt or Proof of Fee Deferral to Instructional Technology and Support Centre, Room C148. ITSC is open year-round from Monday to Friday, 7:30 am to 11:00 pm as well as weekends 8:00 am to 5:00 pm.

Email Account

First Years: Once you’ve received your user name 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. To access your email account:
- Go to www.sheridancollege.ca,
- Log into Access Sheridan with your user name and password
- Click on the Web Mail link 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.

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 at the front counter of the Office of the Registrar.

Joint students may obtain a joint parking pass at UTM.

Financial Aid
Sheridan administers a number of government financial assistance programs, as well as the Sheridan Awards Program and the Sheridan Student Assistance Program. Further details are also available on Sheridan’s Financial Aid and Awards web site at:


Joint students access Financial Aid through the UTM Awards Office.

Academic Information

Grading System

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90-100</td>
<td>5.0</td>
</tr>
<tr>
<td>A</td>
<td>80-89</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>75-79</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>70-74</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>65-69</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>60-64</td>
<td>2.0</td>
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<tr>
<td>D</td>
<td>50-59</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0-49</td>
<td>0</td>
</tr>
</tbody>
</table>

Temporary Grades

- HP: Course in progress
- I: Incomplete, course requirements not met
- SU: Eligible for supplemental Assessment

Other Grade Designations

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AG</td>
<td>Aegrostat Standing; credit granted</td>
</tr>
<tr>
<td>AS</td>
<td>Credit granted for advanced standing</td>
</tr>
<tr>
<td>NE</td>
<td>Registered but did not submit work for evaluation and did not officially withdraw; credit not earned</td>
</tr>
<tr>
<td>E/1</td>
<td>Repeat designation; “I” included in GPA, “E” excluded from GPA</td>
</tr>
<tr>
<td>NG</td>
<td>No grade assigned</td>
</tr>
<tr>
<td>TM</td>
<td>Enrolment terminated on grounds of academic dishonesty</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew from subject officially; no academic penalty</td>
</tr>
</tbody>
</table>

Incomplete Grades

Students who have outstanding work at the end of an academic term may be awarded the designation “I” (Incomplete). Students will be advised of the work that must be completed and the date by which it must be submitted to satisfy the subject requirements. The notation “I” will be changed to “F” if the assigned work is not completed by the designated date.

For joint programs, that date cannot extend beyond the end of the UTM Examination Period, after which a Petition is necessary to submit late work.

Academic Probation

Students whose cumulative or term GPA falls below 2.0 are on placed on Academic Probation. This is a warning that your academic performance must improve if you wish to continue your studies at Sheridan. You are encouraged to meet with your Program
Coordinator/Academic Advisor to discuss your academic performance. If your GPA is between 1.2 and 1.5 you must see your Program Coordinator/Academic Advisor before you can register in the next semester. A student on Academic Probation must earn at least 2.5 in subsequent terms until Good Standing is restored.

Academic Honesty
Sheridan recognizes the responsibility of all faculty members, staff, current and former students, and applicants to foster standards of academic honesty, and to be knowledgeable of, and act in accordance with such standards. It is a breach of academic honesty to falsely claim credit for the ideas, writing, projects, or creations of others either by presenting such works as their own or through impersonation. Similarly, it is a breach of academic honesty to cheat, attempt or actually alter, suppress, falsify or fabricate any research data or results, official academic record, application or document. All Sheridan faculty members, staff and students are expected to be vigilant regarding breaches of academic honesty and are responsible for taking appropriate action when it is believed that a breach of academic honesty has occurred. All suspected breaches of academic honesty will be investigated. A finding of guilt will lead to the imposition of a penalty from a range of sanctions. A lack of familiarity with the Policy and Guidelines on Academic Honesty on the part of any member of the Sheridan community does not constitute a defense against misconduct.

Graduation
In order to graduate from Sheridan, students must have successfully completed all published course requirements for their program of study in effect at the time of the request to graduate. Graduation requirements include any changes made to the program while the student was in progress but do not include any changes made to semesters that the student has already completed unless the student interrupts his/her studies for one year or more. Students who interrupt their full-time studies for one year or more will be required to meet all program requirements in effect at the time of their return to Sheridan. Sheridan reserves the right to reassess previously granted credits more than five years old to ensure their relevancy at the time of graduation.

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 Card in order to acquire a library card.

Lockers
All students are asked to secure and make use of a locker at Sheridan. To do this, simply place your own lock on the locker of your choice. The best selection is available before the end of August. Deerfield Hall lockers are reserved for TDS students, and can be obtained through Peter Urbanek.

Safety and Transportation

Caution
All students should exercise caution in crossing either campus at night. Use the buddy system and support each other in getting home safely. Security at both campuses will also accompany students to the parking lot or bus stops etc. Sheridan Security Desk is in front of the Bookstore
Phone: Ext. 4044 (905-815-4044)
UTM Campus Security Phone: (905) 828-5200

Smoking
Smoking is strictly forbidden within fifteen feet of any entrance at both UTM and Sheridan.

Medications, Drugs and Alcohol
If you have any ongoing physical or mental health condition that will affect your ability to function during program activities, including any possible side effects from prescription medications, please inform us. No student may attend a class or production call under the influence of alcohol or drugs.

UTM - Sheridan Bus Service
The free UTM - Sheridan (Trafalgar) bus service for students registered in joint programs operates on Monday evenings, Tuesdays, and Thursdays. 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 Reading Week in October and February.

The following schedule is approximate. Check UTM websites and bulletin boards for the latest details and updates for the current semester.
TYPICAL TUESDAY-THURSDAY SERVICE

<table>
<thead>
<tr>
<th>Leave</th>
<th>UTM Instructional Ctr</th>
<th>8:30 a.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrive</td>
<td>Sheridan</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td>Leave</td>
<td>UTM Instructional Ctr</td>
<td>12:15 p.m.</td>
</tr>
<tr>
<td>Arrive</td>
<td>Sheridan</td>
<td>1:00 p.m.</td>
</tr>
<tr>
<td>Leave</td>
<td>Sheridan</td>
<td>1:30 p.m.</td>
</tr>
<tr>
<td>Arrive</td>
<td>UTM</td>
<td>1:50 p.m.</td>
</tr>
<tr>
<td>Leave</td>
<td>UTM Instructional Ctr</td>
<td>5:00 p.m.</td>
</tr>
<tr>
<td>Arrive</td>
<td>Sheridan</td>
<td>5:30 p.m.</td>
</tr>
<tr>
<td>Leave</td>
<td>Sheridan</td>
<td>6:00 p.m.</td>
</tr>
</tbody>
</table>

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THE THEATRE AND DRAMA STUDIES PROGRAM

Academic Policies

Sheridan GPA
Please see the summary of Sheridan Policy at the beginning of this Handbook. The fact that DRS Acting Courses are made up of multiple subjects requires some additions to the standard policy. All DRS courses are Core Courses requiring a C grade to continue. Any student whose cumulative or term GPA falls below 2.0 will be placed on Academic Probation by the Registrar. A student who maintains a cumulative and term GPA above 2.0 while failing an individual subject or earning a D in a single Core Course will be placed on internal Program Probation by the Coordinator. In both cases, a contract is signed which specifies the conditions the student must meet and the grade that must be achieved to get back into Good Standing, and a copy of this contract is placed on file with the Registrar. Generally, extracurricular activities are discouraged, and the student’s work and work habits are supervised very closely. Failing to meet the specified conditions or achieve the specified grades can lead to the student’s departure from the program.

Taking a Break
WITHDRAWAL: Joint students are registered at two separate institutions, and there are no registrarial communication systems that directly link the two. If at any time you wish to withdraw from a DRS Course, you must do so separately at each institution, according to the procedures, deadlines and policies required by that institution. Omitting one or the other would result in a permanent failure on that transcript.

TAKING A YEAR OFF: Planning each year’s courses and Theatre Erindale production season takes many months and is built around the numbers, needs, and capacities of current students, not just in general but in detail. If at any time for any reason you decide not to return to the program in September, your Coordinator needs to know immediately.

Please note carefully:
1. Taking a year off from this program is possible, but please note it becomes more difficult after second year.
2. Returning after 12 months or more of inactivity requires a successful re-audition and interview, and also depends on the availability of space in the class you wish to join.
3. Among the Prerequisites for all third and fourth-year DRS Courses is "Permission of Instructor". The
Instructor of Record for all DRS Courses is the Sheridan Program Coordinator.

Course Outlines
Each student at Sheridan College is issued a Course Outline for every course and/or subsection of a course. The "umbrella" outlines for Theatre and Drama Studies are grouped together, while the Topical Outline for each Component will be handed out in the first week of class by the individual Instructor. Together they discuss course content, attendance requirements, evaluation procedures and required materials. Read them carefully, and keep them for reference.

Deadlines
A student experiencing difficulty in meeting any course or production deadline must meet with the instructor before the given deadline. The problem must be discussed sufficiently in advance of the deadline for alternate arrangements to be made if the instructor deems them appropriate.

Attendance and Punctuality
In the theatre, discipline and commitment to the ensemble is necessary. Your support and close observation of your classmates' work is just as important to both their growth and yours as your own. Attendance and punctuality in DRS courses are mandatory. Each DRS course contains a Professionalism component, including marks for attendance, punctuality and preparedness.

If you cannot avoid being away, you must inform each of your subject instructors. If you are unable to make it to class in the morning due to a sudden illness or other emergency, you must call each teacher before the class start time. The student remains responsible for content missed.

Absences from class or production calls that are not reported will result in losing significant grades from both the Professionalism component and assignments affected by the absence.

Course Materials
Required equipment for specific classes (including scripts and textbooks, steel-toed safety shoes for crew calls, mats for voice and movement, dance or athletic wear for related classes, and period rehearsal clothes for scene study projects) will be specified in Topical Outlines.

Class Times & 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. Please remember that food and drink are not allowed in classrooms; particularly the studios at both Sheridan and UTM.

Professionalism
Marks for Professionalism apply to all 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.

According to Sheridan standards, a student must achieve at least a “C” in core studio (DRS) courses and maintain a C+ (65%) average to continue in the program. A student who is inactive for 12 months or more must re-audition.

According to University of Toronto standards, a student must maintain a “C” (CGPA 2.0) average overall to continue at UTM.

More information on Grading and Rubrics will be provided at the Program Assembly as well as by your instructors.

Communication Policies
The Student Rep System
Two elected representatives from each year meet regularly with the UTM, Sheridan Coordinators and the Production Manager; the results of these meetings are then communicated back to the classes in one direction and to the Deans in the other. The System provides a confidential pipeline for frustrations and grievances, a regular means of achieving mutual understanding, and an organization and communications channel of essential importance. Representatives are elected in the spring for the upper years, and in September for the first year of the program.
Notice & Call Boards
There is a Class Notice Board dedicated to Theatre and Drama Studies students around the corner from E101. Please check this board each day that you are on the Sheridan campus. Crew Calls and Rehearsal Calls are posted on the Call Boards at UTM. Please check these daily as well.

Submitting Assignments
Assignments may be left in the “Acting” section of the mailbox beside the door to E101 at Sheridan or dropped through the wall slot in the Mailroom (B135) (across the hall from Tim Horton’s) Always keep a copy of written assignments.

Addresses, Telephone, and Email
Be sure to activate your Sheridan internet account as described above. “Access Sheridan” gives you a means of checking your grades, keeping your mailing address and telephone number up to date, and staying in touch with crucial college policies and resources. Course communications are distributed via the Sheridan e-mail system. It is therefore crucial that you keep your Sheridan e-mail account operational and check it regularly. Your Program Coordinator and Program Administrative Officer also need to be kept up to date on your mailing address and telephone number. This information is confidential.

Prop and Costume Borrowing
WARDROBE: Theatre Erindale or Theatre Sheridan wardrobe stock is not available for classroom use. For public performance, however – such as Solo Projects, Beck Festival and Drama Club Productions – borrowing and renting can 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 can 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.

Access to Rehearsal Space
Both the Rehearsal Halls and the Erindale Studio Theatre itself can be booked by Theatre and Drama Studies students at any time that they are free of other activities, including weekends. Sign up on the schedule posted on the Call Board. Sheridan classrooms and tutorial rooms are also available to TDS.

Theatre Sheridan and Theatre Erindale
Students may purchase tickets for either company at the regular student price, either in person or by telephone with a credit card. All students of Sheridan Theatre or UTM Drama Programs qualify for Rush Seats (seats still unsold on the day of performance) on special terms. For both companies, the price is $5.00 each and they may be reserved in advance to avoid the pre-show box office crush. NOTE: weeknights and matinees only; first come, first served.

Theatre Erindale Box Office: (905) 569-4369
Theatre Sheridan Box Office: (905) 815-4049

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. We have some recommendations for your continued success in the program.

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 department activities are often scheduled for evening and weekend time. 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. You may apply for permission to take part in one of these overlapping productions. First and Second Years wishing to take part can apply to Peter Urbanek for permission. Third and Fourth years apply to David Matheson. Applications must specify in writing and in detail the schedule of the extra-curricular activity. Permission will NOT be granted to engage in more than one overlapping production, in one with a conflicting schedule, or in one that will require rehearsal within two working weeks or performance within four working weeks prior to the Theatre Erindale opening. Specific writers or crew-members may qualify for exceptions.

**CONCLUSION:**

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

As a student at two schools, you will need 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; as we are always willing to listen and to point you in the direction of the resources you may require during your time here. Furthermore, we encourage first year students, in particular, to use the second, third and fourth year students as a resource. They have been through many of the challenges you are facing, and they will have valuable advice and encouragement.

We strongly believe, however, that all the time spent balancing the requirements of both schools is well worth it. 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.

-- Melee Hutton, David Mathesons, Meredith Scott