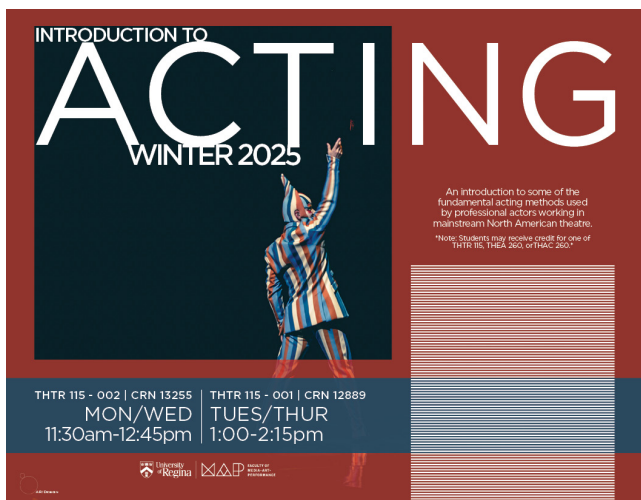


Department of Theatre INSTRUCTOR GUIDE



2024 - 2025

University
of Regina



FACULTY OF MEDIA-
ART-PERFORMANCE
Department of Theatre

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Tanis, Willkommen, Bienvenue, Welcome!

Hello and welcome to the **Theatre Department!**

If you are new sessional instructor, we are delighted that you've joined us this semester to share your talent and knowledge with the diverse and wonderful group of students we enjoy teaching here. If you are a returning instructor, welcome back and thank you for continuing to help shape and lead our students on their various creative and academic journeys.

This handbook was created to help you navigate the Theatre Department and the University. The Theatre Department has many new faculty and administrative staff, as well as new administrative structures and new programs – it's been a time of exciting transformation and transition. This handbook will be very helpful in making your time teaching in the department a successful one! So, if you have any questions that are not addressed here, please feel free to ask any of our Administrative Staff, myself, or one of our Theatre Faculty members, and we will be happy to assist you. From creating the syllabus, fostering a dynamic and positive learning environment, to grading assignments and performances, we are here to help and support you in your teaching as best we can.

Kathryn Bracht
Department Head
kathryn.bracht@uregina.ca
306-585-5590

COMEDY GOLD
A STANDUP COURSE FOR BEGINNERS
THTR 203 - 991 | CRN 12896

WEDNESDAYS
6:00-8:45pm

The course will teach students the fundamentals of writing and performing stand-up comedy. Students will learn how to generate material from their own life, how to craft a well-made joke and how to perform in front of a live audience.
*Note: Students cannot receive credit for THTR 203 and THTR 204.

WINTER
2025

University of Regina | UREGINA

Theatre Department Contact Information

DEPARTMENT OF THEATRE

Faculty of Media, Art, and Performance,
Riddell Centre, Room 271
University of Regina, Regina, SK S4S 0A2

Email: theatre@uregina.ca

Phone: 306-585-5562 **Fax:** 306-585-5599

Office Hours: Monday - Friday (8:15 am - 12:00 (noon) & 1:00 pm - 4:30 pm)

THEATRE DEPARTMENT CONTACT INFORMATION

Department Head	Kathryn Bracht	RC 274	306-585-5590
Administrative Services	Admin Hub	RC 271	306-585-5562
Faculty	Taiwo Afolabi	RC 180	306-585-5519
	Leanne Groeneveld	Campion	306-586-4242
	William Hales	RC 180.1	306-585-5568
	Shannon Holmes	RC 272	306-585-2400
	Wes D Pearce	RC 270	306-585-5571
	Andrew Manera	RC 180.1	306-585-5568
	Jonathan Seinen	RC 273	306-585-5265
Scenic Technician	Mason Roth	RC 065	306-585-5511
Wardrobe Technician	Cathy Mearns	RC 260.4	306-585-5567
Costume Shop		RC 260	306-585-5569
C-SET (Centre for Socially Engaged Theatre)		RC 175.2.1	306-337-2539
Scene Shop		RC 063	306-585-5563
Sessional Office		RC 181	306-585-5564
Stage Management Office		RC 070	306-585-5566
Student's Lounge Area		RC 170	306-337-2412
TSA Office		RC 071	306-585-5514

STUDENT PROGRAM OFFICE

Academic Program Coordinator	Jennifer Lockwood	RC 267.2	306-585-5576
Administrative Assistant	Elizabeth Dow	RC 267.1	306-585-5570

FACEBOOK: <https://www.facebook.com/TheatreMAP/>

Theatre Student Association Facebook Link: <https://www.facebook.com/uofrtsa>

Instagram: uofrtheatre

Theatre Students Instagram: urtheatrestudents

Twitter: <https://twitter.com/uofrTSA>

CAMPUS SECURITY: 306-585-4999

Important Dates

FALL 2024

September 2	Labour Day – University Closed
September 4	First Day of Class
September 17	Last Day to Add a Class
September 17	Last Day to Drop a Class
September 30	National Day for Truth and Reconciliation – No Classes
October 14	Thanksgiving Day – No Classes (Most Offices Closed)
October 14	Fall Reading Week Start
October 20	Fall Reading Weekend
October 17	Fall 2024 Convocation
November 11	Remembrance Day – No Classes (Most Offices Closed)
November 15	Last Day to Drop a Class – Grade of "W"
December 6	Last Day of Classes
December 9	First Day of Exams Last
December 21	Last Day of Exams
December 24	Faculty & Admin Offices close at 12 NOON
December 24 – 31	Christmas Break – University Closed

Term Dates: September 04 – December 21, 2024

Class Dates: September 04 – December 06, 2024

Examination Dates: Dec 9 - Dec 21

WINTER 2025

January 1	University Closed
January 2	Faculty & Admin Offices open @ 8:15 am.
January 6	First Day of Class
January 17	Last Day to Add a Class
January 17	Last Day to Drop a Class
January 31	Last Day to Apply to graduate Spring 2024 Graduation
February 17	Family Day (Monday) (Most Offices Closed)
February 17	Winter Reading Week Start (Monday)
February 23	Winter Reading Weekend
March 31	Last Day to Drop a Class – Grade of "W"
April 18	Good Friday – No Classes (Most Offices Closed)
April 11	Last Day of Classes
April 14	First Day of Exams
April 26	Last Day of Exams

Term Dates: January 06 – April 26, 2025

Class Dates: January 06 – April 11, 2025

Examination Dates: April 14 – 26, 2025

NOTE: Final examinations for Fall and Winter semesters are usually held within the twelve days following the last class meeting.

University Holidays

All University of Regina office will be closed on the following dates:

2024

Monday, September 2

Monday September 30

Monday, October 14

Monday, November 11

Tuesday, December 24 to 31

- Labour Day
- Truth and Reconciliation Day
- Thanksgiving
- Remembrance Day
- Christmas Break

2025

Wednesday, January 1

Monday, February 17 to 23

Friday, April 18

- New Year's Day
- Winter Break (No Classes)
- Good Friday

Harassment / Discrimination Prevention Policy: Respectful University

The University of Regina is committed to an environment for work and study that is free from harassment and discrimination. The policy applies while on the University's property or while performing duties on behalf of the University. Please refer to the Policy and Procedure Manual (Policy Number: GOV-001-015) located at: <https://www.uregina.ca/policy/browse-policy/policy-GOV-100-015.html> for further information.

Contact:

Respectful University
Riddell Centre Room 251.14
PHONE: 306-585-5400
EMAIL: respect@uregina.ca

University of Regina Undergraduate Calendar - Attendance, Evaluation, Discipline and Appeals

The University of Regina Undergraduate Calendar can be found at :

<https://www.uregina.ca/student/registrar/resources-for-students/academic-calendars-and-schedule/undergraduate-calendar/index.html> . Beginning on page 56 of the Undergraduate Calendar there is information on University Policy related to attendance, evaluation, discipline and appeals, including the following: **responsibilities of students**

- responsibilities of instructors
- attendance
- examinations
- deferral of final examinations and/or projects
- reassessment of grades
- evaluation of academic performance
- student behaviour, including academic misconduct
- appeals and petitions

Each Faculty within the University of Regina may also set its own policy and procedures expanding on the University policies as set out in the Undergraduate Calendar. Faculty of Media, Art, and Performance information can be found on the MAP webpage, and further information for Theatre Students is outlined in the Undergraduate Theatre Student Handbook.

University of Regina - Policies and Procedures

The University of Regina Policies and Procedures Manual can be found on-line at: <http://www.uregina.ca/presoff/vpadmin/policymanual/index.html>

Items applicable to instructors at the University of Regina included policies and procedures related to student matters, academic policies and procedures and human resources, ancillary services, etc.

For example you will be able to find information related to:

- emergency closure policy
- intellectual property
- guidelines regarding personal relationships between instructors and students
- working alone
- building evacuation
- policy regarding students with special needs

Confidentiality

During your term as a sessional instructor with the Theatre Department you will have access to various kinds of information about individual students. It is against the law to share any personal information about any current or former student with another student or anyone outside the University (even the student's parents), or to share it with another member of staff in the University (except on a need-to-know basis relevant to the student's education) unless you have written consent of the student to do so. It is also inappropriate to consult the record of a student except for purposes of providing academic advising.

The only information that you can freely disclose is the University of Regina's degrees, diplomas or certificates that have been conferred on an individual. This is considered public information.

Student's personal data such as addresses, phone numbers, employers and enrollment status can only be given out with the prior authorization of the student. You must keep this information confidential and ask permission to share it with other students if developing phone or email lists for use within class.

Some General Guidelines:

- Assignments and examinations should **NOT** be left outside your office door, or in a pile in the classroom, but should be given directly to the student, left with the Theatre Office (RC 271) for the student to pick up, or emailed directly to the student.
- Written marks inside examination covers or hand back exams face down.
- UR Courses can provide a confidential forum for students to obtain assignments and exam grades without compromising the confidentiality of other students personal information through your UR COURSES page.

Access to UofR Software Applications

If you are a new employee to the University of Regina you will be given access to Groupwise email services, WebMark Entry (class rosters and final grades submission) UR Self-Service, and UR COURSES. If you are not provided information regarding access to these services please contact the Theatre Office at 306-585-5562 or the Faculty Administrator at 306-585-5583.

Please see the Computer Use Policy at <http://www.uregina.ca/policy/browse-policy/policy-OPS-080-005.html>

Remember to change your passwords immediately after receiving your new accounts. Your passwords can be changed by going to the Information Services Webpage at: <http://www.uregina.ca/is/>

You will need to set up your UR COURSES page, which is an online resource for students and faculty. IT Services provides online instructional workshops if you are new to UR COURSES, and those can be accessed once you have your UofR email address. Here are some links to help you navigate UR COURSES:

<https://www.uregina.ca/cce/flexible-learning/live-online-support/index.html>

Email for Instructors

As an instructor you will be given a University of Regina email account. In accordance with the University of Regina policy on Freedom of Information and Protection of Privacy, all correspondence pertaining to student matters **MUST** be communicated through a University of Regina email account. All faculty and University related email will be sent to your University of Regina email address. This email address is also used to notify you of course cancellations and other important information.

CHECK YOUR EMAIL OFTEN!!

For further information please go to to: <https://www.uregina.ca/is/m365/outlook.html>

Textbooks

Please contact the Theatre Department as soon as possible to order your text (s) or to indicate that a textbook is not needed for your class. A requisition must be entered whether or not you order a text.

The University of Regina Bookstore is located in Room 139, College West Building or visit: www.uregina.ca/student/bookstore

Copyright Information

The use of copyright protected works is a regular part of research, teaching, and learning. The University of Regina and its federated colleges encourage all members of the University community to ensure that in the exercise of their user rights, the rights of creators are also respected in accordance with the Copyright Act. It is the responsibility of each individual to ensure compliance with the Copyright Act as well as University policies, guidelines, and licensing agreements. Please refer to the University of Regina's Copyright website at: www.uregina.ca/copyright. This site includes information to support you in that regard.

General Copyright Questions E-mail: copyright@uregina.ca
Phone: 306-585-4642

Photocopying

You will be provided with a user name and password to use at any University of Regina photocopier to copy information for your class. This will also be distributed to you via your **UNIVERSITY EMAIL** so be sure to activate it and check it often! Our Administrative Assistant, Marie Dmytrow, is usually over-run at the beginning of the semester, so copying your own syllabus is a great help in this regard.

For large photocopying jobs please email **the Admin hub at Map.AdminHub@uregina.ca** in the Theatre Office and she will arrange to get that done for you. Please allow 48 hours turnaround time. To reduce the amount of paper used please consider posting your materials using URCourses.

UR Courses

www.uregina.ca/urcourses

Instructors who wish to use UR Courses can access the Faculty Request Form on the UR Courses website to request access to UR Courses or contact:

IT Support Centre - 306-585-4685

Email: IT.Support@uregina.ca.

If you are planning on using UR Courses or developing a course for an upcoming semester and have not requested the course(s), please fill out the Course Request Form found on the UR Courses Login page. Instructor Guides and Training can also be found at <https://urcourses.uregina.ca/guides/instructor>. Manuals for UR Courses are available at: www.uregina.ca/is/training/manuals/u-of-r-software.html.

Information on the services IT Support offers go to: www.uregina.ca/is

Class Lists

By the first class, all instructors should be able to access the class lists through DOME (Dynamic Online Mark Entry). Remind your students that if they are not properly registered they will not receive a grade for the course.

An Instructor's Manual, login information, and other important information can also be found on the website.

Course Syllabus

If you are creating a syllabus for the first time, you are welcome to come into the office and take a look at previous syllabi to orient yourself. You can also create one and send it to the Department Head, Kathryn Bracht and she will give you some feedback

Please have your syllabus in to the Theatre Department Administrative Assistant, Marie Dmytrow and the current Department Head, Kathryn Bracht to review before the first week of classes. Feel free to ask if you have any questions regarding the syllabus! Please note that once you have added dates to your syllabus they are locked in. There is no changing the date of exams unless you have 100% class approval.

There are a lot of addendums the University requires us to attach to our syllabus. Watch your **UNIVERSITY EMAIL** for these addendums prior to the start of classes to attach to your syllabus!

The following two statements should be included in your course syllabus as all students need to be made aware of how grading is done for studio classes.

1. **THREE UNEXCUSED ABSENCES ARE GROUNDS FOR AUTOMATIC FAILURE** in all studio Theatre classes.
2. **"As studio classes are subjective in nature, it is difficult to contest a grade."**

NOTE: All dates on your course syllabus are locked in and can't be changed without consultation with you and your students.

Cancellation of a Class

Various conditions may necessitate the cancellation of a class. Cancelled classes should be re-scheduled. Please notify the Theatre Department at **306-585-5562** or **theatre@uregina.ca** when you cancel a class.

Instructor Illness

If you cancel a class due to illness, please advise the Theatre Office so a notice can be posted on the door and an email sent to the students, to avoid any unnecessary travel for the students who will be coming from home or work. Please note that if you are ill for more than two (2) days you will have to talk to the Theatre Department Head to figure out how¹³ to make up for missed classes.

AV Services

The University of Regina Audio Visual Services provides access to a wide variety of equipment. Bookings can be made in person in Room ED 166, by phone at: 306-585-4476, by email at AV.Services@uregina.c or on the web at: <http://www.uregina.ca/is/av>. Additional information about AV Services is also available on the website.

The University of Regina Photography Department, Printing Services, offers a variety of photographic services. Contact the UofR Photography Office at: 306-585-4473

NOTE: Any charges such as rental/shipping fees, materials, or labour are to be paid by the Theatre Office but **prior approval must** be obtained by the Department Head.

The Theatre Office has a camera, TV, and DVD player in the office (RC 271) you can sign out for your classes, if needed. Otherwise you will need to arrange audio visual equipment through AV Services.

Sessional Office

The Theatre Department provides an office for our sessionals (RC 181). It is a shared office. There is a printer for your use. If you are out of paper or need a toner cartridge please see Marie Dmytrow.(RC 271).

Fobs and keys for department/room access:

Please see Marie for a fob and/or a key to the sessional office as well as access into the department halls close to the start of semester. Your key and fob should be returned at the end of the semester, after the final examination period.

Your sessional office key will open the storage room door in RC 176 in which you will find yoga mats for your class use. Please return the yoga mats to the storage room at the end of your class. Your fob will provide access to the department as well as to the studio (RC 176)

Please note that keys should not be given to students without the approval of the Department Head.

Parking

Arrangements for parking can be made at Parking Services. Their office is located in the College West Building Room 108 or you can call 306-585-4412. Faculty members can purchase or renew parking passes online at: <http://www.uregina.ca/ancillaries/parking/>. If you are unable to obtain parking in the desired lot you may be placed on a wait list and notified once a space becomes available.

Student Evaluations

All classes are evaluated by the students each semester. The purpose of this evaluation is to help instructors assess the effectiveness of their courses and to assist the Faculty of Media, Art, and Performance (MAP) in making judgements and recommendations concerning career progress (eg. tenure, promotions, career growth and merit increments).

The summary and comments from these evaluations are examined by the instructor, Department Head, Dean, and Faculty Performance Review.

This evaluation is anonymous and will only be made available to the instructor **after** grades have been assigned at the end of the course. You will be provided a link toward the end of the semester, which needs to be posted on your UR COURSES page before the end of classes.

Responsibilities of Instructors

1. During the first three hours of instruction in any course, the instructor will provide students with a written course outline which should include:
 - the contents of the course
 - any prerequisites for the course
 - a list of assignments, examinations, projects and performances with due dates if possible
 - the grading scheme: weightings of the assignments and examinations
 - the instructor's policy on attendance, if any
 - the instructor's policy on late assignments and missed examinationsAny later proposed changes to the grading scheme must be circulated in writing and consented to by the students registered in/attending the course.
2. During the semester and at examination time, instructors will maintain proper records of the assessments of different parts of the work subject to assessment.
3. Students' final examination papers will be retained for a period of six months.
4. Instructors will submit grades for approval of the department head or dean as appropriate) no later than 5 calendar days (not including Sundays) after the date of the final examination, grades are to be submitted no later than 10 calendar days after the start of the Fall or Winter final examination period; or within 5 days of the start of the final examination period in Spring/Summer and other shorter parts of term.
5. For numerically graded course, instructors are expected to submit/enter the Actual grade earned in the class. 40% should be entered only if it is the Actual grade earned.
6. At least 75% of the work used to arrive at a student's grade should be of such a nature that it can be reassessed by an independent examiner. When an instructor wishes to deviate from established practices, and especially when methods of evaluation may make it impossible to follow these recommendations, such evaluations methods must be approved by the dean. This is challenging in performance and studio classes, which is why its important to let students know about the subjective nature of grading on the syllabus. Providing written evaluations is encouraged throughout the semester.

7. Practicum supervisors are encouraged to adopt a method of evaluation that provides continuous information to students on their performance during a practicum. All supervisors are responsible for maintaining all of the documentation on which the evaluation is based.
8. Instructors are expected to conduct their courses in such a way as to obtain evidence of student writing skills, in terms papers, essays, reports, or other written work, and to demand competence in writing for a passing grade. In studio classes, written responses to productions, critical evaluations of plays and student journals have been assigned in this regard.
9. Instructors will report suspected cases of academic misconduct in courses that they are teaching to the dean or designate of the faculty of the course.



Attempts on Her Life

Photo: U of R Photography Dept.

Student Accessibility

The University of Regina strives to provide a fair and supportive learning environment for academically qualified students with special needs. The University seeks ways to develop and provide services which support the endeavors of students with special needs.

At the beginning of each semester, faculty are expected to ask students with special needs to present themselves to the instructor to discuss requested accommodations. For example, the following sentence might be included in the course syllabus:

“If there is any student in this course who, because of a disability, may have a need to accommodations, please contact me to discuss this and, as well, contact the manager of the Centre for Student Accessibility at 306-585-4631.”

Instructors may ask students who request accommodations to provide a written request and, in the case of major accommodations, supporting documentation. Documentation on file in the Centre for Student Accessibility / UR Accommodated at:

<https://www.uregina.ca/student/accessibility/>

will be provided if the student has signed a release of information form.

Faculties are expected to develop procedures for implementing this policy which are consistent with their internal goals and needs. Deans of Faculties or their designates and instructors are responsible for reviewing specific requests and determining the process for implementing accommodations.

If disputes arise, Student Affairs and the Dean (of the instructors' Faculty) will assist the student and instructor in coming to an agreement. If agreement is not reached through mediation, a decision will be made by the Vice President (Academic).

Instructors are expected to maintain records of major accommodations to teaching procedures and to provide copies of these records to the Dean of the Faculty offering the course to assist those involved in future cases of a similar nature.

Limitations

This policy has been developed to assist students attending courses on the main campus of the University of Regina. Although the University will attempt to assist off-campus students to the greatest extent possible, it cannot guarantee that such assistance will be available.

CONTACT INFORMATION:

Centre for Student Accessibility
Room 251.15 Dr. William Riddell Centre
University of Regina
3737 Wascana Parkway
Regina, SK S4S 0A2
Voice/TTY/Variable Volume Phone
(306) 585-4361 Fax: (306) 585-5650
www.uregina.ca/student/accessibility/

Student Accountability

Section 5.14 2016-2017 Undergraduate Calendar

Students of the University of Regina are expected to conduct themselves responsibly and with propriety both in their studies and in their general behaviour, and are expected to abide by all policies and regulations of the University of Regina. Misconduct, which may be academic (that is, in academic studies) or non-academic (in general behaviour), is subject to disciplinary action.

Principle of Progressive Discipline (Section 5.14.1.3 of the Undergraduate Calendar)

Actions taken and penalties imposed when misconduct has been determined will be guided by the principle of progressive discipline. To that end, penalties assigned and actions taken will:

- normally increase in severity for second and subsequent acts of misconduct
- take into account the severity of the misconduct
- educate with respect to correct behaviour and the consequences of future misconduct.

Academic Misconduct

Cheating

Cheating constitutes academic misconduct. Cheating is dishonest behaviour (or the attempt to behave dishonestly), usually in tests or examinations. It includes:

- unless explicitly authorized by the course instructor or examiner, using books, notes, diagrams, electronic devices, or any other aids during an examination, either in the examination room itself or when permitted to leave temporarily;
- copying from the work of other students;
- communicating with others during an examination to give or receive information, either in the examination room or outside it;
- consulting others on a take-home examination (unless authorized by the course instructor);
- commissioning or allowing another person to write an examination on one's behalf;
- not following the rules of an examination;
- using for personal advantage, or communicating to other students, advance knowledge of the content of an examination (for example, if permitted to write an examination early);
- altering answers on an assignment or examination that has been returned;
- taking an examination out of the examination room if this has been forbidden

Plagiarism

Plagiarism is a form of academic dishonesty in which one person submits or presents the work of another person as his or her own, whether from intent to deceive, lack of understanding, or carelessness. Unless the course instructor states otherwise, it is allowable and expected that students will examine and refer to the ideas of others, but these ideas must be incorporated into the student's own analysis and must be clearly acknowledged through footnotes, endnotes, or other practices accepted by the academic community. Students' use of others' expression of ideas, whether quoted verbatim or paraphrased, must also be clearly acknowledged according to acceptable academic practice. It is the responsibility of each student to learn what constitutes acceptable academic practice. Plagiarism includes the following practices:

- not acknowledging an author or other source for one or more phrases, sentences, thoughts, code, formulae, or arguments incorporated in written work, software, or other assignments (substantial plagiarism);
-

- Presenting the whole or substantial portions of another person's paper, report, piece of software, etc. as an assignment for credit, even if that paper or other work is cited as a source in the accompanying bibliography or list of references (complete plagiarism). This includes essays found on the Internet.

Students who are uncertain what plagiarism is should discuss their methodology with their instructors.

Other Examples of Academic Misconduct:

Academic misconduct subject to discipline also includes (but not limited to) the following:

- falsifying lab results
- padding bibliography with works not read or used
- helping another student in an act of academic dishonesty; for example, writing a test of paper for someone else, or preparing materials for another student's studio project
- providing false information to obtain a deferral of term work or examination
- altering or falsifying or attempting to alter or falsify grad information or other records of academic performance (one's own or someone else's)
- obtaining or attempting to obtain an academic advantage by non-academic means such as bribes or threats
- hindering other students in obtaining fair access to University materials and facilities for examples, cutting an article out of a library copy of a journal
- theft of another student's notes
- alteration or destruction of the work of other students
- behaviour that interferes with the evaluation of another student's work, such as failure to participate in a group project

The two acts listed below may be considered to be academic misconduct unless authorized by the course instructor:

- submitting the same or substantially the same work for credit in more than one course. Students who wish to submit work they have prepared for another must consult the course instructor and receive permission to do so
- working jointly with another student or group of students on an assignment that is to be graded. If no explicit instructions are given by the instructor about the group work, student's who wish to work together must request the instructor's permission in advance.

Examinations

Midterm and Preliminary Examinations

Instructors are free to select the dates(s) of any preliminary examinations they wish to give. These examinations will be conducted by the instructors during the scheduled course periods.

All preliminary exams are to be typed and photocopied by the Theatre Department.

Examination booklets are available in the Theatre Office (RC 271).

Final Examinations

All final examinations for Theatre courses will be scheduled by the Office of the Registrar. Courses with take-home final examinations will use the scheduled final exam date as the due date. Final exams in courses that are online, televised or video-conferenced must be invigilated (proctored) by a University - authorized invigilator.

Online Exam Invigilation

(refer to page 58/59 of the 2023-2024 Undergraduate Calendar) All final exams for online courses must be invigilated.

Retention of Papers

(refer to page 56 of the 2023-2024 Undergraduate Calendar) During the semester and at examination time, instructors will maintain proper records of the different parts of the work subject to assessment. Students' final examination papers will be maintained by the Theatre Department for a period of six months.

Final Examination Return

(refer to page 59 of the 2023-2024 Undergraduate Calendar) Council regulations state that examination results are to be reported to the Office of the Registrar within five calendar days after the writing of the examination. Instructors have the option of informing students of their final marks, but it must be indicated that these are "unofficial". Only the Faculty Office and the Office of the Registrar can issue final marks.

The academic performance of all students registered in the Faculty of Media, Art, and Performance is reviewed at the end of each semester (spring and summer are considered as one semester).

Deferral of Final Examinations and/or Work Term Work

(refer to page 59 of the 2023-2024 Undergraduate Calendar)

Extensions of deadlines or completion of assignments or writing final examinations may be granted to students on the basis of illness, or accident, or other extreme and legitimate circumstance beyond their control.

Withdrawal Option

If students become very ill or encounter other serious difficulties early in the semester or when little or no coursework has yet been completed, withdrawal may be a better option. If in doubt, students should be advised to consult their Faculty Advisor.

Authority to Approve Deferrals

The authority to approve deferrals of term work (assignments and mid-term examinations) within the semester belongs to the instructor of the course.

The authority to approve deferrals of final examinations and/or term work beyond the date of the final examination belongs to the Dean of the Faculty in which the student is enrolled.

Applying for a Deferral Beyond the End of the Semester

Students should notify their faculty and their instructor as quickly as possible if they are unable to write the final examination or complete the course. Communication by telephone or email is acceptable. Requests for deferral received more than two weeks after the final day of the examination period will be denied.

Supporting Documentation

(refer to page 60 of the 2023-2024 Undergraduate Calendar) Students should expect that supporting documentation will be required and must be submitted before a deferral is approved.

Grades

Evaluation

During the first six hours of instruction of any course, the instructor is required to provide students with a written statement of the general basis of evaluation.

There is no Council regulation regarding the amount the final examination mark must count toward the final grade received; however, the final examination is normally a significant proportion of the final grade. The instructor should discuss this matter with the head of his department.

Grade Roster/DOME

DOME (Dynamic Online Mark Entry) is a new mark entry system that retains the same functionality as Web Mark Entry but greatly improves the underlying infrastructure and provides a more modern user interface. It enables faculty members to view courses assigned, view class rosters, and enter/submit final grades for approval. All historical information has been migrated to DOME so that you are able to view previous terms/ years.

Visit: www.uregina.ca/student/registrar/web-mark-entry.html to access the login, the DOME instructor manual, grade information, submission due dates, and other information.

For assistance with UR Courses, either visit the UR Courses web page (<http://www.uregina.ca/urcourses/>) or contact IT Support at 306-585-4685.

To ensure that an instructor is correctly entered on the system, the following information is necessary: **first and last name and middle initial, date of birth and complete mailing address.**

DOME inquiries can be directed to the Registrar's Office. Phone: (306) 585-4173

E-mail address: UofR.Grades@uregina.ca

www.uregina.ca/student/registrar/web-mark-entry.html

Grading System

www.uregina.ca/student/registrar/web-mark-entry.html

Do not assign any grade not listed below.

Percentage Values (00% - 100%)

AG - Aegrotat Standing

AU - Audit, no credit

IP - In Progress (first semester of two-semester class)

C - Credit

N - No Credit

P - Pass Standing

F - Failure

NP - No Paper (Failing Grade - follow rules)

- **IN (Incomplete) NOT TO BE ASSIGNED BY INSTRUCTORS.**
Final grades must be reported by the end of the next regular semester.
- **DE (Deferred) NOT TO BE ASSIGNED BY INSTRUCTORS.**
Final grades must be submitted by the Dean of the subject area by the end of the next regular semester.
- **NP (No Paper)** When a student fails to write the final examination or fails to complete a mandatory component of a course, or has not been attending courses, a non-numeric grade of NP must be assigned. In calculation of WPA's, grades of 40% - 100% will be used as recorded. Non-numeric and grades in range of 0 - 39% will be treated as 40%.
- **W (Withdrawn from Course) NOT TO BE ASSIGNED BY INSTRUCTORS.**
Any student who has formally withdrawn from a course will not appear on the Grade Roster but will appear on Grade Confirmation, student's history final, and transcript.

If you need further information on grading procedures, please contact the **Web Mark Entry Clerk (306-585-4173)** or the **Transcripts Clerk (306-337-2483)**.

GRADE CHANGES

If you find it necessary to assign a grade DIFFERENT from that which was ORIGINALLY assigned and approved on Web Mark Entry, you must then use an official Grade Form (contact your department or faculty office). The Grade Form must be signed by the Department Head and Dean of the Faculty. It will then be forwarded to the Registrar's Office to be officially changed.

If you are unsure about what grade to assign, please read the section on 'Grading System' (page 61 of the 2023-2024 Undergraduate Calendar) and consult with your department head or dean.

Reassessment of Grades

Refer to **page 53** of the 2023-2024 Undergraduate Calendar or the website for information on procedure for the reassessment of grades.

Grading Studio Classes

If you are aware of a student missing classes, let the Department Head know right away so the student can be contacted. For our studio classes **MISSING TWO CLASSES IS GROUNDS FOR AUTOMATIC FAILURE.** This rule has been sliding in the past few years, with instructors giving students more leeway when missing classes. This creates difficulties for those who are abiding by this rule. This rule is to be stipulated on your syllabus and adhered to. I am making copies of our student handbook for incoming students this year.

Additionally, **PLEASE LET YOUR CLASSES KNOW THEY CAN READ THE STUDENT HANDBOOK.** It has been forwarded to you along with this handbook and posted on the Theatre Department page. We advise you post the handbook on your UR COURSES page.

If you notice a student struggling, also let the Department Head know right away. We don't want students to struggle with failing to hand in assignments, fail tests or exams, miss classes, or miss important performance days without trying to follow up and help the student succeed. It's important for them to be supported through their time with us. If at the beginning of the semester you notice a student struggling with assignments, let the Department Head know and she/he will set up a meeting with the student so they know that they have options before failing the class. The dates for withdrawal are also in the Instructor's Guide, so please make yourself familiar with it.

Grading Descriptions (percentage grades):

- 90 -100 : outstanding
- 80 - 89: very good
- 70 - 79: above average
- 60 - 69: satisfactory
- 50 - 59: acceptable
- 0-40: unacceptable

Please refer to page 61 of the 2023-2024 Undergraduate Calendar for a more detail on Grading System and Descriptions.

The academic performance of all students registered in the Faculty of Media, Art, and Performance is reviewed at the end of each semester (spring and summer are considered as one semester)

Theatre Facilities

Facilities in the Theatre Department include:

- Spacious studios and workshops
- Shumiatcher Open Stage (Shu-Box)
- University Theatre (Main Stage)
- Scene and wardrobe shops

The University has two theatres that are available to book for classes, student recitals, guest lecturers and performers. To book either of the Theatres you will need to contact the University Theatres Coordinator:

Morley Crowle
Office: RC 172
PH: 306-585-5648
EM: morley.crowle@uregina.ca

The Theatres' University Technician (if Morley is unavailable):

Kenneth Young
Office: RC 171
PH: 306-337-3258
EM: kenneth.young@uregina.ca

NOTE: Once you have your Theatre space booked for your class or rehearsal you need to e-mail Morley or Ken to have them order **program air** from Facilities Management. The Theatre spaces get very hot without it. Advanced notice is required.

For more information regarding booking of the theatres please refer to **Theatre Rental Rates** (<http://www.uregina.ca/mediaartperformance/facilities/university-theatre/theatre-rental.html>)

To Book Classroom/Rehearsal Spaces (other than the theatres) controlled by the Theatre Department you will need to contact Marie Dmytrow in the Theatre Office:

PH: 306-585-5562
FX: 306-585-5599
EM: Marie.Dmytrow@uregina.ca
EM: theatre@uregina.ca

All spaces MUST be left clean and organized so allow time at the end of your session to restore the room.

Props and Scene Shop

PROPS/SCENE SHOP: The Theatre Department has a various props that can be used for projects and assignments. You **MUST** make an appointment (**24 hours advanced notice is required**) with:

Mason Roth
PH: 306-585-5511
EM: mason.roth@uregina.ca

Please note that you are responsible for all damage or loss of Theatre resources.

Costumes Shop

COSTUMES: The Theatre Department has several costumes that can be signed out for use by our students for work on projects/assignments. You **MUST** make an appointment (**24 hours advanced notice is required**) with:

Cathy Mearns
RC 260
PH: 306-585-5567
EM: cathy.mearns@uregina.ca

Please note that you are responsible for all damage or loss of Theatre resources.

Reading Library

Reading Library

The Theatre Department has a **Reading Library** located in **RC 178**. It is open to all Instructors and students. There is no charge

Theatre Events

Theatre Events: All sessional instructors get free admission to the Theatre Department productions. Please encourage your students to attend as well. Also, please encourage your students to audition.

MARK YOUR CALENDARS FOR THESE IMPORTANT EVENTS!

August 23 and 30 - Interviews (First year BFA/BA)

September 6 - 12 - 4 PM - Welcome lunch and student introductions followed by workshop(s) with students and faculty. Mandatory attendance.

September 14 - 7:30 PM - Distinguished Alumni evening for 2024 Distinguished Alumni Paula Costain, with performance by Curtain Razors. Mandatory Attendance.

October 2 - 7:30 PM - Owl Calling staged reading in Shu-box Theatre. Mandatory attendance.

October 10 - 5 – 7 PM - Book launch, Denise Clarke and Curtain Razors, Shu-box Theatre. (To be confirmed)

October 11 - 12 – 1 PM - Devised Speaker Series, Curtain Razors, Shu-box Theatre. Mandatory Attendance.

October 25 - 12 – 1 PM - Speaker Nicole Malcolm - RC 176, ZOOM. Mandatory Attendance.

October 30 – November 2 - AS YOU LIKE IT. Mandatory Attendance.

December 9 - Open classroom presentations, RC 176. Mandatory Attendance.

January 17 - 12 – 1 PM – Devised Speaker Series, speaker TBD, Shu-box Theatre.

February 27 – March 3 - Ghost River Theatre Workshop. (To be confirmed)

March 12 - 15 - Fringe production, Shu-box Theatre. Mandatory Attendance.

April 3,4,5 - First year Cabaret, Shu-box Theatre. Mandatory Attendance

Other Happenings in the Theatre Department

Guest Artist Speaker's Series

There will be two guest artists presented this year, one in the fall, and one in the winter semester. These events are mandatory for all theatre majors to attend.

The Centre for the Study of Script Development

The Centre for the Study of Script Development is a community-university partnership involving ten provincial arts and educational organizations connected with the areas of film and theatre.

The Centre runs programs to support writers and other artists by providing cross-disciplinary, alternative approaches to the development of dramatic work for stage, screen and radio. Students and community members as well as individuals from the community may take advantage of its dramaturgical services and programs such as the [Regina Playwrights Reading Circle](#).

For more information contact
Mary.Blackstone@uregina.ca.

The Centre for Teaching and Learning

The CLT enhances teaching and learning at the University of Regina by providing support for all teaching personnel. For more information on programs and services, instructional technologies and resources, as well as CTL events.

NOTE: The Dr. John Archer Library's monthly e-newsletter provides up-to-date information on programs, services, and teaching and learning resources from the Dr. John Archer Library, the University Archives and the Centre for Teaching and Learning.

Contact Information:

PHONE: 306-337-2400

FAX: 306-337-2401

ROOM: 610, Dr. John Archer Library

EMAIL: clt@uregina.ca



Attempts on Her Life

Photo by U of R Photography Dept.

Appendices



ReMeasure

Photo by U of R Photography Dept.



Attempts on Her Life

Photo by U of R Photography Dept.

Helpful Links:

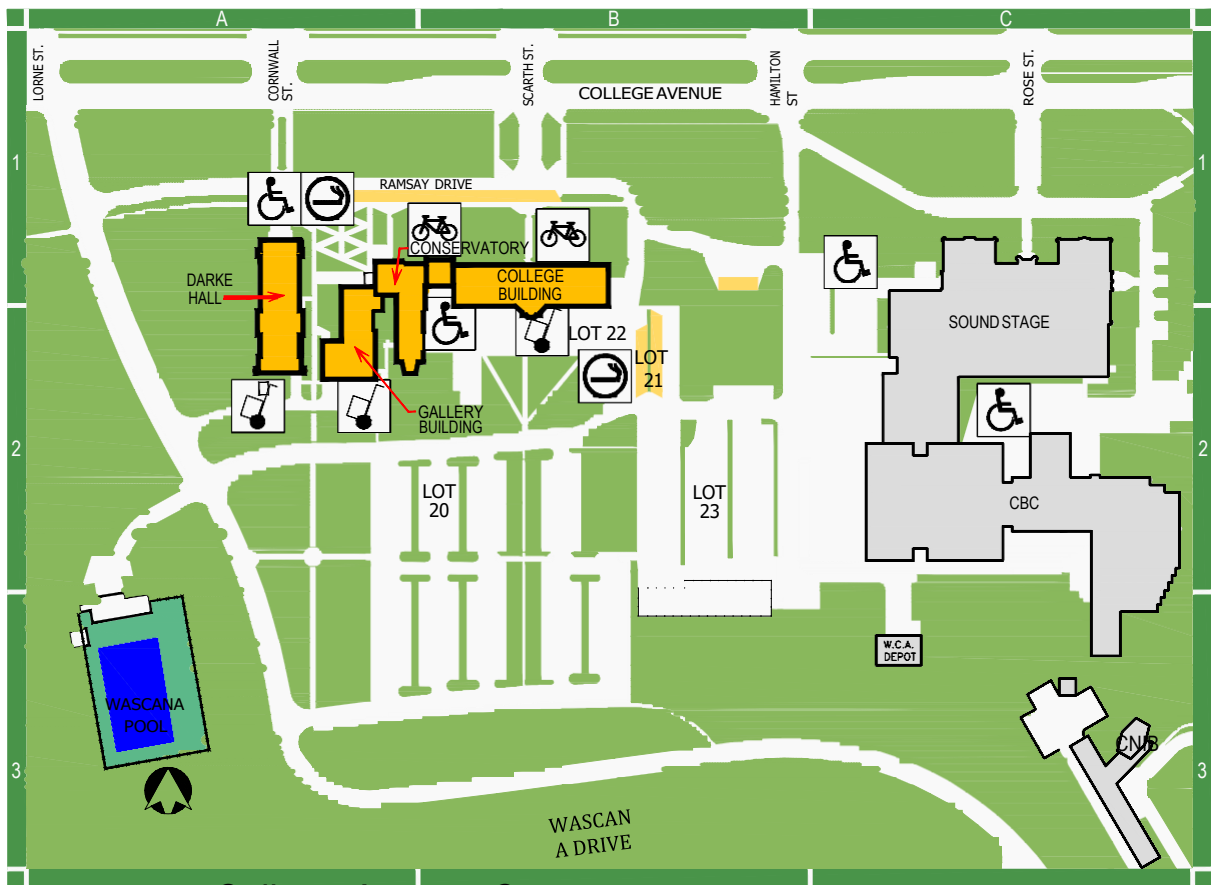
University of Regina	http://www.uregina.ca
Theatre Department	http://www.uregina.ca/mediartperformance/theatre
U of R Undergraduate Calendar	http://www.uregina.ca/registrar/calendars- schedule
U of R Graduate Calendar	http://www.uregina.ca/gradstudies/grad- calendar
U of R Policies and Procedures	http://www.uregina.ca/presoff/vpadmin/policymanual
Outlook e-mail	https://www.uregina.ca/is/m365/outlook.html
UR Courses	https://urcourses.uregina.ca/login
IS Support Centre	https://www.uregina.ca/is/index.html
AV Services	http://www.uregina.ca/is/av
Human Resources	http://www.uregina.ca/hr/faculty-staff/employee-information.html
Dr. John Archer Library	http://www.uregina.ca/library/#page=page-1
U of R Bookstore	http://www.uregina.ca/student/bookstore/
Centre for Student Accessibility	http://www.uregina.ca/student/accessibility/
Financial Services	http://www.uregina.ca/fs/
Office Printing Services	http://www.uregina.ca/is/printing/
Registrar's Office	http://www.uregina.ca/student/registrar/
Conference Services	http://www.uregina.ca/student/conference-



ReMeasure - Photo by U of R

Building Codes

AH	Administration-Humanities Building
CB	College Building
CK	Centre for Kinesiology, Health and Sport
CL	Classroom Building
CM	Campion College
CN	Conservatory
DC	Day Care Centre
DH	Darke Hall
EA	Education Auditorium
ED	Education Building
GA	Gallery Building
GG	Greenhouse Gass Technology Centre
HP	Heating Plant
KT	Kīšik Towers (Hall "AA")
IS	ISM Canada Building
LB	Laboratory Building
LC	Luther College
LI	Language Institute
LY	Dr. John Archer Library
MT	Maintenance Building
PT	Paskwāw Tower (North Residence)
PT	Petroleum Technology Research Centre (PTRC)
RC	Dr. William Riddell Centre
RI	Research and Innovation Centre
SI	First Nations University of Canada
WT	Wakpá Tower (South Residence)
TD	Teaching Development Centre
2R	Two Research Drive Building
5R	Saskatchewan Disease Control Laboratory
6R	Petroleum Technology Research Centre (PTRC)
10R	The Terrace



N College Avenue Campus

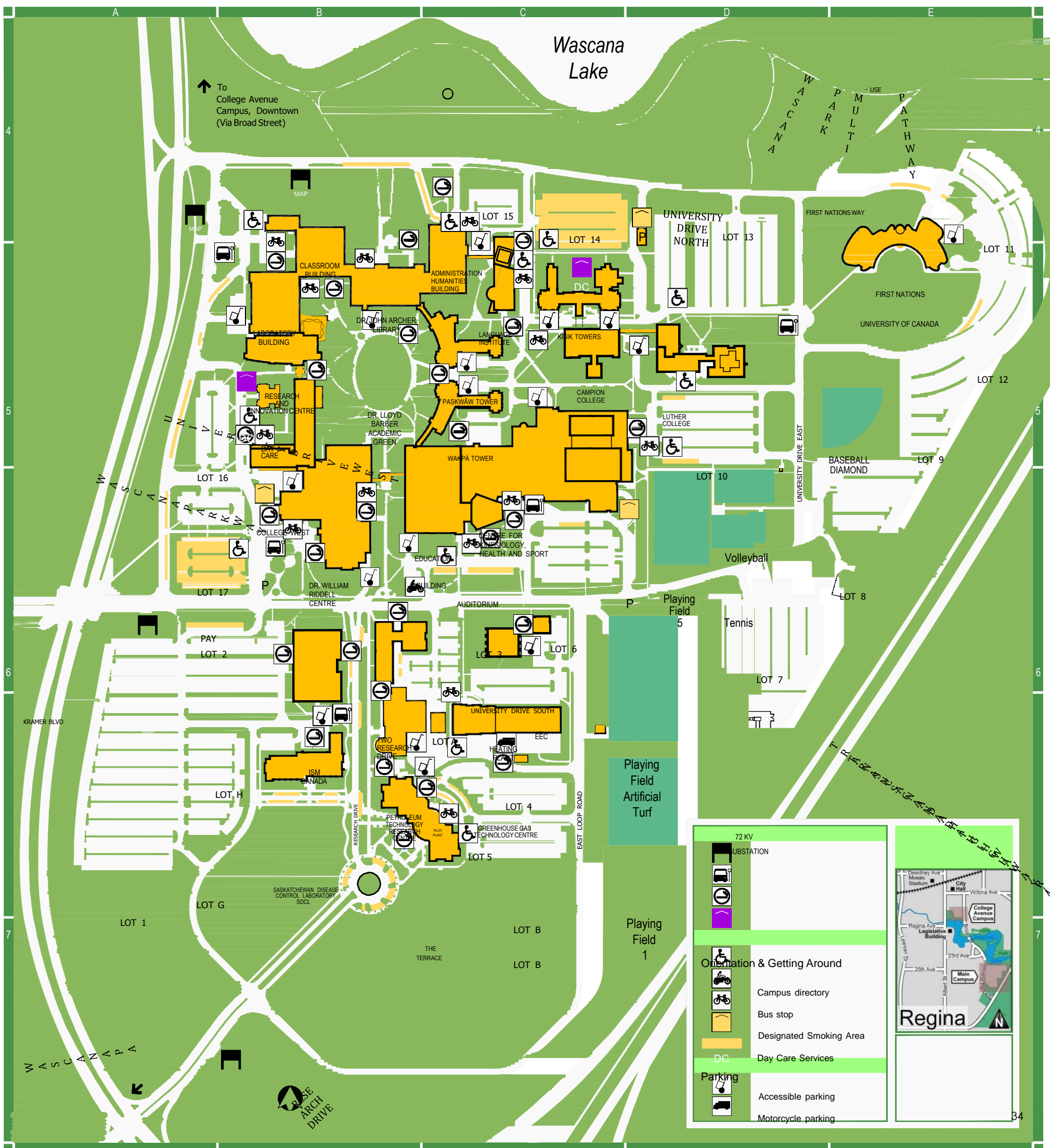
Code	Building Name	Grid Location
MAIN CAMPUS		
AH	Administration-Humanities	C4
CM	Campion College	C5
CK	Centre for Kinesiology, Health and Sport	C5
CL	Classroom Building	B4
CW	College West	B5
DC	Day Care	B5
ED	Education Building	C5
FN	First Nations University Of Canada	E4
GG	Greenhouse Gas Technology Centre (GGTC)	C7
HP	Heating Plant Building	C6
KT	Kīšik Towers (Hall "A")	C5
LB	Laboratory Building	B5
LC	Luther College	D5
LI	Language Institute	C5
LY	Dr. John Archer Library	B5
PT	Paskwāw Tower (North Residence)	C5
RI	Research and Innovation Centre	B5
RC	Dr. William Riddell Centre	B6
TD	Technology Development Facility	B6
WT	Wakpā Tower (South Residence)	C5

COLLEGE AVENUE CAMPUS

CB	College Building	B1
CN	Conservatory	A1
DH	Darke Hall	A1
GA	Gallery Building	A2

INNOVATION PLACE

2R	Two Research Drive Building	C6
5R	Saskatchewan Disease Control Laboratory	B7
10R	The Terrace	C7
IS	ISM Canada	B6
6R	Petroleum Technology Research Centre (PTRC)	C7



72 KV SUBSTATION

Orientation & Getting Around

- Campus directory
- Bus stop
- Designated Smoking Area
- Day Care Services

Parking

- Accessible parking
- Motorcycle parking

Regina

Appendix D BFA in Devised Performance and Theatre Creation

SCHEDULE OF COURSES BY SEMESTER: NEW BFA (11 May 2023)

FALL YEAR 1	WINTER YEAR 1
THTR 110 Foundations of Devised Performance	THTR 120 Cabaret
Two courses from: THTR 111 Performance Technologies THTR 121 Costume Construction THTR 112 Props and Painting	
ACAD 100 or ENG 100 (Critical Competency Req.)	THTR 122 Reading the Visual
Critical Competency	ENG 100 or ENG 110 (Critical Competency Req.)
MAP 001 (0.0 Credit Hours)	Critical Competency
One MAP Course or Elective	
FALL YEAR 2	WINTER YEAR 2
THTR 210 Scene Study/New Play Development or THTR 212 Technical Production	THTR 220 Fringe
THTR 202 Intro to Playwriting	THTR 213 Dramaturgy: Foundations of Performance
THTR 215 Understanding Performance Texts	THTR 211 AA-ZZ Selected Topics in Voice and Movement or THTR 222 Designing Performance Spaces
Critical Competency	MAP Course or Elective
MAP 202/209 (Critical Competency Req.)	(a) *THTR 330 Theatre Tour or MAP Course OR (b) THTR 311AA-ZZ Selected Voice or THTR 319 AA-ZZ Selected Topic in Theatre Practices*
	* An (a) and a (b), one from each box above and below, must be completed*
FALL YEAR 3	WINTER YEAR 3
THTR 311AA-ZZ Selected Voice or THTR 319 AA-ZZ Selected Topic in Theatre Practices	(a) *THTR 330 Theatre Tour or MAP Course OR (b) THTR 311AA-ZZ Selected Voice or THTR 319 AA-ZZ Selected Topic in Theatre Practices*
THTR 310 Scripted Production	THTR 320 Creative Exploration in Devising and Imagining
THTR 324 AA-ZZ Selected Topics in Performance or THTR 319 AA-ZZ Selected Topics in Theatre Practices	THTR 223 Decolonizing Dramaturgy or THTR 225 Survey Human Performance
Two courses from: THTR 326/327/328 AA-ZZ or approved English or Classics (200/300 LVL), or THTR 301 Storytelling, Performance and Theatre in Canada or THTR 315 Happenings and Collectives	
MAP Course or Elective	MAP Course or Elective
FALL YEAR 4	WINTER YEAR 4
THTR 411 AA-ZZ Selected Topics Voice/Mvmt or THTR 419 AA-ZZ Selected Theatre Practices	THTR 420 Devising Production And Performance (6.0 Credit Hours)
THTR 410 Devising And Development	MAP Course or Elective
MAP Course or Elective	MAP Course or Elective
Two courses from: THTR 426/427/428 AA-ZZ, or Approved ENGL 400-level or THTR 430	
THTR 414	

Appendix E – BA in Theatre and Drama Studies

SCHEDULE OF COURSES BY SEMESTER: NEW BA (6 December 2023)

FALL YEAR 1	WINTER YEAR 1
THTR 110 Foundations of Devised Performance	THTR 120 Cabaret
Two courses from: THTR 111 Performance Technologies THTR 121 Costume Construction THTR 112 Props and Painting	
ACAD 100 or ENG 100 (Critical Competency Req.)	THTR 122 Reading the Visual
Critical Competency/MAP Course	ENG 100 or ENG 110 (Critical Competency Req.)
MAP 001 (0.0 Credit Hours)	Critical Competency/MAP Course
Open Elective	
FALL YEAR 2	WINTER YEAR 2
THTR 202 Intro to Playwriting	THTR 213 Dramaturgy: Foundations of Performance
THTR 215 Understanding Performance Texts	
One course from: THTR 222 Designing Performance Spaces THTR 223 Decolonizing Dramaturgy THTR 225 A Survey of Human Performance	
Two courses from: THTR 101 Foundations of Improv THTR 116 Foundations of Mediated Performance THTR 203 Comedy Gold: A Stand-Up Course for Beginners THTR 200 or 300 level	
Open Elective	Open Elective
MAP 202/209 (Critical Competency Req.)	Critical Competency/MAP Course
FALL YEAR 3	WINTER YEAR 3
Two THTR studies or approved English/Classics course at the 200/300 level (6 Credit Hours) or THTR 301 Storytelling, Performance and Theatre in Canada (3 Credit Hours)	
THTR 315 Happenings and Collectives or THTR 301 Storytelling, Performance and Theatre in Canada	
Critical Competency/MAP Course	Critical Competency/MAP Course
Open Elective	Open Elective
Open Elective	*THTR 330 Theatre Tour (3 Credit Hours) or Two MAP Courses (6 Credit Hours)*
Open Elective	
FALL YEAR 4	WINTER YEAR 4
THTR 430 Theatre Research Seminar	*THTR 330 Theatre Tour (3 Credit Hours) or Two MAP Courses (6 Credit Hours)*
One course from: THTR 414 Developing the Holistic Theatre MAP 499 THTR 400 level	
Two THTR studies or approved English/Classics courses at the 300 or 400 level	
Critical Competency/MAP Course	Critical Competency/MAP Course
Open Elective	Open Elective
Open Elective	

NOTES -

- BA students need: 10 Critical Competency and MAP Courses (incl. [ACAD 100, ENGL 100, or ENGL 110] and [MAP 202/209 or equivalent]) (30 Credit Hours) OR 10 Open Electives (30 Credit Hours)
- *Two THTR studies or approved English/Classics course at the 200/300 level (6 Credit Hours) or THTR 301 Storytelling, Performance and Theatre in Canada (3 Credit Hours)* is potentially confusing, as THTR 301 is 3 credits alone, and therefore could be one of these two options but couldn't fulfil the total 6 Credit Hours requirement
- *THTR 330 Theatre Tour (3 Credit Hours) or Two MAP Courses (6 Credit Hours)* is potentially confusing and may need an edit to *THTR 330 Theatre Tour (3 Credit Hours) and One MAP Course (3 Credit Hours) or Two MAP Courses (6 Credit Hours)* as the student needs 6 Credit Hours in this box in the Academic Calendar. This could also take place in Year 2, if that is when THTR 330 Theatre Tour is being offered.

Health, Safety & Emergency Preparedness Information for Students & Staff

As a student or staff member, you are encouraged to integrate good health and safety practices into all aspects of your life here on campus. By doing so, you become a contributing member of our campus safety culture and help achieve our strategic plan.

911 Procedures

For fire, crime in progress, violence, or medical emergency: First call **911** (if you are calling from a U of R land line phone just dial **911**), then call Campus Security at 306-585-4999.

When you hear a fire alarm:

- Follow the directions of Emergency Wardens (orange vests), and Campus Security.
- Immediately proceed to the nearest available fire exit and leave the building.
- Close the door if you are the last person out.
- DO NOT USE ELEVATORS DURING AN EVACUATION. All inside fire exit stairwells are places of refuge which will provide at least one hour fire protection when all doors are closed.
- If you or someone else is unable to evacuate down the stairs:
 - Ensure that they take shelter on the landing of a fire exit stairwell.
 - Immediately notify Campus Security or the Fire Department of the situation.
- Upon exiting, move a safe distance away from the building.
- Do not re-enter the building until the Fire Department or Campus Security gives clearance.

Other emergencies:

- In the event of emergencies other than a fire (for example: tornado, chemical spill, or armed intruder), the Emergency Notification System (ENS) will be activated.
- A message will be broadcast on TVs, beacons, computers and building speaker systems across campus.
- The message will also be posted to the UofR Facebook and Twitter accounts, as well as push notifications.
- Follow the instructions as communicated via the ENS.
- Check for situation updates as they become available on the U of R Emergency Webpage at <http://www.uregina.ca/emergency/>
- Download the ENS software to receive alerts to your computer <http://bit.ly/ENS-UofR>
- Download the ENS software to receive alerts to your computer <http://bit.ly/ENS-UofR>
- Download the UofR mobile app (available for iOS and Android) to receive alerts on your smartphone

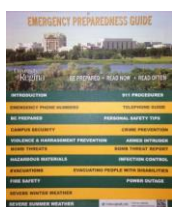


Sample Emergency Message:

TORNADO WARNING issues for Regina.

Remain indoors.

Take shelter in interior rooms or stairwells without windows.



The U of R, like any other large organization, is potentially subject to natural, technological, and man-made emergencies.

Refer to the **Emergency Preparedness Guide** posted throughout the University for detailed information on specific emergencies.

Incident Reporting

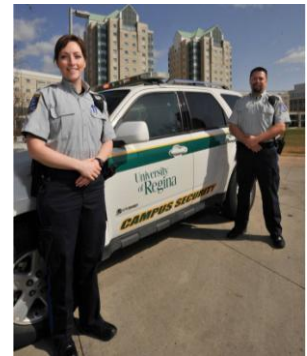
Notice something on Campus that seems unsafe? **Let us know!** It can help ensure your safety and the safety of our campus community. Reporting is easy: contact Health, Safety & Environment at **306-585-5487** or Campus Security at **306-585-4999**.

Working/Studying Alone

Are you studying or working alone day or night and would like somebody to check up on you? The **Lone Worker/Student Service** is provided by Campus Security to enhance your safety. For more information, please contact **Campus Security** at **306-585-4999**.

Safe Walk/Walk Along Service

Campus Security can be contacted to walk you to your vehicle or bus stop to ensure you get to your transportation safely. Call them at **306-585-4999**.



Scent Awareness

Scented products (such as perfume and cologne) can aggravate existing health problems for individuals who have asthma, allergies and other medical conditions.

While at the U of R, please be considerate of other people's sensitivities and do not use strongly scented personal care products.

Designated Smoking Areas

Smoking (which includes using electronic cigarettes) is only allowed in designated areas. Please respect the health of our campus community by only smoking in these designated areas.

See maps of these areas at: <http://bit.ly/smoking-areas>.



Violence and Harassment

Harassment, Discrimination Prevention and Conflict Resolution Services provides confidential consultations to anyone who feels that they have experienced inappropriate and disrespectful behaviour. There are many possible solutions, including personal coaching, mediation, and a formal complaint process. Please contact the Respectful Workplace Coordinator at **306-585-5400** for assistance.

Sexual Assault: UR Safe, UR Supported, UR Strong

This program responds to, and helps educate our campus community on incidents of sexual assault and sexual violence.

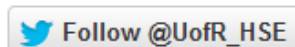
Safety Training

HSE provides numerous safety related courses for students, faculty, and staff.

Health, Safety and Environment Contact Information

Phone: 306-337-2370
Office: AdHum 435
Hours: Monday to Friday
8:15 am - 4:30 pm

E-mail: health.safety@uregina.ca
Web: <http://www.uregina.ca/hr/hse>



Emergency Preparedness Information Sheet for Academic Staff

Be Safe Read Now Read Often

Your health and safety, and the health and safety of our students is important to the University of Regina while together we learn, work & live on campus.

In order to achieve our Vision of being one of *Canada's best comprehensive universities*, protecting the health and safety of students, faculty and staff is paramount. Anyone instructing a class, as a representative of the University, shares this responsibility and is encouraged to take all reasonable measures to maximize their own safety and the safety of their students.

Key actions:

- If a Fire Alarm sounds everyone must evacuate the building immediately.
- At the beginning of the semester or individual class, please make your students aware of the designated emergency and alternate exit routes from the classroom which are: shortest route to the nearest Fire Exit and the location of one alternate Fire Exit.
- Encourage any student who may require special assistance during a building evacuation to advise you of those needs.
- In the event of other emergencies such as a tornado, chemical spill, or armed intruder, the University will utilize the Emergency Notification System (ENS). See ENS details below for additional information.
- When the ENS is activated all university faculty, staff and students should follow the directions provided to stay safe.

Fire alarm specific actions:

If the fire alarms activate, please assist students to evacuate the class. If Emergency Wardens (orange vest) are present (usually 8-4:30 Mon-Fri), follow the directions of the Emergency Wardens or Campus Security and assist as possible.

If Emergency Wardens **are not** present:

- Please guide or direct students immediately to the nearest available fire exit and leave the building.
- DO NOT USE ELEVATORS DURING AN EVACUATION.
- Check for stragglers and students who did not/could not leave the classroom.
- If a person with a disability cannot be evacuated down a stairway, he/she should be "parked" on a fire exit stairway landing. All inside fire exit stairways/stairwells are designated places of refuge which will provide at least one hour fire separation when all doors are closed. Have someone stay with this person and upon exiting the building immediately notify Campus Security or the Fire Department of the situation.
- Upon exiting the building encourage all students to move a safe distance away from the building.
- If any members of the class are thought to be missing, and to the best of your ability, inform Campus Security, or the Fire Department.
- Do not allow the class to re-enter the building until the Fire Department or Campus Security give clearance.

Other Emergency: Eg. Tornado, Flood, Chemical Spill, Armed Intruder

- Follow instructions as communicated via the Emergency Notification System (ENS).
- Check for situation updates as they become available on the U of R Emergency Webpage at <http://www.uregina.ca/emergency/>

Emergency Notification System (ENS):



In the event of a life threatening emergency other than a building fire, students, faculty and staff will receive an emergency message providing basic information about the type of emergency and safety instructions. The message will be broadcast on beacons, TV's, some building speaker systems across the U of R and computers loaded with Alertus software. For more information and details on how students, faculty and staff with non- Zenworks managed computers can sign up to register their computer to receive alerts.

Please follow the directions on the emergency message and alert others in your immediate area.

Sample Emergency Message:

TORNADO WARNING issued for Regina.

Remain indoors.

Take shelter in interior rooms or stairwells without windows.

Other Emergency information



The University of Regina, like any other large organization, is potentially subject to natural, technological, and man-made emergencies. Refer to the **Emergency Preparedness Guide** posted throughout the University for detailed

information on how to respond to specific emergencies.

Building Evacuation During a Final Examination

Depending on the nature of the examination, and the time and length of the interruption, proctors have two options:

1. Cancel the examination paper, dismiss the students, and contact the Registrar to set a new date for the final examination (times are normally available towards the end of the schedule).
2. Keep the students together and silent until the building can be re-entered. Resume the examination, extending the end-time of the examination by the length of the interruption. This will only be an option if the interruption lasts no more than one hour (to avoid conflict with the start-time of other examinations). Students who are unable to stay beyond the advertised end-time (e.g, because of childcare arrangements or work commitments) should be recommended to their faculty for a deferred examination.

E-mail: health.safety@uregina.ca
Web: <http://www.uregina.ca/hr/hse>



 Follow @UofR_HSE

911 Procedures

For Fire, Crime in Progress, or Medical Emergency, first call **911** (if you are calling from a U of R land line phone you just dial **911**). For all emergencies please also call **Campus Security** at **306-585-4999**.

Building Evacuation During a Mid-Term Examination

Depending on the nature of the mid-term examination and the time and length of the interruption, instructors have three options:

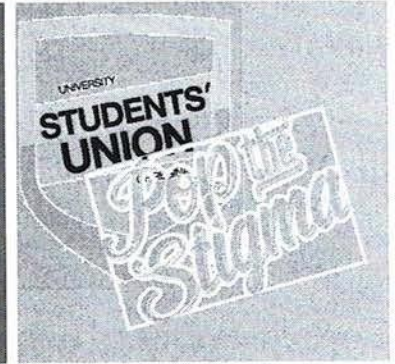
- resume the examination, if sufficient time allows as described in U of R Academic Calendar. The web (electronic) version of this calendar may be found on the University's website and is the university's official version;
- cancel the examination and reschedule the examination for another class period; or,
- cancel the examination and transfer the weight of the mid-term to another mid-term or to the final examination.

Questions or for more information

Contact the U of R Emergency Planning Consultant
306-337-3115 or (health.safety@uregina.ca)

(August 2013)

University of Regina Counselling Services



Feeling Stressed? Always worried?

Some stress is normal when you're going to university but **1 in 5 students** will suffer from enough distress that they **would benefit from counselling**.

What can I do?

The U of R offers several counselling services free of charge for students at the U of R. These sessions are confidential and easy to access for students – simply go to the second floor of Riddell, Room 251 to make an appointment.

When should you go?

Knowing when to schedule an appointment can be tough. Some common issues you might need help with include test anxiety, if you've experienced a trauma like losing a family member or a close friend, or if you've recently ended a relationship.

If the feelings you're experiencing are more intense and severe counselling services can also provide urgent service within 3 days and referrals as needed.

What options are available for me?

Personal Counselling – This is a great option if you'd like one on one attention for things like anxiety and panic, relationship conflict, depression, grief and loss, academic issues, body image and substance abuse. Up to 5 sessions are free per semester. Try it – talking about your problems can be more helpful than you might think!

Group Counselling – Simply put, you're not alone. Many students are experiencing the same things as you. The U of R offers a wide variety of group counselling opportunities that can help teach many skills for managing your mental health, including: Meditation and relaxation, Healthy relationships, Stress Management and Self-Care.

But I can't afford counselling...

Seeking counselling doesn't have to be cost prohibitive. Many students can benefit from the 5 free sessions offered by the University as a benefit of being a student.

If you need more sessions make sure you contact URSU and visit www.iHaveAPlan.ca. Many expenses that are related to mental health, including going to a psychologist, are partially covered by your Student Health and Dental Plan!

What else can I do?

Self-care - taking better care of yourself, can help you out. Eating better, working out, smoking and drinking less and balancing school with fun can all help with mental health!

Have a problem but don't know how to fix it?

URSU's Student Advocate can help you free of charge!

- Academic Appeals
- Disciplinary Appeals
- Student Loan Appeals
- E-mail advocate@ursu.ca to schedule an appointment today!
- Emergency Bursaries
- Notary Public
- Rentalsman Appeals

