

Division of Drama

Undergraduate Student Handbook

2020-2021



This handbook is designed to help you navigate the School of Creative and Performing Arts and your degree. Please take the time to read the practical advice contained in these pages. Enjoy your time at the University of Calgary. We look forward to working with all of you.





UNIVERSITY OF
CALGARY

Re-Entry Etiquette

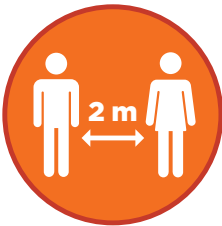
Let's help keep our community healthy.



Cough or sneeze
into your elbow



Wash your hands



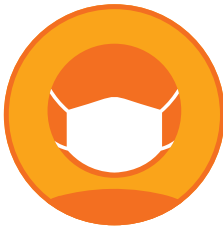
Maintain a physical
distance of 2m



Avoid touching
your face



Follow directional
signage



Wear a face mask



Use the hand
sanitizer stations

 **Be Kind** 
to yourself and others

Welcome to the School of Creative and Performing Arts

The faculty and staff of the School of Creative and Performing Arts would like to welcome you to another wonderful year at the University of Calgary! As you immerse yourself in scholarly and artistic pursuits, we encourage you to take some time to explore the **SCPA website** and review the key information for your program. We also encourage you to attend as many (virtual) concerts, plays, and dance presentations as you can throughout the year in order to fully explore your own artistic development through the inter-arts enrichment that the SCPA offers.

scpa.ucalgary.ca

The SCPA website is your primary link to program information, to upcoming events, to important forms, to contact information, and to connect you with resources.

The School of Creative and Performing Arts during COVID-19

The COVID-19 pandemic is new territory for all of us. We hope that together, we can create a strong community of caring by making sure that we all stay safe and healthy, and by looking out for one another.

- Stay updated! Monitor your UCalgary email frequently and regularly check the **UCalgary's COVID-19 response website** and the **SCPA online bulletin board**.
- Don't come to campus if you do not need to be here for classes.
- Stay home if you are sick and make sure to contact your instructor.
- Follow the re-entry etiquette (see p. 2)

With care and attention, let's make this year safe and successful.

SCPA administrative office

The SCPA administrative office is located in Craigie Hall D100.

Please note: Due to COVID-19, the office itself is not open, but administrative staff are available via email from Mon-Fri, 8.30 a.m.-12 p.m. and 1-4:30pm. They will not be available on statutory holidays.

Key administrative contacts

Please note: Due to COVID-19, many faculty and administrative staff members are working remotely. The best way to get in contact with someone is through email.

April Viczko
Division Chair, Drama
aaviczko@ucalgary.ca

Andrew North
SCPA Production Manager
andrew.north@ucalgary.ca

Dr. Joelle Welling, PhD
Acting Director, SCPA
welling@ucalgary.ca

Division of Drama
dramaug@ucalgary.ca

(Front Desk and) Room Bookings
scpa@ucalgary.ca

Stephanie Vahaaho
Undergraduate Program Administrator (UPA)
stephanie.vahaaho@ucalgary.ca

Announcements and Events

Important information is regularly posted on the Bulletin Boards located outside the SCPA administrative office in CHD 100. Here you will find details about upcoming events, important forms, deadlines and announcements.

Please note: Due to COVID-19, this bulletin board will not be active. Announcements and information will be available on the [online bulletin board](#).

Student Centre Contact Information

The University of Calgary, which includes professors, instructors and staff, communicates with students primarily through electronic communications. This includes email and Student Centre notifications. University of Calgary students are provided with a UCalgary email address. Official notifications and communications from the University of Calgary will only be sent to your UCalgary email address. You **must** register for your UCalgary email account and ensure that the contact information in your Student Centre is current. Students are responsible for the accuracy and validity of their contact information. Your ucalgary.ca account is your primary account, so check it often.

Academic advising

SCPA

The Division Chair and the Undergraduate Program Administrator in the SCPA assist undergraduate students with program-specific inquiries. For example, they provide advice for students on:

- SCPA program-related questions
- SCPA course-related questions
- details about the Major field
- declaring a Major (BMus students)
- transfer-credit assessment
- overloads
- credit by special assessment
- initial grade appeals
- prerequisite waivers

dramaug@ucalgary.ca

Visit website

Arts Students' Centre (ASC)

The Faculty of Arts program advisors in the Arts Students' Centre (ASC) assist undergraduate students in planning their overall degree programs. For example, they provide advice to students on:

- course audit forms
- changes of program and registration
- graduation checks and guarantee
- academic requirements
- after-degree program
- international exchanges
- contextual questions about Major and Minor programs in the Faculty of Arts
- ASHA and Co-op programs
- MHST, INDG, SAST and WMST courses
- academic probation and misconduct

artsads@ucalgary.ca

or ascarts@ucalgary.ca

Visit website

For assistance with registration (add/drop/swap), paying fees, deferred exams, awards, transcripts and navigating issues with your Student Centre, contact **Enrolment Services**.

esdocs@ucalgary.ca

Visit website

For assistance with learning support, success seminars, writing support, peer support and broad academic planning advice, connect with the **Student Success Centre (SSC)**.

Taylor Family Digital Library (TFDL), 3rd Floor

success@ucalgary.ca

Visit website

For information on all student wellness services on campus: counselling, health care, health promotion and peer support, please connect the **Wellness Centre**.

Visit website

Academic Requirements and Calendar

Academic Requirements (AR) is a tool for academic program planning, accessed through your Student Centre quick links. However, SCPA programs are different than most programs in the Faculty of Arts and sometimes AR will not give you complete information. We suggest that you use both AR and the Arts Students' Centre advisors to make sure you are receiving the most accurate and complete information about your degree progression.

Students are also encouraged to review the program information that is available in the **University Calendar** (scroll down for program specific requirements).

Directed studies

Senior-level students may undertake an directed studies course (DRAM 571) to delve more deeply into a topic not covered by other courses, with the approval of the Division Chair. You must have a faculty member who will supervise you. You will also be required to complete a **directed study form**, including a course outline. Once you and the instructor have signed and submitted the application, the Division Chair reviews the proposal and makes the decision whether or not to approve the directed studies course. Completed forms must be submitted to **dramaug@ucalgary.ca**.

Practicum

Another way of getting course credit for your work is through a practicum (DRAM 391/393/491/493). Practicum credits are awarded specifically for work attached to a production in the academic year, and must involve academic exploration of the production. The course requires an appropriate supervisor and the completion of a reflection paper. Completed **forms** must be submitted to **dramaug@ucalgary.ca**.

Graduating

Applications for graduating are available online. Before you apply to graduate, schedule an appointment with the advisors in the Arts Students' Centre to complete an official grad check. Visit the **registrar website** for more details and a graduation checklist.

Minor

Students declare a Minor by requesting a **Change of Program** through the Student Centre. Students may declare up to two Minors. The completion of a Minor is recorded on the transcript. To earn a Minor, students must complete at least 30 units and no more than 36 units from the minor Field of Study, including the requirements specified for the particular Minor under **program details**. Apply by Feb. 1 through your Student Centre for fall admission.

Registration Exemption Requests

Students may submit a request for the following **exemptions** from the registration regulations:

1. Requests for a late withdraw (W) from a course(s), provided a student has not attempted the final examination/assessment. Requests must normally be submitted within 30 calendar days of the last day of the term in which the course was taken or in exceptional circumstances up to one year from the start date of the course.
2. Requests for a late add/drop/swap for a course. These requests will be granted only in exceptional circumstances. A student must outline the exceptional circumstances for the request and provide supporting documentation. In the case of a late add/swap, a student must also provide written support from the Dean, or designate, of the Faculty offering the course.
3. Requests to exceed the number of units permitted as an Open Studies students. Requests must be submitted at least 30 calendar days prior to the start of the term in which a student wishes to take additional courses.

Requests and supporting documentation must be submitted to the Office of the Registrar for decision at **rgappeal@ucalgary.ca** within the timelines noted above, if any. Requests will be reviewed in the order they are received, and decisions will be provided within 30 calendar days. Decisions will be sent by email to the students UCalgary email account.

Should a student wish to appeal a decision of the Office of the Registrar, they may do so within 15 calendar days of date of the communication providing the decision. Appeals will only be considered on procedural grounds or based on new information that was not available at the time of the original request. Appeals must be submitted to the Vice-Provost (Student Experience) for decision at **vpse@ucalgary.ca**. The decision of the Vice-Provost (Student Experience) is final.

Transfer Students and Transfer Credit

Courses completed at other post-secondary institutions may be accepted for credit towards a degree program at the University of Calgary; students must normally complete a minimum of two full years of study at the University of Calgary in order to qualify for a degree. Copies of course outlines are required in order to obtain transfer credit (particularly if the post-secondary institution is outside of Alberta); these course outlines must include a detailed list of topics covered, textbooks used, grading practices, number of weeks of attendance, and number of lecture/tutorial/lab hours. Connect with the **Arts Students' Centre** for more info.

Registration Tips

Find useful information regarding common registration concerns below. If you have questions about any of these processes, **connect** with the SCPA Undergraduate Program Administrator (UPA) for advice, answers, and referrals.

Tip: For full-year courses, remember to register in part A (fall term) and part B (winter term).

Audit forms: These forms are available **online**. Students are responsible for collecting all the instructor signatures and submitting the form to the Arts Students' Centre for the Faculty Advisors signature.

Requesting pre-requisite waivers: Please contact the instructor directly to explain your situation. If they agree, ask the instructor to send the **Undergraduate Program Administrator** an email stating their consent, your student information (full name, UCID), and the course information. The UPA will add the enrollment permissions and send you an email to let you know that you can register for the course.

Requesting a course substitution: Please email the **Undergraduate Program Administrator** with details about which courses you want to substitute and why. The UPA will review the request with the Division Chair, and we will contact you with the result of the review.

Course-specific questions: Please contact the instructor directly. Current and archived course outlines are available **online**.

Course auditions: Please be aware that there are course auditions for some classes, including advanced-acting classes, dance technique classes, and music ensembles. Make sure to check the **online bulletin board** for announcements.

Can't find a course in your class search? When you search for classes, make sure that you **UNCHECK** the box that says 'show open classes only' (on the first screen where you select the term, subject) so that you can see all of the courses that are being offered during a term regardless of whether they are at full capacity or not.

Facilities

University Theatre Services

University Theatre Services (UTS) is a support service unit within the SCPA whose primary function is to support the academic programs of the divisions within the School. UTS also provides a wide variety of production, publicity, box-office and management support services to all users of the University Theatre, the Reeve Theatre, and the Rozsa Centre, including the Eckhardt-Gramatté Hall, the Boris Roubakine Recital Hall, and the Mezzanine Gallery, for both on-campus and off-campus customers. UTS offices are located in Craigie Hall D Block.

Taylor Family Digital Library (TFDL)

The University of Calgary **Libraries and Cultural Resources** supports the Drama program with extensive collections and services, including research advice and accessing materials (audio/visual, books, periodicals, online databases). These collections and services are a valuable resource for students and faculty so please make good use of them. If you have specific questions, connect with the music librarian **Marc Stoeckle**.

Integrated Arts Media Labs

The Integrated Arts Media Labs (IAML) are a dedicated digital arts education and production environment located on the 6th floor of the Art Building (Parkade), created specifically for students in Art, Dance, Drama, and Music. The IAML consists of the Main Lab (AB 659, 20 stations) and the Small Lab (AB 605, 10 stations). Each station is equipped with a Mac computer, MIDI keyboard, and a colour-calibrated display(s). It offers a full range of creative software, including video editing, 2D graphics and animation, 3D modeling and animation, CAD, music/audio sequencing, music notation, and interaction design and authoring. Equipment for short-term loan (e.g., audio recorder, DSLR) and printing services are also available for Art and SCPA students. Visit the **IAML website** for more information.

Art, Dance, Drama, and Music Majors can gain access to the Main Lab seven days a week from 7 a.m. until 11 p.m. by simply tapping their UNICARD on the proximity pad outside the door. (Note that the Art Building is locked at 10 p.m. daily.) If your card does not open the front door or if you are pursuing a minor in Art, Dance, Drama, or Music, you may need to have your UNICARD replaced or activated.

Please note: Some restrictions on card access may be put in place in the 2020-21 academic year due to COVID-19, so you may not have access as shown. For more details, visit the **website**. Staff hours are Monday-Friday 9 a.m. to 4 p.m. excluding lunch. (Staff may be working remotely at times but will be accessible via **email**.)

Other useful resources

Com/Media

Students can book sound equipment through the University for use in rehearsals/presentations for courses. To arrange, visit ucalgary.ca/it.

Drama Undergraduate Society (DUS)

The Drama Undergraduate Society (DUS) is a student-run club that creates student-experience events, including workshops, holiday parties, and the Division's own year-end award show. For more information on events and membership, and how you can campaign to become the First-Year Representative, check out the 'UCalgary DUS' group on [Facebook](#) or connect by [email](#).

Lockers

Locker rentals are handled by the Students' Union. Visit the [website](#) for more information, or connect by [email](#).

Finding your way around

Visit ucalgary.ca/map for a campus map or to use the interactive room finder. Rooms on campus use the first two or three letters to designate the building and the number to designate the room. A room with a number in the 100s is on the main floor, in the 200s is on the second floor and a room such as 004 or 012 is in the basement. For example: the main office for the SCPA is CHD 100. It's located on the main floor of Craigie Hall, Block D.

Studios

Rehearsal studios for Dance, Drama, and Music are located in Craigie Hall in blocks D, E and F and vary in size from small practice rooms to large studios.

Classrooms

The majority of classes in the SCPA are taught in Craigie Hall in blocks D, E and F with a few lecture classes booked in campus lecture halls and large dance classes hosted in Kinesiology.

Performance spaces

The SCPA has a number of performance spaces that support our work. These spaces are all close or connected to Craigie Hall and can be found in the creative block, which includes the Rozsa Centre, The F.R. Matthews (CHF101), Joyce and Quentin Doolittle (CHF206), Reeve, and University Theatres as well as a number of other, smaller performance spaces.

Student Health Supports

Student Union Wellness Centre

With a student-centered approach, the **SU Wellness Centre** offers comprehensive, holistic and accessible programs and services to foster all dimensions of wellness. Services include Medical services, Mental health services, and chiropractic, massage and walk-in clinic.

Counselling Services

Counselling and mental health support services are offered through Student Wellness Services. **During COVID-19, you can access counselling services remotely via Skype for Business, Microsoft Teams and telephone.** Single Session Counselling appointments are available on a bookable basis. Book an appointment by **email**.

For access to mental health support, email **sar@ucalgary.ca**. If you are a student in immediate distress, please contact the centres after-hours partners:

The Distress Centre:

- Call 403-266-4357, available 24/7.
- Visit the **Distress Centre website** to access online chat from 3-10 p.m. on weekdays and 12-10 p.m. on weekends.

For additional crisis support from **Wood's Homes Community Support Team**:

- Call 403-299-9699 or 1-800-563-6106, available 24/7.
- Text 587-315-5000 between 9 a.m. and 10 p.m.
- Visit **Wood's Homes website** for live chat between 9 a.m. - 10 p.m

Health Coverage

Students' Union Health and Dental Plan

For full-time undergraduate students enrolled in the Student's Union Health Plan:

- Services of paramedical practitioners are reimbursed up to \$20 per visit
- Each service (e.g., physiotherapy, massage) has a maximum of \$300 per benefit year (i.e., 15 visits)
- Practitioners must be registered and licensed in their field of practice.

Practitioners covered

A physician's referral is required to receive benefit for the following services:

- Physiotherapist
- Registered massage therapist
- Psychologist or social worker

The following do not require a physician referral:

- Chiropractor, including 1 x-ray examination per benefit year
- Osteopath, including 1 x-ray examination per benefit year
- Podiatrist or chiropodist, including 1 x-ray examination per benefit year
- Naturopath

Making a Claim

Online. Those with Alberta government student loans may qualify for some Alberta health funding.

On Campus Care

SU Student Inquiries Line

T: 403.220.3906

SU Health and Dental Plan Office

MSC 352

uofcalgaryplan@mystudentplan.ca

Opportunities

Professional opportunities

Students in Dance, Drama and Music have a number of opportunities for paid, part-time work to complement and support their studies.

Paid Professional Theatre Internship

The Professional Theatre Internship Courses (non-credit) have been developed as a response to the needs of those undergraduates who are in training to develop careers as theatre professionals. They endeavour to bridge the gap between study and professional experience, which most graduates of formal training institutions usually face.

Qualified students may be placed in internship positions with various local professional companies such as Alberta Theatre Projects, Quest Theatre and Vertigo Theatre. Interns have been accepted in the areas of Theatre Management, Acting, Directing, Dramaturgy, Stage Management, Production Management, Design and Playwriting. Interested students with fourth-year standing apply for admission to the course in February.

#uni

#uni is presented to 4000 incoming students annually as part of the Fall Orientation program. The production explores many aspects of campus life and aims to raise student awareness of campus resources that are available to help support campus safety, inclusivity, equality, resiliency, and mental- and physical-wellness. Auditions for this summer employment opportunity (August to September) are held in April for a number of positions including actors, a stage manager, a director, and a designer/technician.

Please note: in 2020, #uni was re-invented into an online format called #UCalgary4U

Wagonstage

Wagonstage Children's Theatre presents theatre for kids throughout the summer. The plays are written, directed, designed and performed by graduate and undergraduate students. Wagonstage is an enduring and respected example of community programming partnered with a post-secondary educational experience. Auditions are held in late April for the four positions (3 actors and 1 actor/stage manager). Contact the Division Chair of Drama for more information.

Creative opportunities

As part of the rich ecology of creation in Dance, Drama and Music, students have opportunities to work on various creative projects.

Mainstage Productions

Students are encouraged to check the **SCPA online bulletin board** for audition postings. Auditions are held in early September and are open to all University of Calgary students.

Arts Co-Curricular Enhancement (ACE) Credit

The UCalgary ACE Experience encourages (and rewards) students to pursue five different arts experiences as part of their undergraduate education. Collect all five cards listed below to receive your ACE Credit on your Co-Curricular Record:

- Ace of Hearts: Attend a performance as an audience member
- Ace of Spades: Participate in arts creation as an artist
- Ace of Diamonds: Attend or participate in an event with cultural/historical significance
- Ace of Clubs: Join and participate in an arts-based club
- Joker (Wild Card): Another experience that relates to any of the above

If you are interested in participating, visit the [website](#) for more information.
