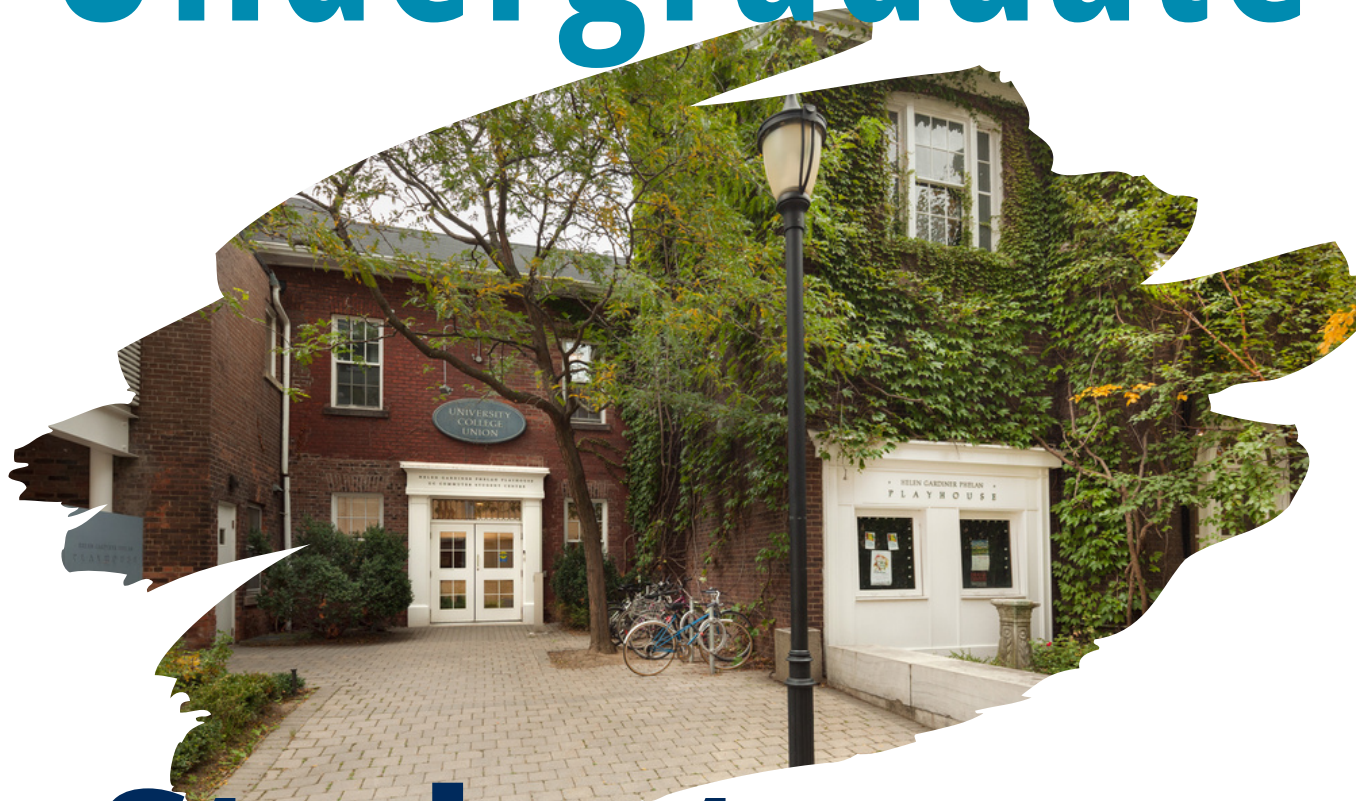




Centre for Drama, Theatre & Performance Studies  
UNIVERSITY OF TORONTO

# Undergraduate



# Student Guide

2020-  
2021

CDTPS

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## WELCOME

The undergraduate program at the Centre for Drama, Theatre, and Performance Studies offers a unique combination of rich and rigorous scholarship with high standards of practical training. The program provides students with an integrated set of critical and artistic skills through which to engage with broader intellectual, social, and political issues in the Humanities and beyond. Along with courses in theatre and performance theory and history, dramatic literature, dramaturgy, technology, and practice-based lab courses, the Centre offers introductory and advanced studio courses in acting, production, design, directing, and playwriting. The Digital Dramaturgy Lab (squared) (DDL) 2 and the newly founded BMO Lab in Creative Research in the Arts, Performance, Emerging Technologies and AI, with their international scope and interdisciplinary approach, present the students with a unique opportunity to develop projects exploring the use of new technologies in the context of the performing arts.

Students graduating from our program have combined majors in the Humanities, Social Sciences, and Sciences, including English, Women and Gender Studies, Cinema Studies, Sexual Diversity Studies, Art History, Classics, Religion, Anthropology, Canadian Studies, Political Science, Psychology, Sociology, Human Biology, Computer Science, and Cognitive Science. The Centre's undergraduate program has access to two theatres (the Helen Gardiner Phelan Playhouse and the Robert Gill Theatre) and a number of performance and rehearsal spaces available to students and faculty.

Please note. While some of our courses are open to all students of the university, others are restricted to students in a Drama Specialist, Major or Minor program. Some studio courses (Group B) require an audition, interview, or the submission of a portfolio. While entry into and progress through most of these studio courses require certain prerequisites, the Centre can grant exceptions on a case-by-case basis.

More details, including application guidelines and deadlines, can be found on our website at: [cdtps.utoronto.ca/](https://cdtps.utoronto.ca/).

The Centre's Undergraduate Administrative Coordinator, Colleen Osborn, is also available for consultation. For general enquiries or to schedule an appointment send an e-mail to [c.osborn@utoronto.ca](mailto:c.osborn@utoronto.ca).

## KEY DATES

### Fall 2020

September 10, 2020	Fall classes start
November 9-13, 2020	Reading Week (no classes)
December 9, 2020	End of fall classes

### Winter 2021

January 4, 2021	Fall classes start
February 15-19, 2021	Reading Week (no classes)
April 1, 2021	End of winter classes

## PROGRAMS

Follow your own interests and chart your own path through university.

Our [undergraduate major, minor, and specialist programs](#) offer you plenty of flexibility.

### The program's mandate:

- Mounting courses on the historical, theoretical and practical aspects of drama, theatre and performance
- Integrating academic and practical dimensions of study in each course
- Involving undergraduates in the planning and execution of program activities
- Introducing students to the demands and expectations of a professional theatre career
- Fostering an environment that ensures individual growth as well as shared responsibility for the development of others

### Enrolment Requirements:

This is an open enrolment program. A student who has completed 4.0 credits may join the Drama Specialist, Drama Major or Drama Minor.

Please note (below) that while there are no specific course requirements to join the program, completion of the Studio (Group B) requirement will normally require either an audition, a personal interview, or the submission of a portfolio to match students with courses as required. The Centre will, however, work with any student who enrolls in the program to determine the best options for proceeding through and completing the program.

## DRAMA SPECIALIST

### Completion Requirements:

- 12 credits, including at least 4.0 300+ series with at least 1.0 FCE at the 400 level.
- [DRM101Y1](#)
- [DRM220Y1](#)
- 3.0 credits from Drama, Theatre, and Performance Studies courses (Group A)
- 2.0 credits from Studio courses (Group B)
- From Group A, B, C or other DRM: 5.0 credits to make up the total of 12 credits

## DRAMA MAJOR

### Completion Requirements:

- 8 credits, including at least 2 FCE at the 300+ series courses with at least 0.5 FCE at the 400 level.
- [DRM101Y1](#)
- [DRM220Y1](#)
- 2.0 credits from Drama, Theatre, and Performance Studies courses (Group A)
- 2.0 credits from Studio courses (Group B)
- From Group A, B, C or other DRM: 2.0 credits to make up the total of 8 credits

## DRAMA MINOR

### Completion Requirements:

- 4 credits including at least 1.0 FCE at the 300+ level.
- [DRM101Y1](#)
- 1.0 credit from Drama, Theatre, and Performance Studies courses (Group A), or [DRM220Y1](#)
- 1.0 credit from Studio courses (Group B)
- From Groups A, B, C or other DRM (when eligible): 1.0 credit to make up the total of 4 full-course equivalents

Note: Priority is reserved for Drama Majors and Specialists for Group B Studio courses.

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### Notes on Group A and B requirements for Majors and Specialists:

- Following completion of [DRM220Y1](#), students are advised to complete at least 0.5 FCE from Group A per academic year until they have completed the required total of 3.0 FCE from Group A.
- Students can take a maximum of 3.0 FCE from Group B per year.
- Minimum grade requirements apply to some pre-requisite courses ([DRM101Y1](#), [DRM220Y1](#) and second-year foundation courses) to advance through some Studio (Group B) courses.
- Some Studio (Group B) courses will require a separate assessment either through an audition (performance), submission of a portfolio (playwriting), or a personal interview (directing, design and production). For information on the deadlines for these assessments and the process for applying, please consult the Centre website.
- The Centre is committed to working with any student to consider best options for not only progressing but completing the program. Students are strongly encouraged to reach out to Centre staff for advising on planning their program.

## UNDERGRADUATE ADMISSIONS INFORMATION

If you are interested in applying to the Centre for Drama, Theatre & Performance Studies' undergraduate program, you must be either a University of Toronto student (St. George campus) or you should apply to the Humanities (TAH is the code) admission category at St. George Campus University of Toronto. At least six senior high school credits (Grade 12 U or M courses in the Ontario school system) including English 4U are required. Students outside of Ontario should have the equivalent senior high school credits. See University of Toronto Admissions for more details. Click [here](#) to access the University of Toronto's Future Students Resources.

In your first year, you should enroll into our foundations course, [DRM101Y1](#). You can apply into the 200-level studio course in Performance ([DRM200Y1](#)) directly out of high school. Students can enroll directly into our other entry studio courses in their second year at the University of Toronto once they have declared a Drama Major or Drama Specialist and have completed [DRM101Y1](#).

Entry Studio Courses Please read the guidelines below.

- DRM200Y1: [Performance I](#) | [Application Guidelines](#)
- DRM202H: [Directing I](#) | [Guidelines](#)
- DRM228H: [Playwriting I](#) | [Guidelines](#)
- DRM254H: [Production and Design I: Production](#) | [Guidelines](#)

## APPLY

The Centre for Drama, Theatre & Performance Studies first round application for 2021-22 DRM200Y1 *Performance I* closes on March 10th.

In June the second round for DRM200Y1 application will open. Students can sign up for a DRM200Y1 audition by following these instructions:

- Create your [online profile](#)
- Activate your account
- Complete the application form
- Upload any relevant materials
- Submit your application by March 10, 2021
- Applicants will be emailed their audition/interview date one week after the set deadline. Any Drama Major or Specialist students who have completed DRM101Y can enroll themselves in July into the other three of our [four studio entry courses](#)

### Future deadlines:

**November 10, 2020:** S term studio course deadline

**March 10, 2021:** First round deadline 2021-22 studio courses (all years)

**August 10, 2021:** Second round deadline 2021-22 studio courses (studio entry courses)

## COMMUNITY ASSISTANCE PARTICIPATION (CAP)

CAP provides students with opportunities to participate in the operation and activities of the University of Toronto's Centre for Drama, Theatre, and Performance Studies. This participation is part of the curriculum and allows the CDTPS and its students to organize a wide range of events and activities to complement the basic curriculum as well as to support curricular activities, events, and performances.

CAP hours also expose students to skills and services that expand their experience within theatre processes and methods and build a strong sense of community. Typical CAP hours include helping with our productions, assisting in the publicity of CDTPS productions and activities, and improving and maintaining the Centre's facilities and equipment.

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### UPDATE FOR 2020-21 (COVID RELATED CHANGES)

For 2020/21, non-completion of CAP (Community Assistance Participation) activities will result in a 2% deduction from your final grade instead of the usual 4% deduction. This change is in effect because of COVID, and limited access to in-person CAP Calls.

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#### For DRM202H, DRM328H and DRM400H:

Please note that for the 2020-2021 school year, this course requires the completion of 2 CAP activities, non-completion of which will result in a 2% deduction from your final grade. Activities counting towards CAP include the forthcoming Incident Reporting Information Session (Sept 25, 1:10 - 2:30 pm) and the Intimacy & Consent Workshop (Oct 20, 5pm – 6pm).

One or two other workshops counting towards CAP and/or other CAP task calls will be announced throughout the semester.

#### For DRM200Y and DRM300Y:

Please note that for the 2020-2021 school year, this course requires the completion of 4 CAP (Community Assistance Participation) activities, non-completion of which will result in a 2% deduction from your final grade. Activities counting towards CAP include the forthcoming Incident Reporting Information Session (Sept 25, 1:10 - 2:30 pm), the Intimacy & Consent Workshop (Oct 20, 5pm – 6pm). and the ARCDO Anti-Racism and Equity Workshop (S term - date and time TBC).

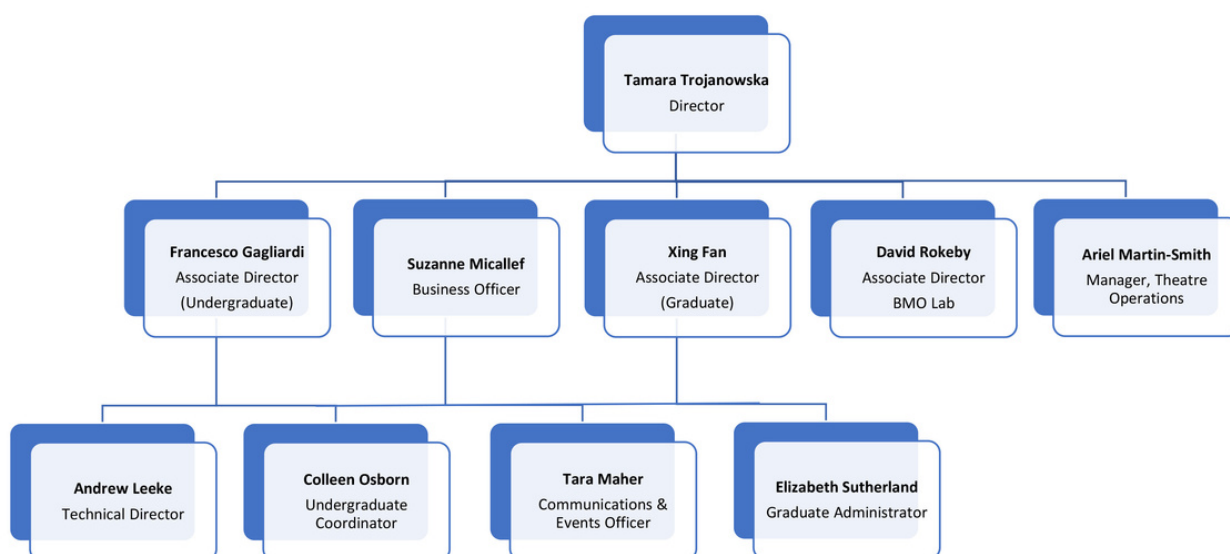
Other workshops and guest lectures counting towards CAP and other CAP task calls will be announced throughout the academic year.

#### PLEASE NOTE:

- CAP can be completed remotely in 2020/21.
- 2% CAP deductions are not tied to DRM403Y, DRM413H, DRM375H, DRM402H, DRM254H, DRM354H, DRM355Y, DRM454H, DRM455H.
- S Term courses that require 2 CAP activities are DRM228H, DRM302H and DRM428



## OUR TEAM



We are structured like a pyramid on paper, but in reality this image is in fact turned on its side and arrow-shaped. Rather than sitting on top of a pyramid, the Directors are an arrowhead propelled by an amazing group of people connected by a shared mission and professional obligations. The pull of the leaders is as important as the push of their supporters to the program's vitality.

## WHO TO CONTACT FOR WHAT

### Centre-wide

- **Director: Professor Tamara Trojanowska**

Office hours: by appointment only

In person: Koffler Centre, Room 331, Tues. 12:00-1:00PM

Online: Mondays: 3-4 and Thursdays: 2-3

You may book these appointments by emailing [suzanne.micallef@utoronto.ca](mailto:suzanne.micallef@utoronto.ca) or [t.trojanowska@utoronto.ca](mailto:t.trojanowska@utoronto.ca).

- Discuss issues that could not be resolved through other points of contact;
- Discuss ideas for which you need advice or support to make them a reality, concerns about your studies or the way the Centre functions, and to receive advice on professional, health, or any other matter impacting your life in the Centre.

- **Business Officer: Suzanne Micallef**

Koffler Student Services Centre, 214 College St., 3rd floor, Room 327

Remote Hours: M-F 9:00AM-3:00PM

[suzanne.micallef@utoronto.ca](mailto:suzanne.micallef@utoronto.ca) | 416-978-7981

- Support with your TA, work-study, TPA payments, reimbursements for conference travel (PhD only), event expenses, etc. Suzanne is also responsible for keys, FOBs, and photocopier access codes.



- **Communications & Events Officer: Tara Maher**  
UC Union Building, 79 St. George Street, Room 221; Remote Hours: M-F 10:00AM-4:00PM  
[dramacentrecommunications.cdtps@utoronto.ca](mailto:dramacentrecommunications.cdtps@utoronto.ca) | 416-978-7987
  - Communications and events support
- **Manager of Theatre Operations: Ariel Martin-Smith**  
Koffler Student Services Centre, 214 College St., 3rd floor, Room 326  
Remote Hours: M-F 10:00AM-4:00PM  
[ariel.martinsmith@utoronto.ca](mailto:ariel.martinsmith@utoronto.ca) | 416-978-7995
  - Logistical support to MA and PhD students during their program work (coursework, events & projects).
- **Technical Director: Andrew Leeke**  
UC Union Building, 79 St. George Street, Room 213. Office hours by appointment.  
[andrew.leeke@utoronto.ca](mailto:andrew.leeke@utoronto.ca) | 416-978-4870
  - Assistance if you need to use the Helen Gardiner Phelan Theatre in University College's Union Building, the Performance Studio (Perf), the Leonard Common Room (LCR).

## Undergraduate Program

- **Associate Director, Undergraduate: Francesco Gagliardi**  
UC Union Building, 79 St. George Street, Room 303  
Office hours: Book virtual appointment by email  
[f.gagliardi@utoronto.ca](mailto:f.gagliardi@utoronto.ca)
  - As the person who oversees the operations of the undergraduate program, he plays an important part in TA assignments.
- **Undergraduate Administrative Coordinator: Colleen Osborn**  
UC Union Building, 79 St. George Street, Room 300  
Remote Hours: M-F 9:30AM-5:00PM (email to book virtual meetings)  
[c.osborn@utoronto.ca](mailto:c.osborn@utoronto.ca) | 416-978-8099
  - The first person to contact with any questions about the undergraduate program in the Centre.
- **Undergraduate Student Admin: Moyukh Syeed**  
[m.syeed@mail.utoronto.ca](mailto:m.syeed@mail.utoronto.ca)

## Graduate Program

- **Associate Director, Graduate: Professor Xing Fan**  
Koffler Student Services Centre, 214 College St., 3rd floor, Room 328  
Hours: Tues. 5:00-6:00PM (email to book Zoom meetings)  
[stars.fan@utoronto.ca](mailto:stars.fan@utoronto.ca) | 416-978-7981
  - All academic matters, including unresolved issues with coursework (after first speaking to the instructor), grant applications (SSHRC, OGS, conference grant, etc.), the Centre's Awards, and accessibility concerns.

- **Associate Director, BMO Lab: David Rokeby**

Koffler Student Services Centre, 214 College St., 3rd floor, Room 321

Office hours by appointment

[david.rokeby@utoronto.ca](mailto:david.rokeby@utoronto.ca)

- All matters concerning the BMO Lab.

- **Graduate Administrator: Elizabeth Sutherland**

Koffler Student Services Centre, 214 College St., 3rd floor, Room 329

Remote Hours: M-F 10:00AM-4:00PM

[graduate.dram@utoronto.ca](mailto:graduate.dram@utoronto.ca) | 416-978-7980

- Registration, course enrolment, program requirements, timelines, payment of academic funding (UTF, grants, awards), and academic space booking. (For other payments, see Suzanne Micallef.)

## SOCIETY OF UNDERGRADUATE DRAMA STUDENTS

The Society of Undergraduate Drama Students—SUDS—organizes workshops and social activities for all undergraduate CDTPS students. Workshops are intended as enrichment, offering students opportunities to work with professional artists in specialized areas. Past workshops include: stage combat, writing in movement, physio for actors, LinkedIn lunch & learn, and alumni panels with recent graduates.

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### President - 2020/21: Sabrina Weinstein [sabrina.weinstein@mail.utoronto.ca](mailto:sabrina.weinstein@mail.utoronto.ca)

- Attends Arts and Science Student Union (ASSU) meetings and is the liaison between ASSU and SUDS.
- Must attend 3 meetings per term with the student body, two with the Undergraduate Coordinator and Undergraduate Director and Class Reps and One open to any students (and no faculty) at the Drama Centre to relay info on upcoming workshops, and to collect feedback.
- Is available to facilitate SUDS' workshop and event days, which includes opening and locking up the space.
- Ensures space is booked for SUDS' workshop and events.
- Reaches out to potential workshop facilitators to coordinate dates, fees and logistics for SUDS' workshop and events as necessary.
- One of two signing officers for the SUDS' bank account with Treasurer.
- Manages posts on social media pages with Vice-President.
- Serves as a liaison to the Graduate Student's Union, The student Admin and the Admin undergrad coordinator.

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## **Vice-President - 2020/21: Isaac Pilozo** [isaac.pilozo@mail.utoronto.ca](mailto:isaac.pilozo@mail.utoronto.ca)

- Reaches out to potential workshop facilitators to coordinate dates, fees and logistics for SUDS' workshop and events.
- Ensures space is booked for SUDS' social events (off campus i.e., pub nights)
- Manages and updates the SUDS' Facebook page.
- Provides SUDS information to the Communications and Events Officer for the CDTPS website
- Creates and disseminates publicity materials for upcoming SUDS' workshops and events (i.e., poster the Playhouse).
- Passes on publicity materials to the Communications and Events Officer to incorporate them in the Drama Centre promotional emails.
- Is available to facilitate SUDS' workshop and event days, which includes opening and locking up the space.

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## **Treasurer - 2020/21: Abigail Esteireiro** [abigail.esteireiro@mail.utoronto.ca](mailto:abigail.esteireiro@mail.utoronto.ca)

- One of two signing officers for the SUDS' bank account with President.
- Requests/purchases more cheques as necessary through the branch.
- Reaches out to potential workshop facilitators to coordinate dates, fees and logistics for SUDS' workshop and events as necessary.
- Finalizes budget and handles reimbursements and payments (one budget per semester; i.e., two budgets a year).
- Finalizes expenses and handles receipts and ASSU reimbursement of any monies not used (at the end of each semester; i.e., two receipt periods).
- Fills out Special Request Forms.
- Coordinates funding from the Drama Centre as necessary (contacts Business Officer about writing cheques and reimbursement from/to the Drama Centre) Delivers or picks-up said cheques.
- Is available to facilitate on SUDS' workshop and event days, which includes opening and locking up the space.

## **LOCATIONS**

We have offices in a few buildings. There are two main locations you will need to know:

- **The University College Union Building or UC Union Building at 79 St. George Street.** You may hear others refer to this location as the Playhouse, the Helen Gardiner Phelan Playhouse, or UC.
- **The 3rd floor of the Koffler Student Services Building at 214 College Street.** You may hear others refer to this location as the Koffler Centre, Koffler, The Gill, Graduate Office, or DC.

Historically, the Koffler Centre was our graduate location, and the UC Union Building the undergraduate one, and this continues to be the case to a large extent, although both programs cross paths in both buildings, as well as the off-site Luella Massey Studio Theatre.

All of these spaces are walking distance apart, so let's have a walk. Have a look at the campus map to follow suit: [map.utoronto.ca](http://map.utoronto.ca)

## UC UNION BUILDING AND UC SPACES, 79 ST GEORGE

- **Helen Gardiner Phelan Playhouse, (HGPP), room 200:** a well-equipped theatre space used extensively by the undergraduate program during the academic year, but available for rent from May to mid-August.
- **Performance Studio (Perf), room 109:** located directly below the theatre, this large open room has a sprung floor covering 80% of the floor space, natural light, and air conditioning controls. There is no permanent equipment built into the space.
- **Undergraduate Design Studio, room 100:** located on the west side of the PERF; includes a series of worktables.
- **Front Room, Long Room (usually called Front & Long) and Walden Room:** three rooms on the ground floor of the UC Union Building, presently set up as lounges and meeting spaces. We share this space with University College, with the Centre using them primarily for receptions, undergraduate classes, small group rehearsals, ad hoc meetings as well as formal staff, faculty, and student meetings.
- **Offices:** see contact information for Tamara, Tara, Francesco, Colleen, and Andrew. Course Instructors also have offices in this building, on the newly renovated 3rd floor (rooms 302 & 303).

## MORRISON HALL, 75 ST GEORGE

- **Leonard Common Room (MO 100B):** a large (30' x 70') room with a semi sprung floor, used for acting and movement classes, as well as rehearsals of The University College extracurricular theatre company, the UC Follies. It is heavily booked during the academic year (up to 50-60 hours per week).

The building can be entered with a fob; contact Suzanne Micallef for access information. Click [here](#) for more details.

## KOFFLER STUDENT SERVICE BUILDING, 214 COLLEGE ST

The building can be entered with a fob; contact Suzanne Micallef for access. Click [here](#) for more details.

- **Robert Gill Theatre** (Dressing Rooms, Booth, Lobby, Backstage and RM335) is a relatively well equipped, proscenium style, 170-seat theatre used throughout the year for classes, Centre-sponsored and Centre-produced events, as well as rentals. The theatre space was recently made accessible. On occasion, the dressing rooms are also used as studio and performance spaces, as the research and theory behind site specific theatre becomes more prominent in our practice-based program. Each dressing room has a full bathroom, including a shower.
- **Robert Gill Theatre Lobby** is a multi-purpose space used for receptions, an audience holding area during events, and a meeting, or study space for our students. The lobby is adjacent to a kitchen, which is used as a shared departmental space by students, staff, and faculty.
- **Seminar Room, Room 330** (NOTE: accessed by keys, not fobs): a multi-purpose classroom used primarily for graduate seminars, but also for meetings, prospectus defenses, colloquia, and events that feature guest speakers. It accommodates approximately 30-35 people, and comes equipped with a projector, a screen, and a sound system.
- **Offices:** see contact details for Xing, Elizabeth, Ariel, Suzanne, and the Off-campus faculty.

## OFF-SITE SPACE, 4 GLEN MORRIS AVE

- **Luella Massey Studio Theatre** was named in 2014 in honour of a beloved staff member who passed away. The space is used as a performance and studio space as well as a teaching facility. It is equipped with lighting and sound, and boasts a large carpentry workshop in the basement, as well as two full size dressing rooms.

## OUR SPACES

If this seems complicated, wait until you learn that some of our faculty members, TAs, and Sessional Instructors in the undergraduate program have offices in the main building of the University College, while others hold their primary appointments (and offices) on the Mississauga (UTM) and Scarborough (UTSC) campuses. It is best to contact individual faculty members for specific information.

The complexity of our spatial arrangements impacts how you can use the various spaces and need to go about doing so. Our space is to your disposal from September to May, provided that you use it for your course or research related purposes, subject to availability. Anything already scheduled, or in the process of scheduling, takes precedence over more recently raised needs.

## BOOK A SPACE

Please be advised that in light of the current situation around COVID-19, we will be suspending room bookings until further notice. This is to ensure everyone's health and safety during this time. We will continue to accept any rental inquiries for future events.

## RESOURCES

### HELPFUL HINTS

Here are just a few of the resources available to our students:

- [Backpack to Briefcase \(b2B\)](#) – Meet and learn from our alumni (and other Faculty of Arts & Science alumni) at mentorship meals, speed networking events, career panel discussions and industry nights.
- [Society of Undergraduate Drama Students \(SUDS\)](#) – Build your skills and meet other people who share your interest in drama, theatre, and performance studies.
- [University of Toronto Libraries](#) – U of T's award-winning library system offers you an extensive general collection, plus specialized collections such as the [Thomas Fisher Rare Book Library](#).
- [Navi](#) - your mental health wayfinder

### ADVICE FOR FIRST YEAR

DRM101Y1 is a mandatory pre- or co-requisite for all studio entry courses to our Group B Studio courses. Therefore, in your first year, you should enrol into our foundations course, DRM101Y1. You can apply into the 200-level studio course in Performance (DRM200Y1) directly out of high school. The first round of auditions is held in April with an application deadline in March; the second round is held in August.

Students can enrol directly into our other entry studio courses (DRM202H1 - Directing I, DRM228H1 - Playwriting I, and DRM 254H1 - Design & Production I) in their second year at the University of Toronto once they have declared a Drama Major or Drama Specialist and have completed DRM101Y1.

### NAVIGATING U OF T: CONCERNS & COMPLAINTS

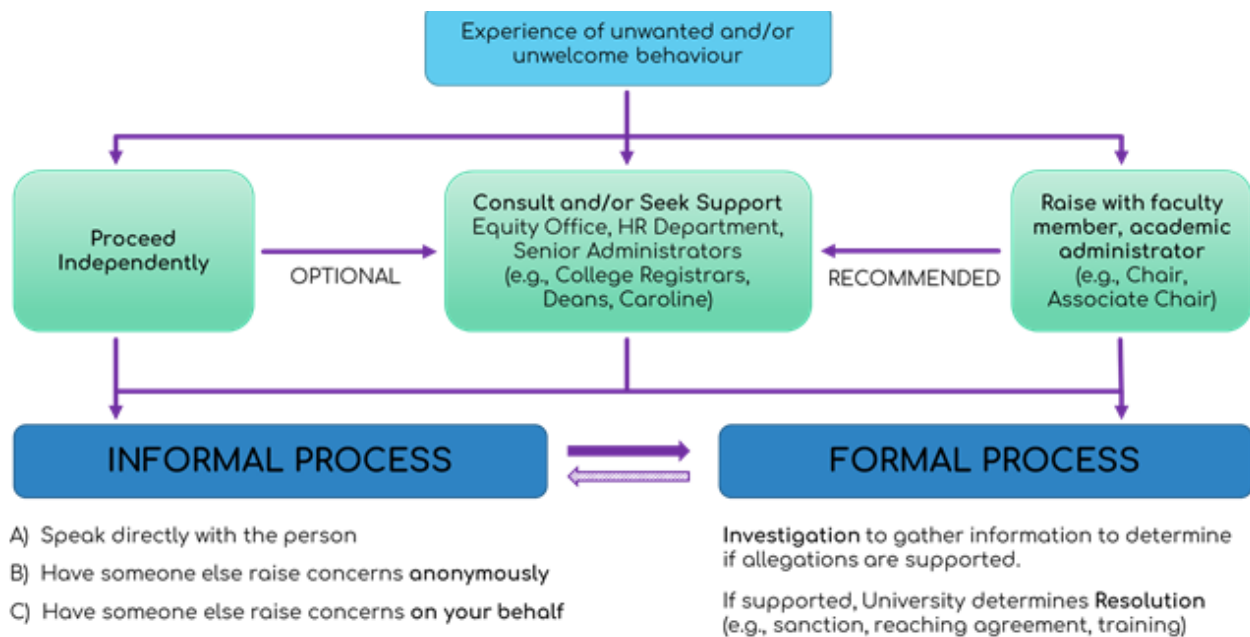
When someone experiences unwanted or unwelcome behaviour, they may choose to address it through informal and/or formal processes. Whether someone opts for an informal process, formal process, or chooses not to address the behaviour is an individual's choice. Regardless of their choice, a person who has experienced unwanted behaviour is encouraged to seek confidential support and/or consultation for assistance and support from any of the campus resource offices listed below.

**Informal Processes** - 3 Common Approaches:

- Speaking directly with the person whose behaviour is unwelcome
- Having someone else raise the concerns anonymously
- Having someone else raise the concerns on your behalf

**Formal Processes** - Each [University Policy](#) defines what constitutes a complaint and outlines the processes undertaken when a formal complaint is submitted. In general, the process will include:

- Written and signed complaint
- Notification to respondent, i.e., person(s) against whom the complaint is being made
- Fact-finding investigation conducted by trained investigator
- If allegations are supported, the University determines a resolution (e.g., sanction, reaching an agreement, training)



## RESOURCE OFFICES

Equity Offices & Related Offices (Faculty, Staff & Student):

<https://hrandequity.utoronto.ca/inclusion/equity-offices/>

- Accessibility for Ontarians with Disabilities Act (AODA) Office
- Anti-Racism & Cultural Diversity Office
- Family Care Office
- Office of Indigenous Initiatives
- Sexual & Gender Diversity Office
- UTSC Equity & Diversity Office
- UTM Equity & Diversity Office
- Community Safety Office
- Multi-Faith Centre
- Sexual Violence Prevention & Support Centre
- Indigenous Student Services / First Nations House



Student Resources:

- College & Faculty Registrars
- College Deans of Students
- Academic Dean's Office
- School of Graduate Studies
- Office of the Vice-Provost, Students
- Office of the Ombudsperson

Faculty & Staff Resources:

- Human Resources
- Dean's Office, Faculty of Arts & Science via Director, High Risk, Faculty Support & Mental Health (Caroline Rabbat; [caroline.rabbat@utoronto.ca](mailto:caroline.rabbat@utoronto.ca))
- Health & Well-Being Services and Programs
- Office of the Ombudsperson

## WORK-STUDY PROGRAM

Every year the Centre hires work-study students to provide employment and career development opportunities. This is a part of the University of Toronto financial aid program. Students may apply for the positions advertised by the Centre, but also for positions advertised by individual faculty members and other departments.

Work-Study positions for the 2020-21 academic year will be made available on the [Career Learning Network](#) website.

Job postings will be made available to view in August 2020. All students registered as full time for the 2020-21 year will be eligible to apply.

## EMERGENCIES

### CONTACT NUMBERS

- Emergency: 9-1-1
- Campus Police: 416-978-2222
- Flood/toilet overflow or other building maintenance issues: 416-978-3000
- Caretaking Service: 416-978-6252

## BUILDING EVACUATION PROCEDURES

### What to do if you discover a fire:

1. Stay calm.
2. Report the smoke or fire to Campus Police (416-978-2222), giving its exact location.
3. Attempt to extinguish the fire only if you can do so safely.
4. Please refrain from using the fire hoses.
5. Evacuate the fire area immediately and close the door behind you.
6. Activate the nearest wall-mounted fire alarm.

## WHAT IS A 911 EMERGENCY

It is any situation requiring immediate police, fire, or medical response to preserve life or property. Call **911**, or dial 9-911 from an internal phone line, to report any serious incidents such as:

- Any life-threatening situation
- A fire
- A serious injury or illness such as suspected heart attack, someone choking breathing difficulties, unconsciousness
- A situation involving weapons
- A drowning
- An uncontrolled chemical spill
- Serious motor vehicle collisions

To ensure prompt service, after calling 911, contact **Campus Police** at 416-978-2222. Campus Police are responsible for policing the St. George Campus and provide services supported by the Toronto Police and provincial and federal police agencies.

To report **Urgent Matters**, dial 416-978-2222 (8-2222 from 978 or 946 exchanges).

These include:

- Suspicious persons
- An assault or immediate danger of assault including persons fighting
- Sexual Assault (Toronto Police is also an option)
- Trespassers
- Excessive noise complaints
- Minor motor vehicle collisions and disabled vehicles
- Theft in progress
- Suspicious activity or packages
- Disputes

To contact the Campus Police Communication Centre for **any other reason**, dial 416-978-2323 (8-2323 from 978 or 946 exchanges).

These include:

- To speak with an officer
- To report less serious crimes, or a crime not currently in progress, which do not require an immediate response to preserve life or property
- By-law complaints
- For advice or information on the programs we offer
- To report missing property

## WORK ALONE PROGRAM

The Work Alone program is designed to create a safer environment for U of T students, staff, and faculty working alone in isolated areas on the campus, and for individuals with ongoing personal safety concerns.

### How does it work?

Student, staff, or faculty members register to receive regular check-ins from the Campus Police Communication officers. If an incident occurs, or if we cannot get a hold of you, Special Constables can respond immediately.

### How do I sign up?

Register by calling Campus Police at 416-978-2323, or by visiting us at 21 Sussex Ave, 1st Floor. Please be prepared to provide the following details: where you are working; how long you will be there; and the phone number you would like to receive your check-ins at. A safety assessment of your work space can also be performed to determine and mitigate safety risks.

If you see them coming, you need to act quickly and seek help. First and foremost, familiarize yourself with the fantastic SGS booklet, Essential Guide for Grad Students 2019-20. It includes all that you may need.

### COVID-19 Updates

Stay updated on the latest COVID-19 updates during the 2020-21 school year at [U of T FAQs](#).