

THTR 250 - CAMERA & IMPROVISATION

SPRING 2022 TUESDAY • 2:00-450pm

Section: 62784

Location: WEEK 1 [ZOOM](#) • CLASSROOM MCC 108

[ZOOM LINK](#) **Meeting ID** 912 1409 5542 • **Passcode** 5yC7K9yo_H

Final Exam: Thur, MAY 5 • 2pm-4pm • PED 205 • *mandatory*

Instructor: GABRIELLA 'Gaby' SANTINELLI

Office: Zoom (unless otherwise arranged)

Office Hours: By Appointment

Contact Info: santinel@usc.edu • 424.234.0256

Professor Santinelli typically replies within 24 hours. *If you do not hear back in 24 hours, please reach out again and/or try another contact method.

IT Help: Digital Art Lab support staff • **Hours of Service:** 24 hours

Contact: digilabsupport@usc.edu • consult@usc.edu • 213-740-0000

Course Description

Stephen Sondheim said: "Art is Craft. Not Inspiration." However, it can be argued that a fully-developed Actors Instrument is powered by synthesizing the two distinct Intelligence Centers: Intellect and Intuition. The actor must be able to *think before you act* (*during preparation) and conversely, to *act before you think* (*while acting). By simultaneously developing Intellect and Intuition, acting students begin to synthesize these two power sources of the Actor's Craft in order to realize fully-prepared yet spontaneous, in-the-moment performances. And, in the case of this course...they will apply the Instrument's Intelligence to the demanding technicalities of on-screen acting.

Studying the Art and Craft of Improvisation develops crucial actor skillsets that find many parallels in scripted scenes, namely, 1. ascertaining Who, What and Where, and 2. mining the unusual circumstances that alert the audience as to why we should watch these Characters in this situation at this moment in time. Synthesizing the principles of both Improvisatory and Scripted scene structure further develops the Actor's understanding of what works and what does not. Additionally, ideas generated from an organic exploration of the actor's "Authentic Essence", routed via Improvisation and Repetition Exercises will inspire students towards fresh, original raw material for creating original scripted content...which will be filmed and presented to the group for review.

Finally: Discerning that which sets screen acting apart from stage acting sets actors up for better success in Film & TV. Traditional Scene Study and Acting Technique classes focus on developing the Actor's Instrument with an eye to expanding versatility and range, primarily geared towards on-stage theatrical performance. By contrast, screen actors are most frequently cast according to type. In other words, screen casting favors the actor who presents RESULTS, rather than POTENTIAL. Screen acting class should therefore 1. focus on developing a keen awareness of the Actor's most marketable qualities (i.e. an actor's authentic "Character"), and 2. hone those unique qualities in order to deliver efficient, seemingly-effortless results while wrangling the technical challenges of screen acting.

NOTE: Unlike theatre, there is very little 'amateur' or 'community' screen acting out in the world. Nor is that what most young actors aspire to. This course is professionally-minded. Students will be encouraged to act as such.

Learning Objectives

- To CREATE original content, students will EXPLORE the bedrock of scene construction: WHO, WHAT & WHERE:
 - principles of character development, genre/tone and story world, scene construction and types of dialogue
- To MASTER on-screen camera techniques, especially ACTING IS REACTING, students will:
 - PARTICIPATE in Improvisation & Repetition exercises
 - HONE the 'thoughts out loud' technique
 - DEVELOP an awareness and application of foundational on-camera acting skills, including:
 - reacting before you speak, varying vocal levels for the size of shot, cheating face and props to camera, gesturing within the frame, spatial awareness, creating story world in front of a blank screen & more
- To TRANSCEND theoretical knowledge and technical application to create crackling screen performances
- To DEVELOP professional work habits to prepare for auditions/self-tapes, and to work on set in TV or Film

After successful completion of this course, students will be able to:

- DEVELOP, WRITE & PERFORM original content, based primarily on each actor's unique Essence
- MASTER on-camera skills and techniques
- CREATE, REHEARSE and PREPARE scripts and roles for optimal professionalism in the workplace

Prerequisite(s)

THTR-220A or THTR-252A (Intermediate Acting)

Preparation

- Upload and become familiar with iMovie (for iPhone) or equivalent editing software (for Android)
- If available, iPads/tablets may also be used for filming & editing with iMovie or other editing software

Course Notes

- Assignments for next week's class will become available on Blackboard immediately after class ends

Technological Proficiency and Hardware/Software Required

- Students will use personal camera phones or tablets to FILM, EDIT & STORE content
- Please ensure *sufficient storage* and *battery charge* before each class meeting; bring chargers!
- Students will EDIT content w/ software iMovie (iPhone) or equivalent for Android, or other if available
- Filmed and Edited Projects will be UPLOADED to [VIMEO](#) (*Basic accounts are free for life)
- Screenwriting Projects to be FORMATTED to industry standards (e.g. Final Draft / *free software [CELTX](#))

REQUIRED READING (available at USC Bookstore, Amazon, [UCB website](#), etc)

- **Secrets of Screen Acting**, Third Edition (2015), Patrick Tucker. Routledge (*aka SoSA)
- **The Anatomy of Story** by John Truby. Faber & Faber, Inc., 2007
- **Upright Citizens Brigade Comedy Improvisation Manual**, Walsh, Roberts, Besser. Comedy Council of Nicea LLC, 2013

RECOMMENDED READING

- **A Practical Handbook for the Actor** by Melissa Bruder, et al. A Vintage Original, May 1986

REQUIRED MATERIALS EACH CLASS MEETING

- For Scenework: PAPER & MULTI-COLOR PEN/PENCILS (minimum four colors): e.g. [BIC 4-Color Ballpoint](#)
- Fully charged cell phone/tablet with ample storage space to film/edit class work
- HOWEVER...when we get into written scenework, **ABSOLUTELY NO ACTING FROM DEVICES**

DESCRIPTION OF GRADING CRITERIA

Grading Breakdown

In-Class Participation	15%
In-Class Exercises	15%
The Actor's Niche Presentation	15%
Filmed Action Project	15%
Original Written Scene	15%
<u>FINAL Filmed Written Scene</u>	<u>25%</u>
Total	100%

ASSESSMENT OF ASSIGNMENTS

- **IN-CLASS PARTICIPATION (15%):** Intellectual engagement is integral to the learning process. Attendance is requisite to engage in acting exercises. Thorough preparation of reading assignment will lead to balanced, informed class discussions, which comprise an essential aspect of this course.
- **IN-CLASS EXERCISES (15%):** At the start of each class meeting, students will explore Improvisation, Repetition and/or Independent Activity exercises germane to the current unit: WHO, WHERE, and WHAT.
- **"YOUR CASTING NICHE" PRESENTATION (15%):** The culmination of Unit 1 ("WHO") is a worksheet +personal "log-line", upon which actors can base confident entry into the entertainment industry.
- **MIDTERM STORY WORLD / ACTION PROJECT (15%):** Students will create a filmed Unit 2 ("WHERE") Project (1-2 mins) encompassing a non-verbal sequence, establishing a given story world, and hitting a beginning, middle and end. **Filmed Projects to be uploaded to Vimeo in advance, and viewed and discussed in class as a group**
- **WRITTEN SCENE (15%):** Incorporating the principles of great screenwriting, each student will develop and write a scene to be handed in for approval. After incorporating 'notes' from the producer/showrunner/network/studio (i.e. THTR-250 Course Instructor!), regarding *characterization, medium, genre, tone* and *story world*, the project will be 'greenlit' for production.
 - Scripts to be FORMATTED using industry standard margins (e.g. Final Draft or [CELTX](#) [*free] format)
 - **HARD COPY SUBMISSIONS ONLY. ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED**
- **FINAL FILMED PROJECT + FINAL EXAM (25%):** Students will be cast in their own and/or in each other's original written scenes. Successful scenework will demonstrate the actor's understanding and implementation of the "Secrets of Screen Acting", to the best of their ability, given the requirements of a scene's particular mise-en-scene.
 - **Final Filmed Projects uploaded to Vimeo, then viewed and discussed in session as a group**
 - **FINAL EXAM: we will meet to present and critique each filmed project**

IMPORTANT NOTE on FINAL EXAMS

- All undergraduate classes must meet for the Final Examination as established by the University, and will take place according to the USC Final Examination Schedule
- Final Examinations may not be held on the last day of classes
- **CHECK NOW to troubleshoot any conflicting final exam schedules, as full attendance during our live performance final is crucial to your success, as well as to the success of your scene partner(s)**

GRADING SCALE Course final grades will be determined using the following scale:

A	95-100	B-	80-82	D+	67-69
A-	90-94	C+	77-79	D	63-66
B+	87-89	C	73-76	D-	60-62
B	83-86	C-	70-72	F	59 and below

GRADING SCALE for SDA

A indicates work of EXCELLENT quality; EXCELLENT indicates a clear understanding of the material, coupled with original and creative insight

B indicates work of GOOD quality; GOOD demonstrates a clear understanding of the material

C indicates work of AVERAGE quality; AVERAGE indicates a general understanding of the material, but with some gaps

D indicates work of BELOW AVERAGE or POOR quality; POOR indicates identifiable gaps in understanding the material

F indicates INADEQUATE work, or FAILURE; FAILURE is the result of not completing assignments coupled with poor understanding of the material

ADDITIONAL GRADING CRITERIA

When the average falls between two grades, the final grade will be weighted toward the positive end of the scale for students whose attendance and participation in class have been good, but will be weighted toward the negative end of the scale for those with poor attendance and participation.

GRADES ARE NOT DICTATED BY the Instructor's subjective opinion of acting talent or artistic preference

GRADES ARE DICTATED BY:

- Focus/Concentration (*students using phones/other devices recreationally & side-chatting will be called out*)
- Participation in acting exercises
- Willingness to try out and work with selected acting skills and techniques
- A growing ability to articulate an analysis of one's own work
- Constructive observational feedback of classmates' presentations
- Availability to scene partners for collaboration, rehearsing and/or filming outside of class
- Meeting all assignment deadlines: reading, writing, acting, delivering filmed projects, memorizing lines

The SDA GUIDELINES on GRADING

- Each course shall contain at least three assignments, projects, exams, papers or exercises which shall be evaluated during the semester, providing an analytical record of each student's progress in the course.
- Attendance shall be weighted at no more than 15% as per University Guidelines.
- Studio Courses must delineate how participation will be graded (in-class exercises, scene study, etc.)
- No late assignments, projects, exams, papers, or exercises shall be accepted, unless extensions have been arranged between student and teacher in advance, or unless exceptional circumstances occur.

GRADING TIMELINE

Grades will be posted a week after projects are presented

LATE WORK

If work is submitted late, you will lose HALF of the grade for the project

ASSIGNMENT SUBMISSION POLICY

Upload edited video projects to Vimeo; share link to santinel@usc.edu

ATTENDANCE & PARTICIPATION

- Attendance is mandatory and will be taken at the start of each class meeting because acting is an experiential, participatory & presentational process.
- Participation in class exercises, discussion and feedback is mandatory; the viewing and critiquing of other students' work is just as critical a component of artistic development as one's own performance work.
- Absences will result in point reductions as noted on grading system schedule.
- **TARDINESS AND UNEXCUSED ABSENCES ARE NOT PERMITTED**
- **UNEXCUSED ABSENCES**
 - * According to SDA guidelines, Unexcused Absences are NOT allowed
 - * An Unexcused Absence will result in a ZERO for Participation and a ZERO for In-Class Exercises
- **EXCUSED ABSENCES**

- * Serious illness, grave emergency or significant acting work with appropriate S.O.T. leave of absence qualify as Excused Absences
- * You must inform the Instructor of your absence in advance of the class meeting
- * You are responsible for all work missed
- **EXTENDED ABSENCES**
 - * Even if excused, an extended absence could seriously affect your work and grade in class
 - * Please consult with your Instructor immediately if such a situation arises
- **TARDIES ARE NOT PERMITTED**
 - * **CLASS EXERCISES WILL START PROMPTLY ON THE HOUR; PLEASE SETTLE IN A FEW MINUTES EARLY**
 - * The collective group energy via Improvisation exercises will be generated at the start of class
 - * **LATE ARRIVALS WILL NOT BE PERMITTED TO JOIN CLASS**
- **BREAKS • REST ROOM VISITS**
 - * I will endeavor to offer a comfort break halfway through each class meeting
 - * However, please feel free to visit the rest room when needed. No permission is necessary.

CLASSROOM ETIQUETTE, FEEDBACK & EXPECTATIONS

Sharing our art and opening ourselves to feedback can be a vulnerable process. To model the expectations of a professional work environment, and promote a respectful classroom environment, we agree to:

- ★ **COVID PRECAUTIONS: Current covid prevention requirements as mandated by the University**
 - ★ Wear masks N95 (90% coverage) or surgical mask (30% coverage) covering nose & mouth for the duration of class. Cloth masks will not be allowed.
 - ★ No eating. Sipping water is okay.
 - ★ *When filming an exercise, students may remove masks, ensuring adequate social distancing*
- ★ **PROFESSIONAL REHEARSAL ETIQUETTE: Speak to others as you would wish to be spoken to**
 - ★ Respect actors: give our undivided attention while exercises are being rehearsed & performed
 - ★ Respect the Instructor during lectures, feedback and when directing acting exercises
 - ★ Phones (+watch, tablet, laptop, ETC), must be on silent/no vibration, screen off, out of view
- ★ **FEEDBACK & CRITIQUE: Keep a positive tone when offering feedback**
 - ★ Critique the work, not the people (offer an objective critique without being subjectively critical)
 - ★ Support your feedback w empirical evidence: "What I noticed" / "What I saw" / "What I heard"
 - ★ Allow classmates to finish their thought before interjecting
 - ★ Allow everyone to offer feedback (i.e. do not dominate or remain silent)
 - ★ Receive feedback in a positive spirit with which it was given, as a means of artistic development
- ★ **SIDECAT: Please refrain from all 'side chat' during class**
 - ★ If you must chat with your neighbor about a matter of urgency, take it outside the classroom
 - ★ If you have been asked to refrain from side chat at least once, you may be asked to vacate for the remainder of the class, potentially resulting in a ZERO for both attendance & participation

TRIGGER WARNING:

Please consider this syllabus a "trigger warning". Please gauge your receptibility to controversial artworks before you join the class. Your voluntary participation in the course constitutes an explicit consent to experiencing difficult and/or troubling art.

VOICING YOUR NEEDS RESPONSIBLY AND APPROPRIATELY:

- If something is unclear, if you feel uncomfortable, if your needs are not being met... please reach out to me. I would appreciate the opportunity to discuss the issue in real time, not after the fact.
- You are your own advocate for your personal well-being and your developing creative process. Be brave in reaching out, as we will all gain invaluable practice at being pro-active in matters of health and creative collaboration.
- Let's agree to refrain from posting about classroom matters (e.g. assignments) or individuals (no gossip, please). Indirect feedback only leads to misinformation and disconnection. It never leads to satisfactory solutions. Thank you.

COURSE SCHEDULE: A WEEKLY BREAKDOWN (**subject to change due to pandemic*)

	Topics • Daily Activities	Readings & Homework for Week...	Due Dates
UNIT 1 WHO: ACTOR'S ESSENCE + CHARACTER & CHARACTERIZATION			
Week 1 ***** ONLINE	<ul style="list-style-type: none"> • Introductions & Syllabus • Character Essence Surveys • Improv: Rant / Monologue (1-2 mins) 	<ul style="list-style-type: none"> • READ <u>Secrets of Screen Acting</u> Ch.7 TYPECASTING & Ch.9 AUDITIONS • READ <u>UCB Manual</u> p.7-26 & Ch.9 SUGGESTION 	
Week 2	<ul style="list-style-type: none"> • Improv: Expert Monologue (Q prompt) (1-2 mins) • Intro Meisner/Mamet Repetition • Essences: Share Survey Results • Discuss Character Development (John Truby) • Intro THOUGHTS OUT LOUD w ASSIGNED SCENES 	<ul style="list-style-type: none"> • Gather more (if poss) & Tally Essence Surveys • READ <u>The Anatomy of Story</u> Ch.4 CHARACTER (<i>*focus on archetypes & character web</i>) 	
Week 3	<ul style="list-style-type: none"> • Improv: YES...AND (<i>Statements, Questions, Imperatives</i>) / Plan A Party (<i>No/YesBut/YesAnd</i>) • Repetition • Essences: Standards of Integrity • Work Through SCENES w THOUGHTS OUT LOUD 	<ul style="list-style-type: none"> • READ <u>Secrets of Screen Acting</u> INTRO / Ch.1 SCREEN VS STAGE / Ch.2 DIFFERENT SCREENS DIFFERENT EFFECTS • READ <u>UCB Manual</u> p.41-45 • Mark up Scenes w Thoughts Out Loud 	
Week 4	<ul style="list-style-type: none"> • Improv: Intro Baseline Reality•Classic Pairs•YES-AND • Repetition within Scenework • Work Through SCENES w THOUGHTS OUT LOUD • Essences: What Roles Would I Be? 	<ul style="list-style-type: none"> • READ <u>Secrets of Screen Acting</u> Ch.5 REACTIONS AND BUSINESS • READ <u>UCB Manual</u> Ch.2 HOW TO CREATE A BASE REALITY p.35-62 • Continue to work with Thoughts Out Loud 	
Week 5	<ul style="list-style-type: none"> • Improv: Adverbs / Character Theft / Animals • Repetition within Scenework • FINAL SCENEWORK w THOUGHTS OUT LOUD • ACTOR NICHE PRESENTATIONS 	<ul style="list-style-type: none"> • Collate Essences; create Niche Presentations • READ <u>Secrets of Screen Acting</u> Ch.4 THE CAMERA 	Actor Niche Presentations: LIVE
UNIT 2 WHERE: TONE/GENRE + STORY WORLD & ACTION SCENEWORK			
Week 6	<ul style="list-style-type: none"> • Improv: Talk About Something Else • Repetition w POV / info about partner • DISCUSS Story World & Creating Environments through Acting (self-tapes, green screen, etc) • Intro ASSIGNED "ACTION" SCENES • DISCUSS CREATING ACTION SCENES for WEEK 9 	<ul style="list-style-type: none"> • READ <u>The Anatomy of Story</u> Ch.6 STORY WORLD • READ <u>UCB Manual</u> OBJECT WORK p.27-33 • ACTION SCENES (folder with scripts avail at Blackboard) 	
Week 7	<ul style="list-style-type: none"> • Improv: Object Work / Only Numbers • Repetition w POV / info about partner • Perform ACTION SCENES 	<ul style="list-style-type: none"> • READ <u>Secrets of Screen Acting</u> Ch.3 THE FRAME • PREPARE ACTION SCENES 	
Week 8	<ul style="list-style-type: none"> • Improv: Suggest a Space Pattern Exercise • Repetition w Action • Work Through ORIGINAL STORY WORLD PROJECTS 	<ul style="list-style-type: none"> • READ <u>Secrets of Screen Acting</u> Ch.6 SOUNDS & VOCAL LEVELS 	
Week 9	<ul style="list-style-type: none"> • Improv: Locations • Repetition w Action • PRESENT STORY WORLD PROJECTS 	<ul style="list-style-type: none"> • READ <u>A Practical Handbook For The Actor</u>, Ch.1 PHYSICAL ACTION (<i>*PDF avail at Blackboard</i>) • UPLOAD STORY WORLD PROJECTS TO VIMEO 	Story World Projects
SPRING RECESS			

UNIT 3 WHAT: SCENE DEVELOPMENT FOR ACTORS			
Week 10	<ul style="list-style-type: none"> Improv: Three-Line Scenes / Categories I & II Intro Practical Aesthetics / Independent Activity INTRO & WORKSHOP FINAL WRITTEN SCENE: WHO, WHERE, WHAT 	<ul style="list-style-type: none"> READ <u>The Anatomy of Story</u> Ch.10 SCENE CONSTRUCTION & SYMPHONIC DIALOGUE Prepare Independent Activity (<i>physically/mentally difficult, time-limit, meaningful, visible 'cap'</i>) 	
Week 11	<ul style="list-style-type: none"> Improv: La Ronde Independent Activity Work Through Written Scene ROUGH DRAFTS 1 	<ul style="list-style-type: none"> READ <u>UCB Manual</u> Ch.3 WHAT IS A GAME? Continue to prepare Independent Activities 	
Week 12	<ul style="list-style-type: none"> Improv: TBD Independent Activity + knock at door Work Through Written Scene ROUGH DRAFTS 2 	<ul style="list-style-type: none"> READ <u>UCB Manual</u> Ch.4 FINDING GAME Continue to prepare Independent Activities 	
Week 13	<ul style="list-style-type: none"> Improv: TBD Independent Activity + knock at door NOTES on WRITTEN SCENES 	<ul style="list-style-type: none"> READ <u>Secrets of Screen Acting</u> Ch.8 ACTING & Ch.9 AUDITIONS Continue to prepare Independent Activities 	WRITTEN SCENES DUE
Week 14	<ul style="list-style-type: none"> Improv: TBD Independent Activity + knock at door (+action) Rehearse Locked Written Scenes 	<ul style="list-style-type: none"> READ <u>Secrets of Screen Acting</u> Ch.10 REHEARSALS & TECHNICALS Continue to prepare Independent Activities 	
Week 15	<ul style="list-style-type: none"> Improv: TBD Independent Activity + knock at door (+action) Rehearse Locked Written Scenes 	<ul style="list-style-type: none"> READ <u>Secrets of Screen Acting</u> Ch.11 DIRECTING ACTORS FOR THE SCREEN Continue to prepare Independent Activities 	
FINAL EXAM ***** FINAL EXAM	<p align="center">REVIEW FINAL SCENES (UPLOADED TO VIMEO: EXACT DATE & TIME TBD)</p> <p align="center">Thur, May 5 • 2pm-4pm • PED 205</p> <p align="center">MANDATORY ATTENDANCE</p> <p>If a student has a conflicting Final Exam, it is the <i>student's responsibility</i> to address the issue with <u>both</u> professors <i>well in advance</i> in order to work out a suitable solution</p>		

IMPORTANT DATES

- JAN 28 Last day to drop a class without a "W" • Last day to select "Pass / No Pass" option
- FEB 25 Last day to drop without "W" appearing on transcript
- APR 8 Last day to drop a class with a mark of "W"

IMPORTANT

- In addition to in-class contact hours, all courses must also meet a minimum standard for out-of-class time, which accounts for the time students spend on homework, readings, writing, and other academic activities.
- For each unit of in-class contact time, the university expects 2 hours of out of class student work per week over a semester (Please refer to the [Contact Hours Reference](#) guide.)
- THTR is a 2 Unit Course = 4 hours of out-of-class time

READ THE FINE PRINT

- The above course schedule and procedures are subject to change in the event of extenuating circumstances.
- It is the responsibility of each student to know and follow all written guidance given by the instructor contained within this syllabus.

Sharing of course materials outside of the learning environment USC policy prohibits sharing of any synchronous and asynchronous course content outside of the learning environment.

COURSE EVALUATION

Course evaluation occurs at the end of the semester university-wide. It is an important review of students' experience in the class. You should expect to receive an email update once the system has launched to provide your feedback on this course. In addition, you are always welcome to connect with me as the instructor to offer any feedback on the course.

USC Technology Support Links

[Zoom information for students](#)

[Blackboard help for students](#)

[Software available to USC Campus](#)

SCampus Section 11.12(B)

Distribution or use of notes or recordings based on university classes or lectures without the express permission of the instructor for purposes other than individual or group study is a violation of the USC Student Conduct Code. This includes, but is not limited to, providing materials for distribution by services publishing class notes. This restriction on unauthorized use also applies to all information, which had been distributed to students or in any way had been displayed for use in relationship to the class, whether obtained in class, via email, on the Internet or via any other media. (See Section C.1 Class Notes Policy).

SDA PRODUCTIONS, ISPS, AND EXTRACURRICULAR ACTIVITIES

SDA productions, ISPs and Extracurricular Activities* will not excuse you from any class work. There will be NO EXCEPTIONS made for absences in class, missed or delayed assignments, homework or lack of class participation resulting from your involvement in any of the above. Your grade will reflect your work in this class, independent from work in any other class or activity.

*Activities that have been officially sanctioned by the larger university (such as marching band, song girls, or varsity sports) are exempt. You must submit official documentation to your professor regarding your participation in an event prior to your absence.

Statement on Academic Conduct and Support Systems

Academic Conduct: Plagiarism – presenting someone else's ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in SCampus in Part B, Section 11, "Behavior Violating University Standards" policy.usc.edu/scampus-part-b. Other forms of academic dishonesty are equally unacceptable. See additional information in SCampus and university policies on scientific misconduct, <http://policy.usc.edu/scientific-misconduct>.

Statement for Students with Disabilities: Any student requesting academic accommodations based on a disability is required to register with Office of Student Accessibility Services (OSAS) each semester. A letter of verification for approved accommodations can be obtained from OSAS. Please be sure the letter is delivered to me as early in the semester as possible.

OSAS Location: GFS 120 • Hours of Operation: 8:30am–5:00pm • Mon through Fri • OSAS Website: ability@usc.edu
Contact: (213) 740-0776 (tel) • (213) 814-4618 (video phone) • (213) 740-8216 (fax)

Emergency Preparedness/Course Continuity in a Crisis: In case of a declared emergency if travel to campus is not feasible, USC executive leadership will announce an electronic way for instructors to teach students in their residence halls or homes using a combination of Blackboard, teleconferencing, and other technologies. See the university's site on Campus Safety and Emergency Preparedness.

Health and Participation in Class: You are expected to complete your Trojan Check screener daily and, as your instructor, I may ask you to show your daily screening in class. Your health and safety, and the health and safety of your peers, are my top priorities. If you are experiencing any symptoms of COVID-19, or if you discover that you have been in close contact with others who have symptoms or who have tested positive, you must follow the instructions on Trojan Check. My hope is that if you are feeling ill or if you have been exposed to someone with the virus, you will stay home to protect others. I will ensure that you can continue to participate in class remotely so that your education is not disrupted.

To reduce the spread of COVID-19, USC requires that face coverings (N95 masks) be worn indoors including in classrooms. Face coverings must cover your nose and mouth and be worn throughout the class session. A mask with a valve is not considered an adequate face covering and should not be used, as it can expel exhaled air, increasing the risk to others. Eating or drinking during class is prohibited because of the risk posed by removing your mask for these activities. Failure to comply with these requirements will result in your being asked to leave the classroom immediately. Requests for accommodations related to the face covering and eating/drinking policies should be directed to the Office for Student Accessibility Services (<https://osas.usc.edu/>).

SDA Student Support & Reporting Form: To facilitate a supportive environment of accountability, SDA has created an internal system of reporting for students to address issues/concerns and to offer feedback or suggestions for improvement. This mechanism provides a pathway for reporting and offering feedback without fear of retaliation or judgment. Any submission filed through this form will be reviewed and processed accordingly through SDA Office of Equity, Diversity, and Inclusion. To file a report, please visit: <https://bit.ly/SDAstudentreporting>

SUPPORT SYSTEMS The University and SDA have provided self-care services for your emotional and physical well-being:

Counseling and Mental Health • (213) 740-9355 • 24/7 on call • studenthealth.usc.edu/counseling Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

National Suicide Prevention Lifeline • 1 (800) 273-8255 • 24/7 on call • suicidepreventionlifeline.org Free, confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day / 7 days a week

Relationship and Sexual Violence Prevention Services (RSVP) (213) 740-9355(WELL), press “0” after hours • 24/7 on call • studenthealth.usc.edu/sexual-assault Free, confidential therapy services, workshops, and training for situations related to gender-based harm.

Office of Equity and Diversity (OED) • (213) 740-5086 | Title IX – (213) 821-8298 • equity.usc.edu, titleix.usc.edu Information about how to get help or help someone affected by harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants.

Reporting Incidents of Bias or Harassment (213) 740-5086 or (213) 821-8298 • usc-advocate.symplicity.com/care_report Avenue to report incidents of bias, hate crimes, and microaggressions to the Office of Equity and Diversity | Title IX for appropriate investigation, supportive measures, and response.

The Office of Student Accessibility Services • (213) 740-0776 • <https://osas.usc.edu> Support and accommodations for students with disabilities. Services include assistance in providing readers/notetakers/interpreters, special accommodations for test taking needs, assistance with architectural barriers, assistive technology, and support for individual needs.

USC Campus Support and Intervention • (213) 821-4710 • campussupport.usc.edu Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

Diversity at USC • (213) 740-2101 • diversity.usc.edu Information on events, programs and training, the Provost’s Diversity and Inclusion Council, Diversity Liaisons for each academic school, chronology, participation, and various resources for students.

USC Emergency • UPC: (213) 740-4321, HSC: (323) 442-1000 • 24/7 on call • dps.usc.edu, emergency.usc.edu Emergency assistance and avenue to report a crime. Latest updates regarding safety, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible.

USC Department of Public Safety • UPC: (213) 740-6000, HSC: (323) 442-120 • 24/7 on call • dps.usc.edu Non-emergency assistance or information.