



**NATIONAL  
THEATRE  
SCHOOL  
OF CANADA**

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**MONUMENT  
NATIONAL**

**GENERAL INFORMATION**

**STUDENTS GUIDE**

**2019-2020**

**Revised August 2019**



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## 1.NATIONAL THEATRE SCHOOL

### General information

Founded in 1960

Grant-aided private corporation located in Montreal

Chairperson of the Board of Governors: Bernard Amyot

CEO : Gideon Arthurs

Board of Directors: The affairs of the School are administered by a Board of Directors composed of 17 Directors elected by the Annual General Meeting of the Governors.

Board of Governors: The Board of Governors has a maximum of 50 volunteer Governors representing each province.

## 2.CAMPUS & HOURS OF OPERATION

### Michel et Suria Saint-Denis Pavilion

5030 Saint-Denis, Montreal, Quebec, H2J 2L8

Tel.: 514 842-7954

Fax: 514 842-5661

[www.ent-nts.ca](http://www.ent-nts.ca)

### Hours of operation during the school year

<b>School's main pavilion:</b>	Monday to Friday, 8:30 a.m. to midnight Saturday, 9:00 a.m. to 5:00 p.m. Sunday, noon to 8:00 p.m.
<b>Administrative offices:</b>	Monday to Friday, 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.
<b>Store:</b>	Monday to Friday, 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m.
<b>Library</b>	Monday, 10:00 a.m. to 8:00 p.m. Tuesday, 10:00 a.m. to 6:00 p.m. Wednesday, 10:00 a.m. to 6:00 p.m. Thursday, 10:00 a.m. to 8:00 p.m. Friday, 12:00 p.m. to 3:00 p.m. Saturday, please note that the library is no longer open on Saturdays

**Monument-National**

1170 Saint-Laurent, Montreal, Quebec, H2X 2S5

Tel.: 514 871-9883

Fax: 514 871-8298

[www.monumentnational.com](http://www.monumentnational.com)

**Hours of operation during the school year**

<b>Building:</b>	7:30 a.m. to midnight
<b>Set and Carpentry shop:</b>	9:00 a.m. to 5:00 p.m.
<b>Costume shop:</b>	9:00 a.m. to 5:00 p.m.
<b>Box office hours</b>	Monday to Wednesday from 12:00 pm to 6:00 pm Thursday to Saturday from 10:00 am to 6:00 pm

On performance nights, the box office closes half an hour after the beginning of the show.

### 3. NTS RULES AND POLICIES

#### Attendance

- Students must attend all courses in their program unless they have received a special written permission from the program director or coordinator. Late arrival can be considered non-attendance.
- **In case of absence, students must phone the students' services (Extension 134)** or a designated person as soon as possible, and give the reason for his/her absence. Students must provide a medical certificate upon request.
- Three unjustified absences during the school year constitute grounds for dismissal.
- Any student who is absent from or late for a public exercise in which he or she is participating is subject to expulsion, except if he or she is late or absent for reasons totally beyond his or her control.

Students agree to respect the rules and regulations of the School. In particular, they agree to forgo paid or unpaid work during the school year, unless they have previously received a special written permission from their program director.

#### Reasons for dismissal

##### - Failure to pay tuition fees

Unless otherwise agreed upon in writing with the NTSC administrative management, a student who does not respect the conditions of payment of tuition fees, as indicated in section 4 of the educational services contract, will be liable for dismissal.

##### - Failure in Student Achievement

In compliance with the Institutional Policy on Evaluation of Student Achievement, the program management has the right, at the end of each semester, to dismiss any student who demonstrates an inability to follow the normal course of the program and to meet all requirements. This decision is not open to any appeal procedure.

##### - Warnings

Students can be invited to return for the following term under probation. In that case, students are told specifically which aspects of their work are not satisfactory; a written warning is given to them and is included in their file. How students adjust their performance in the wake of the warning is taken into account during the next comprehensive evaluation.

##### - Discipline

Any serious breach of professional ethics may lead to immediate dismissal. In that case, students are notified in writing of the consequences as well as the reasons which led to the decision within a period of seven (7) days. This type of dismissal is open to appeal.



For each violation of the general rules and, in particular, those relating to attendance and to general attitude, students are notified in writing. At the second violation in the course of the same school year, students are notified of their dismissal. This type of dismissal is open to appeal.

### **Appeal procedures**

Any student dismissed for disciplinary reasons has the right to appeal the decision, by doing the following:

- By pleading his/her case verbally to the program director or coordinator who imposed the sanction. This step must be taken within 7 days of receipt of the sanction notice.
- If the previous step is deemed unsatisfactory, the student may, ask for a meeting with the CEO of the School, in writing and within 7 days following the meeting with the program director or coordinator who imposed the sanction. The CEO will form a committee of three (3) people, excluding the person who imposed the sanction, to hear the student's appeal. This ad hoc committee's decision is final.

**Institutional Policy on Evaluation of Student Achievement (IPESA): See Addendum 1**

**Policy to Prevent Harassment and Promote a Safe Environment: See Addendum 2**

## Alcohol, drugs, and impairment

A state of intoxication as a result of consuming alcohol, drugs or medication, including cannabis, that can produce psychotropic effects, may lead to behaviours that exhibit impaired faculties, cognitive difficulties, or problems with attitudes and mood; this **will not be tolerated in any context or location related to study or work (see exceptions below related to alcohol) on the NTS campus and the Monument-National**. It is well known that consuming cannabis can cause psychotropic effects that last several hours and result in the following consequences:

- ✚ The person is unable to function in a reliable and productive way;
- ✚ The person's physical or mental state may pose a risk to their own or others' safety or for the security of property (since cannabis can affect motor skills, coordination, ability to concentrate, and can also influence sleep walking);
- ✚ The person may have a substance level in their blood/body beyond the medically accepted norms for determining impairment.

At NTS, we have an obligation to protect the health and safety of our students, employees, and partners, as well as any visitors, while also safeguarding our operations, equipment, and facilities. We therefore are committed to maintaining a drug- and alcohol-free work and study environment.

1. Students taking medication must confirm with their health care provider that they can pursue their training without presenting a danger to themselves or others.
2. Distributing, dealing, or consuming illicit substances within school or work premises constitute grounds for expulsion or dismissal.
3. Any student who arrives at School with impaired faculties, in a state of intoxication, or presenting psychotropic symptoms, will not be permitted to continue with their training and will be required to leave campus immediately, pending an evaluation of their specific case.
4. It is the responsibility of any student experiencing substance abuse issues to seek and accept help. NTS will provide the same support and consideration to students with substance abuse issues as to students who experience any other health challenge.
5. Any student suffering from addiction will be referred to specialists in addiction treatment. Some conditions may apply, for example submitting to drug or alcohol testing.
6. Drug use for medical reasons, as well as any cases of addiction or dependency, must be declared by the student to the program director, and will fall under the confidentiality policies for health information.

## What the Quebec law says about cannabis (in brief):

When it enters into force on October 17, 2018, the Law on Cannabis for adults over the age of 18 stipulates:

- that you can possess in public up to 30 grams of dried cannabis, or its equivalent;
- that you can possess up to 150 grams of dried cannabis or its equivalent in a private residence;
- that it is prohibited to possess cannabis on the premises or in buildings of a college-level educational institution, with the exception of student residences;
- that it is prohibited to smoke or vape cannabis on the grounds of Cegeps and universities;
- that it is prohibited to cultivate cannabis for personal use. Of note is that it is also prohibited to possess a cannabis plant for personal use;
- that it is prohibited for any person to drive a road vehicle or to have care or control of a road vehicle if there is a detectable presence of cannabis or other drug in the person's saliva.

For more details : [https://encadrementcannabis.gouv.qc.ca/en/loi/cadre-legal-en-bref/?gclid=EAlaIQobChMI-vKiraHv3AIVBiSGCh2sRwlHEAAYAiAAEgJbh\\_D\\_BwE](https://encadrementcannabis.gouv.qc.ca/en/loi/cadre-legal-en-bref/?gclid=EAlaIQobChMI-vKiraHv3AIVBiSGCh2sRwlHEAAYAiAAEgJbh_D_BwE)

For all requests for exemption from the policy with respect to the possession and consumption of **alcohol** on NTS premises, the person in charge of the event must discuss with the NTS Director of Operations in advance.

Alcohol is permitted at the following events:

Event	Responsibility /Accountability
1. Back-to-School – beginning of the School year (Aug-Sept)	1. Administration
2. Students' Initiation for First Year Students - beginning of the School year (Aug-Sept)	2. Student Union
3. Open House / "Journées de la Culture" (Sept-Oct)	3. Communications Services 4. English Section
4. Self Start	
5. One (1) Students' Party during the School year	5. Student Union
6. Vernissages for Drawing/Painting classes	6. Teachers
7. Graduation Celebration (May)	
8. « Director's Toast » after a School Exercise with public audience	7. Administration 8. Production Director
9. Students' Private Celebration after the strike during a School show with public audience	9. Production Director 10. Administration 11. Head-Librarian
10. 5 to 7 from the CEO	
11. Library Activities	

\*The person responsible for the event will also be responsible for clean-up and for disposing of bottles within a maximum of 48 hours after the activity.

### **Bicycles and roller blades**

It is forbidden to bring bicycles or wear rollerblades inside the building. Bicycle racks are available in the parking lot (entrance via Drolet Street).

### **Damage to the School's property**

Any student found guilty of having intentionally caused damage to School property or equipment will have to pay for the total repair or replacement costs.

### **Lost documents and keys**

A \$10.00 administration fee will be charged for the replacement of each key or document lost (such as the NTS student card, tax receipts issued by the School, diploma duplicates, etc.). Total cost for the replacement of some restricted keys or changing the lock cylinder may be charged.

## **NTS Shows ticket reservation Policy**

- All ticket reservations for all NTS student shows are made through the Monument-National box office (<https://monumentnational.tuxedobillet.com/> or 514.871.2224).

Members of the show team, students, teachers and NTS staff receive an exclusive booking link one week before the general booking is made.

- All bookings of tickets for all NTS shows must be made through the box office of the Monument-National (<https://monumentnational.tuxedobillet.com/> or 514.871.2224).

The team of the show, students, teachers and staff of NTS receive an early booking link, one week before the general public booking of tickets.

### **- Tickets for outdoor shows**

When students register on a list posted at the School to benefit from a ticket offered by a theatre, it is important that they respect their reservation, or, if applicable, that they notify the ticket office concerned of their absence.

## **Parking**

**The School's parking lot is strictly reserved for its employees and teaching staff.** ALL vehicles parked on our property will require either the School's parking sticker (given to permanent staff) or a temporary parking permit that must be displayed clearly on the driver's side of the car dashboard. School Management will not be held responsible for any administrative measures taken against a user who is in violation of this regulation. Under exceptional circumstances (handicap or illness), special permissions may be authorized but they must first be addressed to the Director of Services and Strategic Support.

## **Photo Rights**

Occasionally, National Theatre School of Canada students, their work, designs and performances are photographed, recorded and/or filmed. This can be for archival purposes, School publications, the e-bulletin, the website or for media, both print and broadcast. The images taken are not for commercial purposes and are used only to promote the School and its programs through its own communications tools.

## **Use of the School van**

**\*The van can only be used in connection with the School's productions.**

\* The use of the van is strictly limited to students holding a valid driver's license (a photocopy will be kept at the store until graduation).

- **Every time a student wishes to use the van**, they must fill in the form available at the store.

- \* The use of the van is limited to four (4) consecutive hours. The van must be reserved twenty-four (24) hours in advance. The reservation is automatically cancelled ten (10) minutes after the scheduled reservation time, unless due notice is given to the Store Clerk.
- \* If the distance exceeds 50 km (or 100 km round-trip), an authorization has to be obtained by the Director of Services and Strategic Support.
- \* The van's registration and keys must be returned to the store or the Security Guard immediately upon return. Loss of the van's registration will automatically entail the grounding of the van and the cost of replacing the registration will be charged to the driver.
- \* After 5:00 p.m. and on weekends, permission to use the van must be obtained from the head of the Technical program with the exception of the set up and strike of sets which will be supervised by the Technical Coordinator.
- \* The driver (who has reserved the van) is responsible for cleaning the van after each use.
- \* The van must be emptied after each use.
- \* All fines are at the driver's expense.
- \* In order to comply with the highway safety code, a **maximum of 2 persons** is allowed in the van **at all times.**
- \* The driver has to inform the Store Clerk if any damage or incident has occurred with the van. An incident report must be completed.

### Participation in an external professional production

1. REVISED TEXT TO COME

### Smudging

Smudging at **NTS** requires the short-term disengagement of the fire alarm system. Therefore, the Manager, training and administrative support, must be notified at least 24 hours in advance of the smudging and during administrative office hours from Monday to Friday so that appropriate arrangements can be made. Room booking is required and subject to availability.

Please email: Sarah Lachance ([admin@ent-nts.ca](mailto:admin@ent-nts.ca))

A notification sign must be posted outside of the room while the smudging is taking place. This is to provide assurance that those smelling smoke are not alarmed.

Other requirements, depending on room ventilation, can be required, such as opening a window.

For smudging at **Monument-National** (possible only in Ludger-Duvernay and Studio Hydro-Quebec), you must send a request to the technical supervisor at least 5 business days in advance. If the request is accepted, it will be included in the production schedule.

Please email: David Jodoin ([davidjodoin@ent-nts.ca](mailto:davidjodoin@ent-nts.ca))

## **Smoke free environment**

As you know, and in accordance with the provincial “Loi sur le tabac”, smoking is prohibited within 9 meters of any of the School’s entrances. Moreover, out of respect for all the users of our outdoor resting areas and for the employees whose offices overlook the courtyards, we have decided to reconsider where smoking would be permitted on the School’s grounds.

Please note that **the North Court and the South Court are non-smoking areas.**

**The smoking section located in the School’s parking lot will be maintained.** In order to make this space more comfortable and convivial, we will put in a picnic table and make some repairs on the shed. We take this opportunity to remind you to use the ashtrays at your disposal and to avoid throwing cigarette butts on the ground. It’s a matter of respect.

## **Students' locker room**

Students must keep their personal belongings **locked** in their locker (they must purchase locks at their own expense). Personal effects shall not be left in the locker room, the classrooms, or elsewhere in the school. Found objects will be removed and placed in the storeroom. Lockers must be emptied and the locks removed within two weeks of the end of the school year, failing which, the locks will be cut off and the contents discarded. The School is not responsible for private property which has been lost, stolen or abandoned.

At the Monument-National, students must keep their personal belongings in the available lockers.

The Monument-National (M-N) is a licensed establishment, which allows us to offer a bar service on performance nights. When the bar is in operation, students and employees benefit from reduced prices. However:

- The M-N does not operate the bar on dress rehearsal nights, unless the bar is in operation because of a performance by an external producer;
- The M-N employees are responsible for opening and closing the bars and the building. All students and employees must comply with the instructions given by the personnel on duty;
- Because the M-N is a licensed establishment, drinking alcohol purchased outside of the premises is strictly forbidden in M-N;
- The M-N is a public place that hosts both the general audience and the audience invited to the School's performances. Therefore, all students and employees are to display courteous and appropriate behaviour at all times in both public and work spaces.

Directors and staff of the School and the M-N are responsible for the application of this regulation. Failure to comply may lead to disciplinary or administrative measures.





## 4.FINANCIAL SUPPORT

### NTS grants

Most of the grants from the funds managed by the School are allocated once a year, in February. All **Students are eligible for grants**. Applications will be sent by email as of November. To be eligible the student must have paid the tuition fees for the first session.

The grant funds administered by the School are intended to respond to real and urgent financial needs of students so that they can totally dedicate themselves to their training, despite any economic difficulties.

The grants that we allocate come from donations that we have sought from corporations, foundations and individuals (including employees and Governors of the School) whose generosity must be honoured and celebrated.

Before completing the request form, please honestly assess your essential needs and the legitimacy of your request. **DO YOU ABSOLUTELY NEED THIS GRANT?** If not, please refrain from submitting the request so that a student who is really in need can be better supported by the School.

Grants are allocated by the CEO according to an evaluation system which takes into account various factors, beginning with the level of financial assistance the student receives and his or her level of debt.

### Emergency loans

These loans are generally allocated from the end of September until mid-April. All requests must be submitted to Patricia Raynaud, at the Student Services Office. The maximum cumulative amount allotted in one year is \$1,000.

- **Important notice**

Students are eligible for a grant or an emergency loan from the School if and only if they have no other means of obtaining financial assistance elsewhere. In particular, students must:

- have made a proper application for a bursary and loan offered by the Government and private organizations from their home province.
- have made every effort to obtain suitable employment during the summer recess.
- have made every effort to obtain support from their family and relatives, and from any local organizations in their hometowns or provinces.

### Return of the Deposit – Graduation

A \$ 75 deposit was requested when you enter at NTS. Once your training is over, we invite you to complete the document which will allow you to have your money back if you didn't contract any debt with the different departments of the School. You will find this document at the Library of the School. When you will have all the required signatures, we will reimburse you. **You have until July 31st which follows your graduation to request for your deposit reimbursement.**

## 5.HEALTH AND SAFETY

### Security Committee

Marc-André Durocher, committee secretary  
Tel. 514 842-7954, ext. 134

### Evacuation Committee

Marc-André Perreault – Superintendant  
Tel. 514 842-7954, ext. 124

### Emergency telephone numbers

Service	Emergency number
<b>Emergency number</b> – Urgences-Santé, fire, police, serious accident.	<b>911</b>
Plateau Mont-Royal Police Station (209 Laurier East)	514 280-0137
Info-Santé (24 Hour Help Line)	811
Royal Victoria Hospital	514 934-1934
Montreal General Hospital	514 934-1934
Jewish General Hospital	514 340-8222
Hôtel-Dieu Hospital	514 890-8000
St. Luc Hospital	514 890-8000
Notre-Dame Hospital	514 890-8000
Jean-Talon Hospital	514 495-6767
Anti-poison Control Center	1-800-463-5060
Gas detection	514 598-3111
Hydro-Quebec - power failures & emergencies	1-800-790-2424
Taxi COOP	514 725-9885
Taxi Diamond	514 273-6331

### **IMPORTANT**

**In case of emergency the security company offers a patrol service available 24/24 if one of you is trapped inside the School after the security guard's departure – you will have to dial the number found at the reception and besides the main entrance door of the school.**

We are pleased to announce that a physiotherapist will be at **NTS every two weeks on Tuesday from Noon to 3:00 pm in the Gymnasium**. It is a service you asked for and you will find a sheet in the corridor the previous Wednesday on the board where you will be able to put your name. If you have a class during the time of your appointment it will be your responsibility to tell your teacher and we count on you release your appointment if

one of your fellow's is hurt and needs to be treated in emergency. The appointments will be 20 minutes each, which means that 9 students each week will have access to this service. It will last until the end of the session.

If you cannot show up for your appointment, you need **to cancel it by sending an email to Patricia ([services@ent-nts.ca](mailto:services@ent-nts.ca)) before 10:00am** on the day you have your session scheduled. If you do not do it you will be charged \$25.

## COUNSELING FOR NTS STUDENTS

NTS NOW OFFERS YOU FOUR OPTIONS TO OBTAIN PSYCHOLOGICAL AND EMOTIONAL SUPPORT:

<b>OPTION 1</b>	<b>Consulting a School-designated psychotherapist</b>	<ul style="list-style-type: none"> <li>• A quickly-accessible, professional and respectful resource offering support in French or English.</li> <li>• Services available: Individual therapy and counseling on a short, medium or long-term basis.</li> <li>• Can help with the following: performance-related stress, anxiety (particularly in connection with the student’s artistic practice), burnout, depression, relationship problems, separation and transition, mourning, and more.</li> </ul>	<p><b>Procedure:</b> Occasionally, during their training, students may experience emotional difficulties. When teachers identify a student in distress and suspect they may require professional support for their mental wellness, they will refer the student to the Program Director. The Program Director will meet with the student to assess whether a referral for psychological support should be considered. Students may also self-identify a need for assistance and go directly to their Program Director.</p> <p>The School provides the necessary details for making an appointment with a designated therapist and pays the fees directly to the specialist. The School covers the cost of up to three (3) consultations per student, per school year.</p> <p>The two psychotherapists designated by the School are :</p> <p style="text-align: center;"><b>Michel Brais</b></p> <p style="text-align: center;">and</p> <p style="text-align: center;"><b>Lise Rowell</b></p>
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<p><b>Option 2</b></p>	<p><b>The Argyle Institute</b></p>	<ul style="list-style-type: none"> <li>• A quickly-accessible, professional and respectful resource, offering support in French or English.</li> <li>• Available services: Individual therapy and counseling.</li> <li>• Direct and confidential.</li> <li>• Life can feel overwhelming at times. Talk therapy can be very effective in solving some emotional difficulties. Counseling and therapy go further by addressing the core of any given emotional struggle, relational discord or inner turmoil. The Argyle Institute can help you in various situations such as : <ul style="list-style-type: none"> <li>• problems following difficult early life experiences</li> <li>• traumatic events</li> <li>• depression</li> <li>• anger</li> <li>• stress and anxiety</li> <li>• obsessive-compulsive disorder</li> <li>• coping with sexual issues</li> <li>• coping with mental illness</li> <li>• the psychological wellbeing of the Lesbian, Gay, Bisexual &amp; Transgender communities</li> <li>• workplace/educational difficulties</li> <li>• difficulties in maintaining relationships</li> <li>• eating disorders</li> </ul> </li> <li>• The Argyle Institute offers excellence in counseling at affordable rates, tailored to your individual needs &amp; income. They serve individuals from all cultures, religions, financial means, sexual, orientations, and gender identities. The flexibility in their rates is made possible through the generosity of their donors.</li> </ul>	<p><b>Procedure:</b> The student makes an appointment online (under "Make an Appointment" tab) or by calling (514) 931-5629. The student will be put in connection with one of the Institute's highly trained and dedicated therapists.  <a href="http://argyleinstitute.org/appointment/">http://argyleinstitute.org/appointment/</a></p> <p>The Argyle Institute is located at 4150 St. Catherine Street West, suite 328 in Montreal (Westmount). Nearby metro Atwater.</p> <p>The School has made arrangements with the Argyle Institute and agrees to pay for: 1) the one-time registration fee (\$ 30) and for 2) up to three (3) consultations per student, per school year. The Argyle Institute sends an invoice directly to the Students' Services with the name of the student (for monitoring the maximum amounts permitted). The reason(s) for consulting are not shared with the School.</p> <p>To maximize the chances of success, The Argyle Institute requires from students that they commit to completing their prescribed treatment (i.e. continue consultations beyond the three visits paid by the School). The fee then charged to the student will be \$ 40 per consultation (may change over time as per the Argyle's fee structure).</p>
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<p><b>Option 3</b></p>	<p><b>Consulting a psychotherapist chosen by the student.</b></p>	<ul style="list-style-type: none"> <li>• Direct and confidential.</li> <li>• The student already knows the psychotherapist or has sought one out herself or himself, therefore facilitating the process.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Procedure:</b> The student communicates directly with the therapist of her/his choice and pays the fees herself/himself.</li> <li>• Upon presentation, to Student services, of an invoice from a psychotherapist holding a professional license, the School will reimburse a maximum of \$ 150 per student, per school year.</li> </ul>
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<p><b>Option 4</b></p>	<p><b>Le Transit Crisis Center</b></p>	<ul style="list-style-type: none"> <li>• Direct and anonymous contact <b>24 hours a day / 7 days a week</b></li> <li>• An instantly-accessible, free, professional and respectful resource, offering support in French or English.</li> <li>• The crisis center provides services to adults in distress and to those around them. <ul style="list-style-type: none"> <li>○ A telephone crisis line, leading directly to a counselor 24 hours a day, 7 days a week.</li> <li>○ A psychosocial assessment to go around the situation and provide the required services or referral to other resources.</li> <li>○ Monitoring for sustained support of the person in her/his environment.</li> <li>○ A temporary hosting service, if needed.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Procedure:</b> In an emergency, the student calls the <b>Crisis Centre Le Transit at 514 282-7753</b>. NTS has made an agreement with them to facilitate the process for our students.</li> <li>• They can quickly assess the situation with you online and provide the necessary support, as required.</li> </ul>
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Option 5	<p><b>The Student Support Program (My SSP)</b></p>	<ul style="list-style-type: none"> <li>• A confidential and voluntary support service available at any time to <b>talk about a variety of issues, including:</b> <ul style="list-style-type: none"> <li>○ Relationships with friends and family;</li> <li>○ Being successful at school;</li> <li>○ Addictions;</li> <li>○ Stress, anxiety, sadness and loneliness.</li> </ul> </li> <li>• <b>24 hours a day, 7 days a week</b> via <b>phone or chat</b>;</li> <li>• In <b>English or French</b>;</li> <li>• <b>Provided by a Student Support Advisor</b> that understand the challenges students face;</li> <li>• At <b>no cost</b> to you.</li> </ul>	<p><b>Access support by:</b></p> <ul style="list-style-type: none"> <li>• Downloading the <b>free My SSP App</b></li> </ul> <p>Through the app, you can <b>start an instant chat with a Student Support Advisor</b> (no appointment needed) or browse useful articles and videos. Download the 'My SSP' app from either the Apple App Store or Google Play.</p> <ul style="list-style-type: none"> <li>• Calling <b>1.855.649.8641</b></li> </ul> <p><b>Immediate or scheduled sessions</b> via phone or video are available with a Student Support Advisor <b>in English and French</b> and at no cost to you.</p> <ul style="list-style-type: none"> <li>• Visiting <a href="http://www.mystudentsupport.com">www.mystudentsupport.com</a></li> </ul> <p><b>Chat with an Advisor online</b> or browse student-related resources, articles and videos.</p>
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Health Professionals list: **This list is for information purposes only- NTS is not accountable for the quality of services.**

DENTISTS	DR. NORMAND FRASER Clinique rue Roy 281 Roy East Sherbrooke Metro	514 499-0984	Monday & Wednesday, 8:30 a.m. – 5:00 p.m. Tuesday, 12:30 p.m. – 8:00 p.m. Thursday, 8:30 a.m. – 5:30 p.m. Friday, 8:30 a.m. – 4:00 p.m.
	Dr. RITA CIMON 4729 St-Denis Street	514 844-4411	
	DENTAL CENTRE LUPIEN & KHALIFÉ 1075 St. Denis Street (near St.Luc Hospital)	514 845-6543	Open 7 days – Emergency Clinic services
MEDICAL CENTRES	Queen Elizabeth Health Complex	514 481-4343	The Urgent Care Clinic (walk-in) is located on the ground floor of the building. A physician is available during opening hours 365 days a year.
	Metro Medic Centre Ville 1538 Sherbrooke West (corner of Rue Guy)	514 932-2122	\$80 fee to see a doctor (cash or visa card), accepts walk-ins anytime Bring your health card from your home province & student card
	Head and Hands /À deux Mains 5833 Sherbrooke West (metro Vendôme + Bus 105)	514 481-0277	
ENGLISH HOSPITALS	Royal Victoria Hospital 1001 blvd. Decarie (metro Vendome – 7 minute walk)	514 934-1934	
	Montreal General Hospital 1650 Cedar Ave. (nearest metro station is Guy-Concordia – approx. 20 minute walk)	514 934-1934	
	Jewish General Hospital 3755 Cote-Sainte-Catherine Road (nearest metro station is Cote-des-Neiges – on the other side of the mount)	514 340-8222	
	St Mary’s Hospital 3830 Lacombe Avenue (nearest metro station is Cote-des-Neiges)	514 345-3511	
PSYCHOLOGIST SERVICES	Concordia University’s Applied Psychology Centre	514 848-2424 Ext 7550	Affordable (sliding scale) therapy and counselling in English. By appointment only
OPTOMETRIST/ OPHTHALMOLOGIST	LUNETTERIE NEW LOOK 1 St.Joseph Blvd. (corner of St.Laurent)	514270-4747	Monday to Wednesday 9:30 a.m. – 6:00 p.m. Thursday to Friday 9:30 a.m. – 9:00 p.m. Saturday 9:30 a.m. – 5:00 p.m. \$50 / eye examination
	DR. ROSENTHAL at Tris Coffin Place Ville Marie	514 861-5588	or any of his colleagues N.B.: ask for directions when you phone for the appointment



PHYSIO-THERAPY	KINATEX SPORTS PHYSIO 8397 St.Denis,(between Guizot & Liège) Jarry metro or 1259 Guy Street (corner of Ste-Catherine) Guy metro	514 384-6703	Monday to Friday 7:00 a.m. – 7:00 p.m.
		514 939-1416	Monday to Friday 8:00 a.m. – 8:00 p.m.
OSTEOPATH	INTERSANTÉ CLINIC 251 bd Saint-Joseph Ouest	514-651-4822	Appointment within 36 hours
OTOLARYNGO-LOGIST	DR. FRANÇOISE CHAGNON Montreal General Hospital 1650 Cedar Avenue	514 934-1934 ext. 43013	This doctor will take you without a referral if you say that you are a student at the School.
SPEECH AND LANGUAGE PATHOLOGIST	RUTH GESSER Speech and Hearing Department Montreal General Hospital 1650 Cedar Avenue, Room A2141	514 934-8028	Monday to Friday 8:00 a.m. - 4:00 p.m.
MASSAGE THERAPIST	BETSY ANN BARON 100 Chemin Rockland Room 130 Ville Mont-Royal	514 667-3828	You need to ask for directions when you phone for the appointment.
ACUPUNCTURISTS	Yun Zhang 1094 Berri	514 845-9988	On appointment.
	MASSIMO DI VILLADORATA 1695 St. Joseph Blvd. East	514 522-8644	On appointment.

## First aid

**For any emergency, report immediately to the reception.**

First aid kits are available at the following locations in the Michel & Suria Saint-Denis Pavilion:

Carpentry Shop	room S15
Infirmery	room S29
Heating Room	room S42
Reception	room 106
Library	room 123
Technical	room 239
Coordinator's Office	room 239
Store	near door 134
Cafeteria	

## Evacuation procedure in case of fire

- **What to do in case of fire or smoke**
  - Anybody discovering a fire (or smoke) must pull the nearest alarm.
  - Anybody discovering a suspicious package must call one of the people mentioned above **without delay**.
- **What to do when the fire alarm goes off**
  - Evacuate immediately, using the closest exit
  - Do not attempt to extinguish the fire
  - Do not use the fire extinguishers
  - Stand 100 feet from the building until you are given the all-clear
  - Follow the emergency team's directions

N.B. The rooms located in the front corridor of the 3<sup>rd</sup> floor of the building at 5030 St. Denis Street are not covered by the evacuation team. When the fire alarm goes off, anybody in that section of the School is personally responsible for his/her own immediate evacuation.

## Procedure in case of an accident/incident

- Any accident/incident must be reported to the teacher present at that time
- An accident report must be filed and handed to the Receptionist or the Security Guard (the forms are available at the Reception desk)

### During the day:

In the case of a minor accident: help the injured person to the infirmary located in the basement (S29) (or at the reception desk)

In the case of a major accident: do not touch the injured person, dial 911 and inform the reception desk (dial 0) or, after normal working hours, the Security Agent (ext 126)

### After 5:00 p.m. or during the weekends:

Contact the Security Guard at extension 126

## 6. STUDENT SERVICES

### MICHEL ET SURIA SAINT-DENIS PAVILION

#### A. AUDIOVISUAL

**Caroline Turcot**, technical director – teaching support  
Tel. 514 842-7954, ext. 145 (to reserve a space, dial ext. 143)

- **Sound studio (room 258)**

- \* Classroom for Production Program and *Production* students.
- \* Recording and mixing studio for the School's productions.

The room includes a recording studio as well as a separate control room.

The sound studio is equipped with a sound console, a digital mixing program (Soundscape), CD and record players, cassette and CD recorders, reel-to-reel and a DAT machine. The studio is also equipped with several different microphones and samplers.

The studio is open to *Production* and Production Program students and it can be reserved for a maximum of 4 hours at a time. It must be reserved 24 hours ahead of time with the person in charge of audiovisual.

Blank cassettes and CD's are sold at the School's store.

#### **Eating and drinking are prohibited in this room.**

- **Audio room (room 256)**
- **Classroom for the *Production* and Production Program students.**

The room is equipped with a sound console, CD and record players, tape recorders and a reel-to-reel machine.

The room is open to *Production* and Production Program students and it can be reserved with Anne-Marie Bizier for a maximum of 4 hours at a time. It must be reserved 24 hours ahead of time with the person in charge of audiovisual.

#### **Eating and drinking are prohibited in this room.**

- **Projection room (room 146)**
- **Video Laboratory (room 146)**

The projection room is equipped with giant and small screens, a VHS/VCR, a LaserDisc player, a slide projector and projection screen.

To reserve the room, please speak with the person in charge of the rooms/studios at ext.143.

**Eating and drinking are prohibited in this room.**

**Computer lab (room 234)**

- **5 computers Mac and Classroom for the *Production, Production Program, Directing, Mise en scène, Scénographie* and Set and Costume Design students.**

The Computer Lab room is equipped with 9 terminals and 2 printers.

The computer lab is always open to *Production, Production Program, Directing, Mise en scène and Set and Costume Design students*, except when the room is reserved for a class. Please consult the schedule outside the lab for availability.

**Printings**

Because of environmental consideration and to limit the number of impressions allowed, students no longer have unlimited access to the printers located in the computer lab, but they still can print a number of documents. A software will manage the number of copies made on each student's account.

As of August 2012, each student will be allowed to print a maximum of 75 pages per month from their personal student's account. Please note that this number has a cumulative effect during each session (If you don't use the number of pages you are allowed, it will be added on to the next month). The counters will be reset to zero at the beginning of each session.

Students having reached the authorized limit will have to use commercial printing businesses or use the photocopy machine at the library (which is not free) using their USB key.

Printings in large quantities that are necessary for a course or a production will be given special consideration. In these instances, please report to the Store Clerk who will validate the legitimacy of the need.

- **Video lab (room 234)**

The Video lab is equipped with Mac Computers. Access is limited.

**Eating and drinking are prohibited in this room.**

- **Audiovisual material**

There are several different types of audiovisual material (televisions, slide projectors, sound systems, etc.) available for classes and productions. For more information, please speak with the person in charge of audiovisual.

**B. TEC (Theatre & Community Engagement)**

***Please refer to the artistic engagement office***

Tel. 514-842-7954, ext. 132      [tec@ent-nts.ca](mailto:tec@ent-nts.ca)

- Funding program for artistic projects created outside the School, by School students and recent alumni
- Subject to certain conditions – see the School website (tab Student Life/TEC)

## **C. COMMUNICATIONS AND MARKETING**

**Marie-Ève Rochon**, Manager – Communication Manager – Professional Programs

Tel. 514-842-7954, ext. 144

- Communication for student shows
- Graduating Headshots and bios
- Content for Professional Programs

**Marie-Michelle Demers**, Content Creator

Tél. 514-842-7954, poste 163

- Social Media Management
- Updates to the website
- Video Content

## **D. ACCOUNTING**

**Miguel Balarezo**, Accounting

Tel. 514-842-7954, ext. 148

- School fees (for the schedule of payment of your school fees, please refer to your Service Contract or the letter accompanying it.)
- Receipt for the tuition fees

## **E. BUILDING**

**Marc-André Perreault**, Building Maintenance Coordinator (Ext 126)

Tel. 514-842-7954, ext. 124 or

- Anyone who notes a problem with the building or its equipment – like a breakage, leakage, damage, etc. - must report it to the person in charge as soon as possible.

## **F. CLASSROOMS**

**Anne-Marie Bizier**, Manager, Training and Administrative Support

Tel. 514-842-7954, ext. 143

- Changes to the schedule / change of classroom: any schedule or classroom changes must be reported to Anne-Marie Bizier.

## **G. STUDENT SERVICES**

**Marc-André Durocher**, Head of Student Services

tel. 514 842-7954, ext. 134

- Admission
- Greeting material
- NTS bursaries (see section 6, Financial support)
- School fees (to find out the schedule of payments for your school fees, please see your 2008-2009 Services Contract or the letter accompanying it.)

- Emergency loans (see section 6, Financial support)
- General help
- Transcription of the graduates' Resumés, Diploma

## H. STORE

**Yoland Lambert**, Store Manager, Apparitor, ext. 121

- Supplies: The store offers a selection of supplies (at reduced cost) suggested by the Set and Costume Design and Technical Production directors. Specialized supplies can be found in various Downtown stores.
- Furniture for the exercises: The School has, in its storage rooms, a variety of furniture which can be used for the exercises. All requests must be addressed to the Store Clerk. Furniture from the offices or public rooms cannot be removed or borrowed to be used for the exercises.
- Lost and found: See the Store Clerk for lost articles.
- Photocopies: The Store Clerk is responsible for photocopying all necessary texts (including the author's texts) as well as all releases related to the productions (rehearsal schedules, rehearsal notes, etc.) Considerations for the rights to reproduce are a high concern for the School.
- Classrooms: **After each class, the students must leave the classroom intact and clean.** None of the furniture (chairs, tables, pianos, mirrors) can be moved from one room to the other without the authorization of the Store Clerk. It is forbidden to bring or drink alcoholic beverages in the School, unless special permission is obtained by the management.
- Telephone: A telephone is at the student's disposal for calls related to the productions or school work.

## I. RECEPTION

**Audrey Arseneault**, Administrative Assistant and Customer service Representative: 514 842-7954 ext. 0

- Reception
- Mail (receiving and sending), Xpress, regular mail and fax
- Management and updating of the database (for that matter, would you please provide to the receptionist all changes related to your current address, telephone and email).
- General Secretariat

## **J. THEATRES / Technical coordination**

**Caroline Turcot** ext. 145 (for reservation, call ext.143)

Technical director NTS

- **Studio Pauline-McGibbon - 5030 Saint-Denis Street**

Flexible performance studio with a seating capacity of 80 spectators. The studio is used for rehearsals and performances of the public exercises performed by Acting and *Interprétation* students. Room 130 is used as a dressing room for performances presented in Pauline-McGibbon.

- **Studio André-Pagé - 360 Laurier Street East**

Flexible performance studio with a seating capacity of 150 spectators. The studio is used for rehearsals and performances of the public exercises performed by Acting and *Interprétation* students. Studio André-Pagé is also used as a classroom for *Production* and Production Program students.

Room S50 is used as a dressing room for performances presented in the Studio André-Pagé and room S51 is used as a Production office and a Costume Shop.

## **K. CAFETERIA**

The Cafeteria offers students a variety of menus at affordable prices, as well as access to refrigerators and microwave ovens. Please note that the refrigerators are emptied each week. All the dishes and utensils must be brought back to the Cafeteria.

For security reasons (fire hazard), students are NOT permitted to use coffee machines and kettles elsewhere than in the cafeteria.

## **L. LIBRARY**

**Tel.: 514 842-7954, ext. 125**

[biblio@ent-nts.ca](mailto:biblio@ent-nts.ca)

**Simon Barry**, head-librarian-ext. 129

**Marianne Boudreau**, library technician-ext. 112

**Nathalie Fontaine**, library aid-ext. 125

**Manon Garneau**, administrative assistant-ext. 147

**Marie-Claude Verdier**, library aid-ext. 136

### **Opening hours during the school year:**

Monday : 10 a.m. to 8 p.m.

Tuesday: 10 a.m. to 6 p.m.

Wednesday: 10 a.m. to 6 p.m.

Thursday: 10 a.m. to 8 p.m.

Friday: 12 p.m. to 3 pm.

Saturday: Please note that the library is no longer open on Saturdays.

To find out our opening hours at any time, please consult our website.

The loan of documents ends 15 minutes before the library closes.

### **Registration**

Your membership to the library is automatic once you have paid your seventy-five dollar (\$75) deposit, which has to happen before August 15. The deposit is refunded at the end of your studies, provided that all books and other materials have been returned in good condition to the library or the school, and that no money is owed.

### **Services**

- Borrowing of documents (plays, books, manuscripts, DVDs, etc.)
- Online catalogue (access via <http://thalia.ent-nts.ca> or through the school's website)
- Reference service
- Reservation of documents already in circulation
- Viewing station for DVDs or VHS in the school's Quiet Room (with headphones)
- Consultation within the library only (reference books, periodicals & newspapers, archives, etc.)
- Internet access
- Photocopies (10 cents a page for B&W; \$1 for colour).

COPYRIGHT REGULATIONS MUST BE FOLLOWED AT ALL TIMES.

## **M. STUDENT UNION**

Four years ago, the National Theatre School of Canada's Student Union was created to facilitate interactions between students, with management and with the community. The Student's Union aims at facilitating your adaptation within the School and with your new environment. Here is the union email address: [aeent\\_ntssu@hotmail.com](mailto:aeent_ntssu@hotmail.com). Elections are organized at the beginning of the school year.

Representatives from the Union will introduce themselves during the orientation day to explain their mandate and invite you to get involved in the various committees. Therefore you will always be informed of the latest news and the events to come.

### **The Alumni's Pantheon**

We are happy to announce a new tradition initiated by the French section at NTS: **THE ALUMNI'S PANTHEON!** The goal of this concept is to safeguard **small personal items** (or things) which belonged to NTS students. There will be one pantheon for each program, and a student in charge of it in each program. This project is, of course, optional.

A student in his last year of studies will have the mission to find a chest, a padlock a key and a place to store the chest (in your individual classroom, when possible...). He will then be responsible to put the items given by the students into the chest. When this is done, he will transmit the key to a 3<sup>rd</sup> year student so the tradition will be carried on, for years to come.



Details:

- Each item has to be put into the padlock with **the student's name**, his (her) **program**, the date of the donation and **the reason behind this gesture/the item given**.
- The padlock or the cupboard, or whatever container used to store the items has to be locked.
- The Student's Union has to be informed where the container is placed as soon as it is created.
- Each person responsible for the Pantheon of his (or her) program has to verify the identification of each item before they are enthroned.
- The student responsible for the Pantheon has to keep the key for the whole last year of his (or her) studies at NTS.
- At the end of each school year, the student in charge has to pass the key to a 3<sup>rd</sup> year student, explaining to him (or her) all the rules. This student becomes the new person in charge of the Pantheon.

The only thing you have to do is to elect (to give the mandate) to a graduating student from your program and the tradition will be launched!!!! It is just for fun, but after a few years it should prove to be most interesting! Take pleasure in doing it and enjoy the end of the year!

## **MONUMENT-NATIONAL**

The NTS owns the Monument-National. The over 100-year-old building is located on one of Montreal's most colourful streets, Saint-Laurent Boulevard.

It contains four theatres:

- **The Ludger-Duvernay Theatre** (a classic proscenium hall seating 804)
- **The Studio Hydro-Québec** (a flexible studio space with seating for 125 to 180)
- **The Scène Financière Sun Life** (a lobby and 100-seat theatre)
- **La Balustrade** (a cabaret space seating 55)

The Monument-National also contains

- **The Salon Rouge** used for meetings or press conferences
- Shop for set construction
- Shop for costumes and props
- Shop for scenic painting
- A large rehearsal hall

Productions by the final-year students are produced and presented there. The School has dedicated this great venue not only to teaching but to presenting the arts. This twofold mandate represents a stimulating challenge, seeing the NTS students and staff rubbing elbows with the many producers, actors and the general public who now frequent this magical location.

## **A. SCHEDULE, VENUE RENTAL**

**Sabiny Rodriguez Ellis** : Venue Rental Manager

Tél. 514-871-9883, ext. 227

- \* Liaise with the production managers of the graduating students' public performances. (schedules, etc)

## **B. RÉCEPTION**

**Marie-France Latreille**, Communication and Receptionist

Tél. 514-871-9883, ext. 210

- \* Reception
- \* Urgent messages
- \* Lost and found

## **C. BUILDING**

**Bernard Méthot**, Superintendent

Tél. 514-871-9883, ext. 242

- \* Anyone who discovers a problem with the building or its equipment – like breakage, leakage, damage, etc. - must report it to the person in charge as soon as possible.

## **D. CARPENTRY SHOP**

**Guillaume Simard**, Head – Carpentry Shop

Tél. 514-871-9883, ext. 224

- \* Workshop used for the construction of sets. Also used to give carpentry and welding classes to production students.

## **E. COSTUME SHOP**

**Audrey Lee**, Head of Wardrobe

Tél. 514-871-9883, ext. 221

- \* Workshop used for making costumes for graduate productions. It is also used as a classroom for Set and Costume Design students.

## **F. COSTUME STORAGE**

**Maggie Martin**

Tél. 514-871-9883, ext. 213

- \* Holding space for costumes made for School productions.
- \* The storage shop also contains costumes acquired from Stratford, The National Arts Centre, etc.
- \* The costumes can be borrowed for NTS public exercises and may also be rented to the public.

## **G. PROP SHOP**

**Angela Rassenti**, Manager Props Workshop

Tél. 514-871-9883, ext. 249

- \* Workshop used for the production of props for the graduate productions of NTS students. It also serves as a classroom for students from Set and costume Design and Production.

## **H. THEATRES**

**David Jodoin**, Technical Director

Tél. 514-871-9883, ext. 236

**ADDENDUM 1**

**THE NATIONAL THEATRE SCHOOL OF CANADA'S  
INSTITUTIONAL POLICY ON  
EVALUATION OF STUDENT ACHIEVEMENT**

**REVISED MAY 2001**

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## 1. BRIEF PRESENTATION OF THE NATIONAL THEATRE SCHOOL'S EDUCATIONAL PHILOSOPHY

Founded in Montreal in 1960, the National Theatre School of Canada offers professional training programs in all of the theatre arts: Acting, Playwriting, Directing, Set and Costume Design, and Production Program. The School also offers programs in French in Interprétation, Écriture Dramatique, Mise en scène, Scénographie and Production.

The National Theatre School of Canada is a private, non-profit institution incorporated in Quebec and administered by a Board of Governors comprised of 50 volunteers from the fields of business, teaching, and professional theatre. It is funded primarily by grants from the federal and all provincial governments. The School also relies on revenue from a variety of other sources (tuition fees, rental of its theatre spaces, private donations, etc.). It holds a permit granted by the Ministère de l'Éducation du Québec and issued under the Act respecting private education (S.R.Q., c. E-9.1). This permit is valid until June 30, 2016.

The essential features of the National Theatre School of Canada's educational philosophy can be summarized as follows:

- \* conservatory-style training based on professional practice, as opposed to training that is essentially academic;
- \* recruitment of students through a rigorous selection process which seeks to identify the most talented individuals and those most determined to dedicate themselves to their chosen discipline (only 3% of candidates are accepted into the Acting Program). The number of places in each of our Programs has remained unchanged despite an increase in the number of applicants, in order both to preserve the integrity of the individualized training system and to take into account our graduates' prospects in a market that tends to be saturated;
- \* training provided by recognized theatre practitioners who are active professionally. The teaching staff is expanded through regular invitations to "guest instructors": artists and specialists whose approaches and work reflect the current professional theatre milieu;
- \* training based on a humanistic and artistic approach, as opposed to training based on the acquisition of techniques;
- \* training provided according to a rigorous program of study but which can be quickly adapted to individual needs or to the needs of a particular class<sup>1</sup>;
- \* training that takes into account the wide range of theatrical practice and, especially, the interdependence of all the theatre crafts, as opposed to a too-narrow specialization;
- \* systematic use of presentations (in-school and public performances, presentations of maquettes, projects, etc.) as a way for students to learn and for teachers to measure their progress;
- \* active support in integrating graduates from all programs into the work force, favouring theatre but without ignoring the related areas of film, television, radio, and other performing arts (opera, dance, circus, etc.);

- \* training given within an institution whose resources are solely devoted to the teaching, research and development of theatrical practice. This situation is obviously different from that of a department or section of a teaching institution which offers many areas of study.

It should be noted that the National Theatre School of Canada has only one status for all students: that is, full-time. Moreover, each student must complete the full course of study for the program they are enrolled. No equivalencies, exemptions, or course substitutions are permitted. All courses are mandatory (except from written permission from the person in charge of the program) and three absences without just cause is a reason for dismissal. The School demands a total commitment from its students for the duration of their training.

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<sup>1</sup>In this document, "class" refers to a group of students who have enrolled in a given program in the same year.

## **2. GOALS AND OBJECTIVES**

The Institutional Policy for the Evaluation of Student Achievement (IPESA) must affirm and give concrete form to certain major principles which are integral to the success of the National Theatre School of Canada's educational policy. The major objectives of this policy are as follows:

### **2.1 CONTINUOUS IMPROVEMENT OF THE QUALITY AND RELEVANCE OF THE TRAINING PROVIDED**

In a world where the only constant is change, we must be concerned with the continuous improvement of the quality of training provided.

Evaluation of student progress and achievement is at the heart of the pedagogical process. As well as an ideal tool for instructors, the evaluation methods outlined in the IPESA actively support students as they pursue their studies toward certification.

### **2.2 FAIRNESS IN STUDENT EVALUATION**

Fairness is of primary concern in evaluating student achievement. Equal treatment of those individuals whose achievement we are evaluating must be assured.

Within the context of an art school, the relationship between the fairness that must prevail during the evaluation process and the objectivity of the evaluation itself necessarily calls for a delicate balance in judgment. It is important that the desire to avoid distortions caused by an inappropriate subjectivity not make it impossible to make judgments of an artistic or aesthetic nature. The training and evaluation of actors, playwrights and designers assumes that a place will be made for such judgments, even if evaluation must first be done in consideration of the training objectives set. Our evaluation process must be marked by a conscious concern for fairness, so that the graduation certificate holds the same value and significance for all those who graduate from National Theatre School.

### **2.3 DEVELOPMENT OF EVALUATION AND SELF-EVALUATION SKILLS IN TEACHERS AND STUDENTS**

The policy and procedures must allow the development of evaluation practices that will enrich the pedagogical approach used by teachers and at the same time provide the students with tools they can implement in their immediate training as well as later in their professional lives.

Moreover, the implementation of this policy will ensure a true equivalence of evaluation within our institution. Equivalence between institutions is more difficult to realize, however. Students at the School do not receive credits for courses taken during the course of training; the School only formally recognizes the completion of an entire program by awarding a graduation certificate.

The **objectives** of the policy are:

- \* to define and assign specific responsibilities to the individuals and authorities who participate in the student evaluation process;
- \* to promote dialogue between the individuals and authorities responsible for evaluation in such a way as to ensure equal treatment of students and classes in all programs;
- \* to inform the guest teachers and regular faculty of the philosophy and values that must guide the evaluation of students;
- \* to provide students at the School with information regarding the values, principles, mechanisms and rules of evaluation so that they may take full advantage of the evaluation process as they pursue their training goals. Providing this information is also the best way of guaranteeing respect for the principles of fairness and equivalence;
- \* to continue to review and update our evaluation practices through periodic revisions in view of the results attained and the needs expressed by all those parties concerned.

### **3. MEANS OF EVALUATING STUDENT ACHIEVEMENT**

#### **3.1 RULES PERTAINING TO THE EVALUATION OF STUDENT ACHIEVEMENT**

The restricted size of the student population of the National Theatre School (about 150 students in total with a maximum of 14 per class) is one of the essential conditions for the system of individualized training that we provide. Student evaluation is a combination of "day-to-day" and "comprehensive" evaluation.

#### **DAY-TO-DAY EVALUATION**

Day-to-day evaluation takes place in the course of daily teaching and training. Students receive regular feedback from their teachers and from the directors of their programs. This feedback consists of information, guidance, and direction aimed at nurturing each student's progress through analysis of past performance and clarification of future goals. Such evaluation is also an important tool for strengthening the instructor's pedagogical methods, allowing teachers and program directors to make adjustments that improve the supervision both of individual students and of the entire program.

Day-to-day evaluation takes different forms, depending on the program of study. Some concrete examples are:

- \* notes to students during rehearsals or following a performance;
- \* comments to design students during studio sessions;



- \* feedback on scripts written by playwriting students;
- \* comments as practical projects are carried out;
- \* discussions with students during presentations of projects (maquettes, drawings, oral presentations, etc.). It should be noted that several instructors and program directors attend the presentations that take place at the end of each project. This greatly enriches the feedback to students and thus the quality of the day-to-day evaluation.

Day-to-day evaluation is not translated into marks or grades put into the student's file, but it is taken into consideration during the comprehensive evaluations that take place at the end of each exercise and at the end of term.

### **COMPREHENSIVE EVALUATION**

The end-of-term comprehensive evaluations take into consideration all the work done by each student during the term. They form the basis for determining whether the student has succeeded and whether he or she may continue at the School for another term. It is the accumulation of positive comprehensive evaluations that leads, at the end of the program, to certification. The comprehensive evaluation is thus extremely important for the student.

At the end of each term, the person in charge of each program receives evaluation sheets filled out by all regular and guest teachers. Each person in charge of a program calls a meeting with the teachers in his or her program for the purpose of thoroughly evaluating each student in the program.

This evaluation meeting takes the form of discussions involving all instructors who have taught during the term. The group determines whether the objectives of each course and exercise were met, and whether each student gained the necessary knowledge and skills. The comments and assessments of each teacher are noted and serve not only to help decide whether a student may go on to the next term, but also to formulate the feedback that will be given to the student during the personal interviews. At the end of the meeting the person in charge of the program is responsible to render a verdict of pass or fail for each student.

Students invited to return the following term are considered to have fulfilled the program requirements. This equals a passing grade, although we do not give specific marks to indicate level of achievement.

It may happen that a student is invited to return for the following term on probation. In such a case the student is specifically told which aspects of his or her work are not satisfactory; a written warning is given to the student and is put into his or her file. How the student adjusts his or her performance following this warning is taken into account during the next comprehensive evaluation.

The final stage of the end-of-term comprehensive evaluation is a personal interview with each student. These interviews are conducted by the person in charge of the program. During this interview, the student is told the results of his or her comprehensive evaluation. These interviews also offer the occasion for a detailed evaluation of a student's performance. Each student is entitled to an overall assessment of his or her progress and to more specific feedback that will allow him or her to continue to advance.

### **3.2 THE COURSE OUTLINE**

The course outline or project description is communicated to the students at the outset. This allows the instructor to communicate the pedagogical objectives and expectations of the course. The instructor indicates the means of attaining the objectives and establishes a time frame for the course or practical exercise.

### **3.3 QUALITY OF LANGUAGE**

It goes without saying that in a theatre school the quality of communication in general, and of language in particular, is of constant concern. It is taken into account daily within the day-to-day evaluation in all programs and its importance in the comprehensive evaluation varies according to whether the student is enrolled in Acting, Playwriting, Directing, Set and costume Design, or Production.

### **3.4 EXEMPTIONS, EQUIVALENCIES AND SUBSTITUTIONS**

There are no exemptions, except for extraordinary reasons, and no equivalencies or substitutions for any of the courses in any program. Each program is comprised of an obligatory course of study. A student cannot transfer from one program to another unless he or she has succeeded in the entrance competition and enrolled at the beginning.

### **3.5 PROCEDURE REGARDING CERTIFICATION OF PROGRAM COMPLETION**

A graduation certificate is awarded to students who have fulfilled all the requirements for their chosen program.

It is the responsibility of each person in charge of a program to ensure that students in his or her program have fulfilled the requirements and to provide the School Administration with a list of final-year students eligible for a graduation certificate. The graduation certificate bears the signatures of the person in charge of the program, the Director General, the Director of Studies and Partnerships, and the Chairman of the Board of Governors.

#### **4. DIVISION OF RESPONSIBILITIES WITHIN THE SCHOOL**

The implementation of this policy assumes a clear and efficient division of responsibilities between the School's various constituents.

##### **4.1 STUDENTS' RIGHTS AND RESPONSIBILITIES**

Students have a right to know the objectives and content of their chosen program. They have the right to be told what is expected of them at the beginning of each course or project. They are also entitled to receive day-to-day and comprehensive evaluations that are fair and equitable. They must receive clear feedback regarding their progress at the School.

For their part, students are obligated to attend all prescribed periods of study and training activities. They must meet the deadlines set for the submission of their work and the presentation of their exercises. It is the students' responsibility to commit themselves fully to the educational process proposed by the School and they must integrate the feedback they receive, which assumes that they will make every effort to grasp its content and significance.

##### **4.2 TEACHERS' RIGHTS AND RESPONSIBILITIES**

All regular teachers and guest instructors have the right to know the expectations of the person in charge of the program in which they are teaching. They are entitled to be heard by the person in charge of the program when they submit student evaluations. They are entitled to a reasonable degree of autonomy in their day-to-day and comprehensive evaluations of their students, as long as the School's policy and procedures for student evaluation are respected.

It is the teachers' responsibility to communicate their course outlines or project outlines to students. They must report absences to the person in charge of the program. It is their responsibility to evaluate students based on the training objectives they communicated to them. They also have a duty to participate openly and honestly in comprehensive evaluation meetings called by the person in charge of the program.

##### **4.3 PERSON IN CHARGE OF THE PROGRAMS' RIGHTS AND RESPONSIBILITIES**

In general, the person in charge of each program of study answers on behalf of the School regarding evaluation of students and certification of studies. This responsibility carries with it a number of rights and duties.

The person in charge of the program proposes the hiring of teachers, approve course outlines, supervise day-to-day evaluation, and conduct the comprehensive evaluations. They also oversee the daily implementation of the IPESA. The person in charge of the program also issues warnings and makes the final decision to dismiss students if necessary.

They have multiple duties:

- \* to choose guest instructors for each term;
- \* to obtain course outlines from instructors, and to revise and approve them;

- \* to prepare course, rehearsal and performance schedules;
- \* to supervise day-to-day evaluation and to participate in it by attending presentations of projects and exercises;
- \* to conduct the comprehensive evaluation at the end of each term;
- \* to conduct the personal interviews for all students enrolled in their program;
- \* to ensure that the disciplinary code is observed, especially with regard to absences;
- \* to report to the School Administration if requested to do so;
- \* to attend Board of Governors meetings and to make reports when requested by the School Administration;
- \* to ensure that all conditions required for issuing of graduation certificates are fulfilled by each student.

#### **4.4 RIGHTS AND RESPONSIBILITIES OF THE SCHOOL ADMINISTRATION**

The National Theatre School of Canada is run by the Director General who is the only staff members directly chosen and hired by the Board of Governors.

The Director General oversees the implementation and revision of the policy and procedures for student evaluation. He, therefore, has the right and the duty to request reports from the people in charge of the programs and then make appropriate recommendations to the Board of Governors if necessary.

#### **4.5 RESPONSIBILITIES OF THE BOARD OF GOVERNORS (ADMINISTRATIVE COUNCIL)**

The Board of Governors rules on the School's policy and procedures for student evaluation as well as on modifications proposed by the Director General.

### **5. METHODS AND CRITERIA FOR EVALUATING AND REVISING THE POLICY**

As an integral part of its policy and procedures for student evaluation, the National Theatre School of Canada is committed to periodical re-evaluation of its implementation. This self-evaluation will examine to what extent the implementation has complied with the spirit and letter of the policy, and the effectiveness of this implementation in ensuring the quality of evaluation practices.

The School Administration will make certain that everyone involved with the National Theatre School of Canada receives a copy of the policy and procedures and that these are implemented throughout the institution. They will regularly analyze the results produced by the implementation of this policy based on reports from the people in charge of the programs, and their own direct observations of students' projects and presentations made possible by the relatively small size of the student population.

Meetings devoted to evaluating the implementation of the IPESA will be held every two years.

## **ADDENDUM 2**

**Policy to Prevent Harassment and Promote a Safe Environment**

**NATIONAL THEATRE SCHOOL OF CANADA**

**THE POLICY IS AVAILABLE ON CHRONOS**

Or on the School's website: <https://ent-nts.ca/en/policy>

**ADDENDUM 3**

**STUDENT CODE OF CONDUCT  
NATIONAL THEATRE SCHOOL OF CANADA**

## **Code of Conduct at NTS**

NTS' s **mandate** is to contribute to the recognition, the promotion and the development of the theatrical art and its practice, training professionals in all the performing arts disciplines, in a colingual, diverse and open on Canadian society and to the world.

The NTS is a School full of dynamic people. The energy of our students is our life blood – their industry, rigour and creativity inspire us. Our resources are deployed to encourage them to go deeper, push harder, and question their assumptions. Our expectation is that each new class reaches new levels of excellence. It is imperative therefore that the services we offer them, that the infrastructure that supports them, is worthy of the job. Over the course of this year and next, the NTS is working to encourage a new working culture that promotes the same values we champion in our artistic pursuits. The four guiding principles are

- **Collaboration**
- **Transparency**
- **Flexibility**
- **Customer Service**

In order to create and maintain a harmonious and equitable climate within the School, it is essential that all the students be supportive of the implementation of the Code of Conduct. Through this Code, it is possible to live in a climate of mutual respect when we are part of a group, a community, a society.

At NTS, some values shape the institutional culture, such as :

### **Sense of responsibility**

Emphasis on a job-well-done. Autonomy and ability to organize one's work, while respecting organizational priorities and needs.

### **Sense of ethics**

Respect for and tolerance of others. Loyalty to the organization. Honesty and transparency.

### **Creativity**

Readiness to be innovative, bearing in mind the results to be achieved.

### **Team spirit**

Willingness to help one another and to share information, ideas, and suggestions in order to advance projects.

### **Contribution to a healthy work climate**

Commitment to help the NTSC further its mission. Making a positive contribution to the work climate, by displaying generosity, a sense of humour, and empathy. Willingness to communicate with colleagues and superiors in an honest and respectful manner.

The small size of the NTS's student population (about 150 students and a maximum of 14 students per class) is one of the *sine qua non* conditions of the success based on individual training offered by the School.

It is also because we are not many in the School that respect has to guide our relationships at any time at the School. The student has to develop his civil virtue by respecting the persons he is with, his own equipment, property of others and the environment.

### **Attendance**

Students must attend all the courses in their program, unless they have received special written permission from the program director or coordinator. Late arrival can be considered as non-attendance.

In case of absence, a student must phone the reception desk or a designated person as soon as possible and give the reason for his/her absence. Upon request, a student must also provide a medical certificate.

Three unjustified absences during the school year constitute grounds for expulsion.

Any student who is absent from or late for a public performance in which he or she is participating is subject to expulsion, except if he or she is late or absent for reasons totally beyond his or her control.

The student commits himself/herself to respect the rules and regulations of the School, namely not to accept work in the performing arts field during the school year, remunerated or not, without having previously received special written permission from the program director.

### **Respect of property and use of the location**

Any stolen, damaged or lost material, as well as graffiti on the walls and desks, has to be fixed by its author. The student is responsible for the locker at his disposal. He has to keep it for the whole year. During this period, the student agrees to maintain it in good condition and in order. At his/her departure, it has to be restored to its original condition. In case of deterioration or excessive dirtiness, he will be charged for the costs of repair. The School declines all responsibility for any item lost or stolen.

Generally, snacks and meals have to be taken at the Cafeteria. Otherwise, cups, plates and cutlery **must be brought back to the Caf  teria**. If they belong to the student, they must be **cleaned and stored**.

- **Food and Drink:** Students should normally eat and drink in designated areas only, i.e. the cafeteria and courtyard. **You must keep these spaces clean at all times** and return your trays, coffee cups and plates to the cafeteria. Students who decide to bring food and drink to the School for "private parties" must unequivocally remove their bottles (empty or full) and dispose of them outside School premises, the same day or the next day at the very latest.

Furthermore, it **is forbidden to consume food or drinks in the computer lab, sound lab and video editing lab**.

### **Cafeteria Fridges**

There are refrigerators at your disposal in the cafeteria. Please note that the contents of **the fridges are emptied every Sunday**. Kindly remove your personal belongings at the end of each week; otherwise they will be thrown out on Sundays.

### **Coffee makers/Kettles/Toasters**

An inspection by the Fire Department revealed some serious weaknesses in terms of managing potential fire hazards. In fact, the incredible number of coffee makers, kettles and toasters in classrooms had reached an unacceptable level in terms of the risk they represent. We will therefore follow the recommended guidelines.



Henceforth, no coffee makers, kettles, toasters, or toaster-ovens will be allowed in rehearsal studios, performance spaces, classrooms, labs, etc. From now on, these appliances will be confiscated. Only microwave ovens will be permitted. You can buy affordably priced coffee at the cafeteria; a coffee vending machine is at your disposal after the cafeteria's working hours. Special arrangements will be made during productions.

### **Rehearsal Rooms**

When a course is finished, the students should put the chairs and the tables along the walls, so that the room is ready to welcome the following course.

### **A smoke-free School**

As you know, and in accordance with the provincial "Loi sur le tabac", smoking is prohibited within 9 meters of any of the School's entrances. Moreover, out of respect for all the users of our outdoor resting areas and for the employees whose offices overlook the courtyards, we have decided to reconsider where smoking would be permitted on the School's grounds.

Please note that, as of today, **the North Court and the South Court are non-smoking areas.**

**The smoking section located in the School's parking lot will be maintained.** In order to make this space more comfortable and convivial, we will put in a picnic table and make some repairs on the shed. We take this opportunity to remind you to use the ashtrays at your disposal and to avoid throwing cigarette butts on the ground. It's a matter of respect.

### **Drugs, Alcohol and Impaired Faculties**

The possession and consumption of alcohol are not allowed (forbidden) at NTS.

The possession and consumption of alcohol are not allowed (forbidden) at NTS except for the authorized events presented below (under supervision and nomination of a person responsible for the event).

No one is allowed to come to the School being impaired by alcohol or drugs.

The student has to tell the Program Director or the Professors that he is under medication which can alter the mood.

For any exceptional request regarding the possession or consumption of alcohol on campus, the person in charge of the event would have to discuss at first with the Administrative Director of NTS.

The responsible entity for the event will have to take care of the cleaning and to clear the bottles 48 hours at the latest after the event.

Here are the events where alcohol is allowed:

Event	Responsability /Accountability
* Back-to-School – beginning of the School year (Aug-Sept)	Administration
* Students' Initiation for the First Year Students - beginning of the School year (Aug-Sept)	Student Union
* Open House / “Journées de la Culture” (Sept-Oct)	Communication Services
* Self Start	English Section
* One (1) Students Party during the First Session (Oct-Nov)	Student Union
* Vernissages Drawing/Painting	Teachers
* Graduation Celebration (May)	Administration
* « Director Toast » after a School Exercice with public audience	Production Director
* Students' Private Celebration after the strike during a School show with public audience	Production Director

### Security

The doors located in the School’s parking lot feature a digital code keypad. These doors must be kept closed at all times in order to avoid thefts. Students are not authorized to divulge the code (except to a registered student). Visitors must present themselves at the reception desk.

Props (particularly fire arms and knives) must be kept inside the rehearsal studios. Management must be informed when props of this nature are present and circulating in the School’s public areas.

In compliance with the Criminal Code, carrying and using weapons of any nature is strictly forbidden at the School.

### Lockers

**Students are required to store their personal belongings in their locker**, under lock and key (you must purchase your own lock, but this is strongly recommended). No personal items should be left unattended in the lockers or classrooms. The School is not responsible for lost, forgotten or stolen items.

At the Monument-National, students must store their personal belongings in the designated lockers.

### Winter coats and boots

**Students must, from now on, use the lockers at their disposal to store their coats, winter boots and personal belongings.** The accumulation of coats in front of the classrooms and boots that dirty the floors in the annex halls and rehearsal studios will no longer be tolerated.

**Bikes, rollerblades and skateboards**

The use of bikes, rollerblades and skateboards is not permitted in the School.

**Pets**

Pets are not allowed in the School, except in the case where a production requires the presence of an animal or for persons with visual impairments.

**Computer materials**

It is forbidden to personalize software, modify graphic configurations, install or modify software without proper authorization, or use the School's computers for illegal or non-academic purposes.

**Equipment and furniture**

Damaging or altering the School's equipment or furniture is strictly forbidden. Furthermore, authorization must be obtained before moving any piece of furniture away from its current location.

**Theft and vandalism**

Theft and vandalism costs will be billed to the offender; other appropriate disciplinary measures may also be taken.

**School Parking Lot**

The School's parking lot is strictly reserved for NTS employees and teachers.