

UNIVERSITY OF WINNIPEG THEATRE DEPARTMENT

THFM-4803-001 (3 credit hours) Honours Stage Management Practicum

Fall 2017
Instructor: Tim Babcock
Student: Katie Schmidt

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Office Hours: Tu/Th 130-2:15

PREREQUISITE: Dept permission and either THFM-4802 or THFM-3802

COURSE DESCRIPTION

The objective of this course is to build on the basic concepts from the pre-requisite Stage Management courses through a practical forum within which these concepts can be tested.

This course will provide the student the opportunity of filling a stage management position on one public exercise. As the emphasis of the term will be centred on the practical experience associated with the production, tutorial sessions will be designed to guide the student through the practicum experience and to support production requirements. Tutorial meetings will be scheduled into student timetables and availability in conjunction with production schedules.

At the conclusion of the practical portion of the course the student will be expected to submit a "prompt book" which will document much of the experience of the production assignment. This submission will also be used as a significant element in the assessment of the production/lab work.

The responsibility of the stage manager is such that punctuality, attendance, and preparation is mandatory. The student will be expected to perform in accordance with professional standards in these respects as a requirement of the course. All project work, papers and assignments must be submitted on time. Un-excused late assignments will not be graded. It is the student's responsibility to keep a photocopy or computer disk copy of ALL assignments submitted; in the event of loss or theft a duplicate copy of the submission is required.

EVALUATION

Project and Meeting Participation*	15%
Production/Lab Work (Preparation, Rehearsal, Production Week, Performance).....	60%
Final Production Book (Fri, Dec 15).....	25%

TOTAL	100%

*Project and Meeting Participation: refers to attendance and preparedness for meetings with other members of the company such as Director and Designers and for the weekly production meetings as well as the weekly meeting with the instructor. The student's attentiveness, engagement and contributions will be assessed in addition to attendance.

CONVERSION SCALE The following conversion table will be used for calculation of the final grade:

A+	90 B 100 %	GPA 4.5	C+	65 B 69.9 %	GPA 2.5
A	85 B 89.9 %	GPA 4.25	C	60 B 64.9 %	GPA 2.0
A-	80 B 84.9 %	GPA 4.0	D	50 B 59.9 %	GPA 1.0
B+	75 B 79.9 %	GPA 3.5	F	below 50 %	GPA 0.
B	70 B 74.9 %	GPA 3.0			

Work not submitted will be graded as 0.

TEXT *Stage Management*, by Laurence Stern
Concord Floral, by Jordan Tannahill

SCHEDULE The detailed schedule for this class will be dependant on the Production Schedule for the assigned public exercise. Key dates are as follows:

Designs: Prelim - Fri, Sept 22 Final - Fri, Oct 13 (to be confirmed)

Rehearsals Start: Mon, Oct 23

Move into the Theatre: Wed, Nov 22

Technical Rehearsals Begin: Thu, Nov 23

Performance Dates: Tue, Nov 28 - Sat, Dec 2

Total time allocation for attendance at rehearsals, meetings and performances may be estimated at not less than 120 hours for the production quarter. Technical rehearsals and production-related meetings will be variable and largely dependant upon the schedules of those involved but rehearsals will be nightly during the week and may include some weekend work.

Students should not take these time commitments lightly and must be prepared to integrate them into their academic schedules in order to progress in the course.

ACCESSIBILITY STATEMENT This class involves physical, cognitive, and/or vocal demands. Those with challenges in these areas must seek departmental guidance PRIOR to registration: 204-786-9955 or theatre@uwinnipeg.ca.

ACCESSIBILITY SERVICES

Life happens to everyone. If you are experiencing a crisis in your life, or if you have a physical or mental health issue, communicate with your Professor or Accessibility Services let us know so we can provide support or direct you to those who can. The earlier we know, the earlier we can discuss what resources might be available. Students with documented disabilities, or temporary or chronic medical conditions requiring academic accommodations for tests/exams/presentations (e.g., private space or more time) or during lectures/labs (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at: 204-786-9771 or accessibilityservices@uwinnipeg.ca to discuss appropriate options. All information about a student's disability or medical condition remains confidential.

<http://www.uwinnipeg.ca/accessibility>

"THE REAL THING" LECTURE SERIES

The Department of Theatre and Film is presenting a series of six lectures which will be held on Wednesdays (except where noted) during the free period (12:30-13:20) in Theatre 1T15. Please note the dates in your diary **NOW**: Wed Sep 20, Wed Oct 18, Wed Nov 1, Wed Jan 17, Wed Feb 28, Wed Mar 14. This series will feature speakers from a range of areas in the performing arts: technical, performance, design, management, film, directing, playwriting, etc. These speakers will specifically address issues related to "the business of the business."

Attendance for potential Theatre majors and for Film majors is optional but highly recommended.

2017 ORIENTATION ASSEMBLY

Each year in September we hold an *Orientation Assembly* to welcome students to the new term, introduce our new students to faculty and other students; to provide information about the department, its various activities and those of its professors; and to provide news about what's coming up. This year our *Orientation Assembly* will be held on **Wednesday, September 13, 2017, 12:30-13:20 in Theatre, 1T15**. **ATTENDANCE IS COMPULSORY** for all Majors and Honours students. Those considering Honours are strongly recommended to attend. All others are welcome and encouraged to attend.

BUILDING SECURITY

The Asper Centre for Theatre and Film (home to the Department of Theatre and Film) is open from 8:00 am and 5:30 pm weekdays only. Students are permitted to be in the building between 8:00 am and

10:00 pm seven days per week (except statutory holidays when the University is closed) **BUT PLEASE NOTE:** outside of regular building hours, it is **MANDATORY** that everyone in the building **EITHER** carry an access card **OR** have a booking confirmation form in their possession (hard copy or electronic). **ALL EVENING STUDENTS in the building for classes MUST have an access card.** If a Security Guard checks and you do not have proper accreditation, **you may be evicted.**

These rules are in place to protect our students and our equipment; please respect them.

ELECTRONIC COURSE OUTLINE ADDENDA

Students must check our website at <http://theatre.uwinnipeg.ca/tbooking.htm> and read the menu items called *Fire Safety Instructions in the Asper Centre for Theatre and Film, Access Card/Building Use Policy AND Room Booking Instructions*. The link to the electronic *Online Room Booking Form* is also found at this location. Please read and note all instructions carefully.

GENERAL NOTES

This course outline should be considered a guideline only. Time constraints and other unforeseen factors may require that some topics be omitted or covered in less detail than indicated.

Archival records such as videotapes, sound recordings, and photographs may be made or taken during class or lab times. The University uses such materials primarily for archival, promotional, and teaching purposes. Promotional use may include display at open houses or conferences, or use in advertising, publicity, or brochures. In reading and accepting the terms in this course outline, students acknowledge consent for such use by the University. Should a student not wish to convey such consent, s/he should withdraw from this course immediately.

Cellular phones **MUST** be turned off during classes and examinations; texting is **NOT** permitted in class.

Any student attending a test or final examination may be required to present proof of identity; photo identification is preferred.

It is the student's responsibility to retain a photocopy or computer disk copy of **ALL** assignments submitted for grading; in the event of loss or theft, a duplicate copy is required.

Students with documented disabilities, temporary or chronic medical conditions requiring academic accommodations for tests/exams (e.g., private space) or during lectures/laboratories (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 204-786-9771 or <http://www.uwinnipeg.ca/accessibility> to discuss appropriate options. All information about a student's disability or medical condition remains confidential.

Students are strongly advised to read the section of the *University of Winnipeg Calendar* (found on-line at <http://uwinnipeg.ca/new-faculty-handbook/appeals-and-academic-misconduct.html>) for information on Academic Misconduct including plagiarism, and Appeals.

Students facing a charge of academic or non-academic misconduct may choose to contact the University of Winnipeg Student's Association (UWSA) where a student advocate will be available to answer any questions about the process, help with building a case, and ensure students have access to support. For more information or to schedule an appointment, visit our website at <http://www.theuwsa.ca/academic-advocacy> or call 204-786-9780.

We ask that you please be respectful of the needs of classmates and instructors/professors by avoiding the use of unnecessary scented products while attending lectures. Exposure to scented products can trigger serious health reactions in persons with asthma, allergies, migraines or chemical sensitivities. Please consider using unscented necessary products and avoiding unnecessary products that are scented (e.g. perfume).

Students who plan to conduct research interviews, focus groups, surveys, or any other method of collecting data from any person, even a family member, must obtain the approval of the appropriate

ethics committee before commencing data collection. Exceptions are research activities in class as a learning exercise. See <http://www.uwinnipeg.ca/research/human-ethics.html> for submission requirements and deadlines.

All students, faculty and staff have the right to participate, learn and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found online at www.uwinnipeg.ca/respect.

Students may choose not to attend classes or write examinations on holy days of their religion, but they must notify their instructors at least two weeks in advance. Instructors will then provide opportunity for students to make up work examinations without penalty. A list of religious holidays can be found at <http://uwinnipeg.ca/academics/calendar/docs/important-notes.pdf>

Friday, Nov 10 is the final date to withdraw without academic penalty from courses which begin in September and end in December (Fall 2017 Term).

STUDENT PARTICIPATION POLICY

Theatre is a communal art form in which a number of interdependent artists and crafts people co-operate to create a work of art. This fact is necessarily transferred to the learning situation, and is reflected in many of the Department's courses. Consequently, it is the Department's policy that students are required to: complete homework such as reading, line-learning, script analysis, prop lists, design drawings, etc.; attend classes; attend rehearsals both within and outside of class times; and, in short, to exhibit commitment towards the inevitably shared endeavours of our field of study.

Any student failing to fulfil these requirements is harmful to the progress of dedicated students and may, after due warning, be asked to withdraw from any individual Departmental course.

COURSE CONTENT NOTE All Theatre and Film Classes

Dramatic Literature depicts a wide variety of human action, both elevated and base, public and private, physical and psychological, sexual and non-sexual, etc. The Department of Theatre and Film will not undertake to censor the subject matter of dramatic works.

Students who have concerns about dealing with the full range of content and style in drama/film are urged to discuss these concerns with the course instructor.