

UNIVERSITY OF WINNIPEG DEPARTMENT OF THEATRE AND FILM

THFM-4809-001 (6 credit hours)  
**ADVANCED STAGECRAFT PRACTICUM I – TUTORIAL**  
Course Information

Fall/Winter, 2014/15  
Fridays, 1:30 pm. – 4:15 p.m. & Variable  
Room 1T12

Instructor: Aaron Frost  
Office: 1T13  
Phone: 786-9246  
E-mail: a.frost@uwinnipeg.ca  
Office Hours: Tues/Thurs, 9:30-11:00 a.m.  
and by appointment

---

**PREREQUISITE:** THFM-3801/6 and permission of the instructor.

This course is the continuation of Stagecraft I (THFM-2801) with greater emphasis on the development of the skills required in the understanding and construction of stage scenery. It will cover construction techniques/principles utilized to construct two dimensional and three dimensional scenery.

This course is also an advanced practicum in stagecraft which will encompass the management and construction of all scenery for the Department's 4th-year public exercise (Fall 2011). The student will be involved in the costing and ordering of all scenic elements, an understanding of budgetary restraints and alternative solutions, the planning and scheduling of the scene shop, shop set-up as it relates to the production, construction, painting, and installation of all scenic elements and removal of the set. The development of blue-print reading will be emphasized as well as focusing on practical skills as they relate to scenic construction.

Emphasis will be placed on the role of the Master Carpenter and the relationship with the set designer, director, technical director, production manager, and stage manager. Considerations of safety in the handling of equipment and materials will be included throughout along with the continued use of the Workplace Hazardous Materials Information System.

The class will meet on Friday afternoons (1:30-4:15) in lecture format with variable labs scheduled during the weeks of the Term.

### **TEXTS**

*Backstage Handbook* by Paul Carter; Broadway Press, Louisville Kentucky  
*Scene Design and Stage Lighting* by Parker, Wolf and Block; Thomson Wadsworth

In addition to the required texts the student is directed to several other books and periodicals that are available as reference sources. These include:

1. *Scene Technology* by Richard L. Arnold; Prentice Hall
2. *Theatrical Design and Production* by A. S. Gillette and J. M. Gillette; Harper and Row
3. *Scene Design, Stage Lighting, Sound, Costumes and Make-up* by W. P. Bellman; Harper and Row
4. *Scenery for the Theatre* by H. Burris-Meyer and B. C. Cole; Little Brown and Company
5. *Stage Scenery, Its Construction and Rigging* by A. S. Gillette and J. M. Gillette; Harper and Row
6. *Theatre Crafts International*, a monthly periodical available in the library.

Additional references will be cited during the course of the term.

Students will be expected to have a 3-ring binder, a pencil, a geometry set, a 16ft. standard (Imperial) tape measure, and an Imperial measure (Architect's) scale ruler for every session.

**EVALUATION**

40% Class assignments and projects	(see 'Assignments' below)
10% Preproduction preparation	January 6 <sup>th</sup>
20% Construction and painting	Jan. 6 <sup>th</sup> - 31 <sup>st</sup>
5% Installation	February 1 <sup>st</sup>
5% Dismantling and Storage	February 23 <sup>rd</sup>
15% Final assignment	March 31 <sup>st</sup>
5% Participation	

-----  
100%

**ASSIGNMENTS**

Layout Project:	September 19 <sup>th</sup>	8%
Ramp Project:	October 3 <sup>rd</sup>	8%
Stair Project:	October 10 <sup>th</sup>	8%
Cutting List Project:	October 24 <sup>th</sup>	8%
Box build Project	November 14 <sup>th</sup>	8%

**CONVERSION SCALE**

For the calculation of the final grade the following conversion table will be used:

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

Work not submitted will be graded as 0%.

**POLICY ON LATE ASSIGNMENTS**

All project work and papers must be submitted on time. Late assignments will **not** be accepted unless prior arrangements have been made with the instructor concerned.

**MINIMUM WORKLOAD**

Production meetings	1.0 hrs/week
Research/Readings	1.0 hrs/week (a guideline)

In addition to the above, production lab work may be estimated at not less than 100 hours. This work is variable and will be worked into the student's schedule. As this constitutes a time consuming component of the course, the student should not take this commitment lightly and any concerns regarding this load should be addressed to the instructor immediately.

The student will be expected to have a 3-ring binder, a pencil, a geometry set, a 16ft. standard (Imperial) tape measure, and an Imperial measure (Architect's) scale ruler for every session.

## SCHEDULE

Build Begins: January 5<sup>th</sup>  
 Set In: February 1<sup>st</sup>  
 Continue set in: February 2<sup>nd</sup> – 4<sup>th</sup>  
 Set Strike: February 14<sup>th</sup>

## "THE REAL THING" LECTURE SERIES

The Department of Theatre and Film is presenting a series of six lectures which will be held on Wednesdays during the free period (12:30-13:20) in Theatre 1T15. Please note the dates in your diary **NOW**: Sept 17, Oct 22, Nov 12, Jan 14, Feb 11, Mar 11. This series will feature speakers from a range of areas in the performing arts: technical, performance, design, management, film, directing, playwrighting, etc. These speakers will specifically address issues related to "the business of the business."

Attendance at **ALL** lectures is **MANDATORY** for **ALL Honours students in Theatre (all areas), as well as students in: THFM-3101 Acting III: General, THFM-3201 Styles in Design, and THFM-3801 Production II.**

Two percent (2%) of the student's final grade in the core course (above) will be deducted **for each lecture missed** to a maximum of ten percent (10%). Please arrange your schedule **NOW** so that you are available for these lectures; attendance will be taken. **If you absolutely cannot attend, you must discuss this with your professor PRIOR to the event (don't call Patty).**

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

## 2014 ORIENTATION ASSEMBLY

Each year in September we hold an *Orientation Assembly* to 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 10, 2014, 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 (which houses the Department of Theatre and Film) is open from 8:00 am-5:30 pm weekdays. 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.

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 [accessibilityservices@uwinnipeg.ca](mailto:accessibilityservices@uwinnipeg.ca) to discuss appropriate options. All information about a student's disability or medical condition remains confidential. <http://www.uwinnipeg.ca/accessibility>.

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 UHREB before commencing data collection. Exceptions are research activities in class as a learning exercise. See <http://www.uwinnipeg.ca/index/research-human-ethics> 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](http://www.uwinnipeg.ca/respect).

UWinnipeg promotes a scent-free environment. Please be respectful of the needs of classmates and the instructor by avoiding the use of scented products while attending lectures. Exposure to perfumes and other scented products (such as lotion) can trigger serious health reactions in persons with asthma, allergies, migraines or chemical sensitivities.

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 are strongly advised to read the section of the *University of Winnipeg Calendar* (found on-line at <http://www.uwinnipeg.ca/index/cms-filesystem-action/pdfs/calendar/RegulationsandPolicies.pdf>) for information on Registration, Grading, Academic Misconduct including plagiarism, and Appeals.

**WEDNESDAY, JANUARY 21, 2015** is the final date to withdraw without academic penalty from courses which begin in September 2014 and end in April 2015 (2014/15 Fall/Winter Term).

## **"THE REAL THING" LECTURE SERIES**

The Department of Theatre and Film continues its series of lectures which will be held on Wednesdays during the free period (12:30-13:20) in Theatre 1T15. Please note the dates in your diary **NOW**: Jan 15, Feb 12, Mar 12, 2014. 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 Honours/majors and for Film majors is optional but highly recommended.

### **SERVICES FOR STUDENTS WITH DISABILITIES**

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., access to volunteer note-takers) are encouraged to contact Accessibility Services (AS) at 786-9771 or email [accessibilityservices@uwinnipeg.ca](mailto:accessibilityservices@uwinnipeg.ca) to discuss appropriate options. Specific information about AS is available on-line at <http://www.uwinnipeg.ca/accessibility>. All information about a student's disability or medical condition remains confidential.

### **BUILDING SECURITY**

The Asper Centre for Theatre and Film (which houses the Department of Theatre and Film) is open from 8:00 a.m.-5:30 p.m. weekdays. Students are permitted to be in the building between 8:00 a.m. and 10:00 p.m. seven days per week **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 *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.

The University of Winnipeg promotes a scent-free environment. Please be respectful of the needs of fellow classmates and the instructor by avoiding the use of scented products while attending lectures. Exposure to perfumes and other scented products (such as lotion) can trigger serious health reactions in persons with asthma, allergies, migraines, or chemical sensitivities.

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 are strongly advised to read the section of the *University of Winnipeg Calendar* (found on-line at <http://www.uwinnipeg.ca/index/cms-filesystem-action/pdfs/calendar/RegulationsandPolicies.pdf>) for information on Registration, Grading, Academic Misconduct including plagiarism, and Appeals.

**WEDNESDAY, JANUARY 21, 2015** is the final date to withdraw without academic penalty from courses which begin in September 2014 and end in April 2015 (2014/15 Fall/Winter 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.

#### Performance-Related Classes

Much of an actor's work is based upon actual experiences of life which become translated into fictional circumstances. Because of this, the teaching of acting may involve encouraging the student to examine personal and even intimate areas of life to help him or her access life experiences appropriate to the demands of the work.

Dramatic literature depicts a wide range of human actions, both elevated and base, public and private, physical and psychological, sexual and non-sexual, etc. Acting students must learn to simulate life truthfully in interaction with other students in the safety of the acting class and the rehearsal hall through exercises, discussions, and directions which address rather than avoid truthful, particularized, personalized action.

Performance classes often require strenuous physical activity. Classes may also involve physical interaction between students as part of class exercises or character development and occasional physical contact by instructors for purposes such as the demonstration of a technique or to make a posture correction. Students are responsible for wearing clothing appropriate to these activities.

Students who have concerns about dealing with the full range of actions and subject matter involved in drama are urged to discuss these concerns with their course instructor.