

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				

LATE ASSIGNMENTS: Assignments must be completed and submitted on time. Late materials will **NOT** be accepted unless prior arrangements have been made with the instructor concerned.

MINIMUM WORKLOAD: Lectures: 2.5 hrs/week, Research/Readings: 1 hr/week (minimum estimate)

Time allocation of lab sessions will vary but may be estimated at approximately twenty hours for the term. All work for this course will be completed by the exam date in December, those in THFM-4802 will complete the course with a research paper due after the exam.

The responsibilities of stage management are such that punctuality, attendance, and preparation are mandatory. The student will be expected to perform in accordance with professional standards in these respects.

TENTATIVE SCHEDULE

September

Definition Of The Stage Manager's Responsibilities
– personal skills and aptitudes

Role Of The Stage Manager Within the Theatre Organization in Large and Small Theatres

The Stage Management Team
– roles and responsibilities of the Stage Manager, Assistant Stage Manager, and Apprentice Assistant Stage Manager.

Pre-Production Work

Facilitating Auditions

Setting Up The Office

Setting Up A Filing System

Reading & Digesting The Script in Prep Week

Constructing The Prompt Script

Plots & Lists:

Scene Breakdown

Sound List

Prelim Props List

Prelim Wardrobe List

Prelim Costume Q/C Chart

Rehearsal Costumes List

Effects List (pyro, flying, fog, traps, mech FX)

Hanging Schedule

Fly Cue List

Revolve/Automation Cue List

Contact List

Cast List

Sc. Timing Chart

Health/Safety

October

First Contact With The Director

First Contact With The Cast

Personal Equipment Of The Stage Manager

Preparation Of The Rehearsal Hall

Preparing Rehearsal Schedules

November**Running Rehearsals**

The Final Week In The Rehearsal Studio	Blocking Notes
Writing Rehearsal Notes	Pre-Set Diagrams
Updates To Documentation	Spiking Set Pieces & Props, Actors Positions
Daily Rounds (prior to rehearsal)	Production Meetings
Revise/Create Documentation	General Rehearsal Procedures
Set-Up Of Rehearsal Room	

Running Technical Rehearsals In The Theatre

First Day Onstage
 The Role of The Stage Manager re: Stage Weapons and Combat
 Sound/Lighting Equipment from the Stage Manager's Perspective
 Calling Cues
 Headset Protocol

Running Performances

Show run and maintenance	Timing Sheet
Running Lists	Brush-Up Rehearsals
Crew Notes	Understudy Rehearsals

Closing The Show

Archival Information	The Strike
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Considerations Of A Career In Stage Management.

Lab Work

– generation of documentation using both Word and Excel

Rehearsal Notes	Cast Contact List
Rehearsal Schedule	Running Notes
Petty Cash Form	Pre-Set Lists
Prelim Lists/Plots (Sound, Props, Wardrobe)	

"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**: **FRIDAY** Sept 18, Oct 21, **FRIDAY** Nov 13, Jan 13, Feb 10, Mar 9. 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 (4000-level courses, all areas), **as well as** students in: THFM-3101 Acting III: General, THFM-3110 Screen Acting; THFM-3201 Styles in Design, THFM-3801 Production II, and THFM-3920 Musical Theatre. 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.

2015 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 16, 2015, 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>

THURSDAY, OCTOBER 29, 2015 is the final date to withdraw without academic penalty from courses which begin on September 9 and end on December 1, 2015 (Fall 2015 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.