

**THFM-2801-001 & 002 (6 credit hours)**  
**THEATRICAL PRODUCTION I**  
**Course Information**

Tue/Thu 2:30-5:15 pm

Fall/Winter 2018-19

Section 001: Room 2C16 & 1T12 Section 002: Room 2C11 & 0T09

**Note: Both Sections will meet in 0T09 for the first class: Tue, Sept 4 at 2:30 p.m.**

Instructors:

Section 001: Aaron Frost

Office: 1T13 Phone: 204-786-9246

E-Mail: [a.frost@uwinnipeg.ca](mailto:a.frost@uwinnipeg.ca)

Office Hours: Mon 1:30-2:30 pm,

Wed 9:00-10:00 am and by appointment

Section 002: Tim Babcock

Office: 3T12 Phone: 204-786-9455

E-Mail: [t.babcock@uwinnipeg.ca](mailto:t.babcock@uwinnipeg.ca)

Office Hours: Tu/Th, 9:30-11:00 am

and by appointment

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**PREREQUISITE or CO-REQUISITE:** THFM-1001 or THFM-1002.

The objective of this course is to offer an introduction to technical production in theatre through lectures, projects, and production work. Theatrical Production I is divided into two halves as follows:

1. Sound and Lighting in Production (Electricity), and
2. Stagecraft and Theatrical Facilities.

The course is divided into lecture and lab sessions. Lectures expose students to principles of stagecraft, the handling of lighting and sound equipment, and the study of theatre facilities with an emphasis on proscenium and studio spaces. Considerations of safety in the handling of equipment and materials will be included throughout along with use of the Workplace Hazardous Materials Information System.

Lab sessions will offer the student the opportunity of applying the principles acquired from lecture to hands-on projects and production work related to the departmental public exercises. To develop broader experience in production, additional opportunities will be available for students to participate in department projects.

**EVALUATION** Grading is divided evenly between each half of the course.

Assignments distributed over the Stagecraft section (see schedule below)	15%
Scenic construction labs in the 2nd quarter of Stagecraft	15%
Scenic Construction & Production Test	5%
3 tests evenly distributed over the Sound and Lighting section	15%
Practical lighting labs for the 2nd quarter of Sound and Lighting	20%
Class participation (5% each term)	10%
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Term Work	80%
Final Exam (Date: TBA) spring exam covers both Stagecraft and Electricity	20%
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<b>Total</b>	<b>100%</b>

**POLICY ON LATE ASSIGNMENTS**

All project work and papers must be submitted on time.

Late assignments will **not** be accepted and will be graded as zero unless prior arrangements have been made with the instructor concerned. Work not submitted will be graded as zero.

**CRITERIA FOR GRADING PARTICIPATION**

The criteria the instructor considers in assigning participation marks includes the following points:

- **Preparation:** Was the student prepared? Were they on time, having completed assignments/readings?
- **Quality and nature of the participant's contributions and interactions with others:**  
Were the student's contributions or questions relevant? Did they promote debate?  
Did the student respect others, listen well, and respond to others' input?  
Did the student demonstrate productivity in labs and/or offer help to others?
- **Negatives:** Did the student create distractions, seek attention or appear inattentive during lectures?  
Did he/she engage in facebooking, texting, emailing, idle conversation and the like.
- **Attendance:** Students should note that missing class sessions will limit their opportunities to participate and demonstrate positive interactions. This will negatively affect the participation mark.

**CONVERSION SCALE** The following conversion table will be used to calculate the final grade:

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				

**TEXTS None.** Although not required the following can be valuable supplementary references:

1. *Scene Design and Stage Lighting* by R. Craig Wolf and Dick Block
2. *Theatrical Design and Production* by J. Michael Gillette; McGraw Hill.
3. *Scene Technology* by Richard L. Arnold; Prentice Hall, Inc., Englewood Cliffs, New Jersey.
4. *Scene Design, Stage Lighting, Sound, Costumes and Make-up* by W. P. Bellman; Harper & Row
5. *Scenery for the Theatre* by H. Burris-Meyer and B. C. Cole; Little Brown and Company
6. *Stage Scenery, Its Construction and Rigging* by A. S. Gillette and J. M. Gillette; Harper and Row
7. *Backstage Handbook*, by Paul Carter Broadway Press, Louisville, Kentucky
8. *Theatre Crafts International*, a monthly periodical available in the library.

The purchase of season tickets to the Manitoba Theatre Centre (Mainstage) is suggested. Part of our programme includes the study of theatre facilities for which we will be using MTC and its operational techniques as teaching tools. It is important that you observe these techniques as a member of the audience. Special season ticket rates will be available to our students in early Sept.

**TENTATIVE SCHEDULES**

There is no mid-term exam at the end of the Fall session and the final exam will be during the April exam period. The specific exam date and location will be posted by the University online. More detailed references to lecture schedule and readings, and activities will be posted on the departmental web site under Student Resources <http://theatre.uwinnipeg.ca/student.htm> and available through Nexus. **PLEASE NOTE:** because this course is dependent upon production work coordinated with other classes some activities on the following schedule may be subject to change.

**LIGHTING AND SOUND BOTH TERMS**  
**(Production Labs listed below are NOT optional unless noted)**

<b><u>Section 002 Fall Dates</u></b>	<b><u>Section 001 Winter Dates</u></b>	<b><u>Activity / Event</u></b>
Tue, Sep 25	Thu, Jan 29	Electricity Test
Mon, Oct 8-Fri Oct 12	Mon, Feb 18-Fri, Feb, 22	No Classes - Reading Week
Thu, Oct 25	Thu, Feb 28	Lighting Test
Sun, Nov 18	Sun, Mar 24	Hang Lights for Show (at Gas Station Theatre)
Mon-Tue, Nov 19-20	Mon-Tue Mar 25-26	Focus Lights for Show (at the GST)
Wed-Mon, Nov 21-26	Wed-Mon, Mar 27-Apr 1	Supplementary Lighting Calls (variable times. must attend 2 of 4)
Thu, Nov 29	Thu, Apr 4	Sound Test
Sat, Dec 1	Sat, Apr 6	Strike Lights after performance (at the GSAC)
TBA	TBA	Final Exam

**STAGECRAFT BOTH TERMS**

<b><u>Section 001 Fall Dates</u></b>	<b><u>Section 001 Winter Dates</u></b>	<b><u>Activity / Event</u></b>
Thu, Sep 20	Thu, Jan 24	Theatre Flat
Tue, Sep 25	Tue, Jan 29	Drawing Assignment
Thu, Sep 27	Thu, Jan 31	Studio Flat
Thu, Oct 4	Thu, Feb 7	Stock Riser
Thu, Oct 18	Thu, Feb 14	Irregular Riser
Sun, Nov 18	Sun, Mar 24	Move and Set up the Scenery
Mon-Tue, Nov 19-20	Mon-Tue Mar 25-26	Continue Set up.
Wed-Mon, Nov 21-26	Wed-Mon, Mar 27-Apr 1	Supplementary Carpenter Calls
Thu, Nov 29	Thu, Apr 4	Test
Sat, Dec 1	Sat, Apr 6	Strike Set after performance (at the GSAC)
TBA	TBA	Final Exam, TBA

**MINIMUM WORKLOAD**

Lectures and Labs: 5.5 hrs/week plus  
 Research/Readings: 1.0 hrs/week (estimated as a guideline)

In addition to the above, assignments and the additional production-related lab work may be estimated at not less than 25 hours for the year. This work is variable and will be dependant upon individual production schedules. The student will be advised of schedule details as they become available but should expect that such work will likely involve some evening and weekend time.

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.

**FRIDAY, FEBRUARY 15, 2019** is the final date to withdraw without academic penalty from courses which begin September 4, 2018 and end April 5, 2019 (2018-19 Fall/Winter Term).

Please note that withdrawing before the VW date does not necessarily result in a fee refund.

## **MOBILITY AND LAB DRESS REQUIREMENTS**

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](mailto:theatre@uwinnipeg.ca).

A clean pair of sneakers or soft-soled shoes is recommended for work in lighting labs. High heeled-shoes, pumps, jewellery, and excessively baggy clothing are not permitted in the shop or in labs.

## **"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 19<sup>th</sup>, Oct 17<sup>th</sup>, Nov 14<sup>th</sup>, Jan 16<sup>th</sup>, Feb 27<sup>th</sup>, Mar 13<sup>th</sup>. 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 or Film majors is optional but highly recommended.

## **HEALTH AND 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](mailto:accessibilityservices@uwinnipeg.ca) to discuss appropriate options. All information about a student's disability or medical condition remains confidential. If you are registered with Accessibility Services, do not assume that Accessibility Services (AS) has informed your instructor that you have registered with them. <http://www.uwinnipeg.ca/accessibility>

## **ANNUAL ORIENTATION ASSEMBLY**

The *Orientation Assembly* to welcome students to the new term, introduce faculty and to provide information and news about the department and associated activities will be held on **Monday, September 10, 2018, 12:30-13:20 in Theatre, 1T15**. All are welcome but **ATTENDANCE IS COMPULSORY** for all Theatre and Film majors and first-year students and all those considering a major in any area of Theatre and Film are strongly encouraged to attend..

## **TAFSA**

All theatre or film students are automatically members of the Theatre and Film Students' Association. TAFSA plans a number of exciting annual events including regular **Performance Jams, Socials, DioFest** (a new play festival featuring student written and produced plays), and the very popular **24/7 Event** wherein students write, produce, and present plays in our theatre all in only 24 hours! Join TAFSA to find out more at its first meeting, Mon Sept 17, 12:30-1:20 pm, Room OT10. It's your department – join in!

## **ROOM BOOKINGS, BUILDING ACCESS AND SECURITY**

The Asper Centre for Theatre and Film (home to our department) is open to the public from 8:00 am to 5:30 pm weekdays only. Students may get an access card at the departmental office to be in the building 8:00 am to 10:00 pm any day except holidays when the University is closed. **PLEASE NOTE:** anyone in the building outside of weekday public hours **MUST** have an access card or a room booking confirmation with them (hard copy or electronic). Security may evict you without proper accreditation.

**ALL EVENING STUDENTS attending classes in our building MUST have an access card.**

All Students are directed to our website at <http://uwinnipeg.ca/theatre-film> to review the following: *Fire Safety Instructions in the Asper Centre for Theatre and Film, Access Card/Building Use Policy AND Room Booking Instructions*. The *Online Room Booking Form* is also found at this location. These rules and procedures are in place to protect students and our facility; please respect them

## **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 and texting is **NOT** permitted.

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 sections 8, 9, and 10 of the *Academic Calendar* for information on Academic Misconduct including plagiarism, and Appeals, (found on-line at: <http://www.uwinnipeg.ca/academics/calendar/docs/regulationsandpolicies.pdf>).

Students conducting research interviews, focus groups, surveys, or any other method of collecting data from any person, including 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](http://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>

When it is necessary to cancel a class due to exceptional circumstances, instructors will make every effort to inform students via uwinnipeg email (and/or using the preferred form of communication, as designated by the instructor), as well as the Departmental Assistant and Chair/Dean so that class cancellation forms can be posted outside classrooms. ***Students are reminded that they have a responsibility to regularly check their uwinnipeg e-mail addresses to ensure timely receipt of correspondence from the university and/or their course instructors.***

### **COURSE CONTENT AND STUDENT PARTICIPATION (all classes)**

Films and Dramatic Literature depict a wide variety of human action and experience, both elevated and base, physical and psychological, sexual and non-sexual, etc. Our department does not censor the subject matter of dramatic works. Students with concerns about exposure to the full range of dramatic content and style theatre and film are urged to discuss these with their instructor prior to registration.

Regardless of content Theatre and Film are communal art forms in which a number of interdependent artists and crafts people co-operate to create works of art. This is reflected in the learning situation in many of our Department's courses. Consequently, it is policy that students are required to: complete homework, papers, readings, script analysis, production plots, design drawings, etc.; attend meetings, rehearsals and labs both within and outside of class times; and generally participate communally to exhibit commitment towards the inevitably shared endeavours of our field of study.

Students failing these requirements interrupt and impede the progress of others and may, after due warning, be asked to withdraw from any Departmental course