

UNIVERSITY OF WINNIPEG DEPARTMENT OF THEATRE AND FILM

THFM-3801-001 (6 credit hours)
THEATRICAL PRODUCTION II
Course Information

Tu/Th 11:30 am - 12:45 pm, Room 2T21

Fall/Winter 2018-19

Instructor: Aaron Frost
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Office Hours: Mon 1:30-2:30 pm
Wed 9:00-10:00 am and by appointment

Instructor: Tim Babcock
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Office Hours: Tue/Thu, 9:30-11:00 am
and by appointment

PREREQUISITE: THFM-2801(6) and Permission of the Instructor

The objective of this course is to continue the training in technical production for theatre begun in the Production I course and apply the concepts covered in THFM-3807 Production Operations and Management in a practical hands-on practicum setting. Guidance will be provided but students will also learn by doing.

In this context students will begin to explore the roles of the technical manager as they relate to lighting, properties, sound, stage carpentry, and wardrobe. The broad nature of the course means that the emphasis will **not** be on developing the student's proficiency in all of these areas as much as on providing enough information to garner a general understanding of the workings of technical theatre. Emphasis will be placed on organizational skills such as scheduling, materials acquisition, and personnel supervision. Attendance and active participation at production meetings is a necessity.

As in the Production I course, the variable lab sessions offer the student the opportunity of applying the principles acquired from lectures to hands on production work related to the departmental public exercises. Consideration 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 (WHMIS).

EVALUATION Work not submitted will be graded as 0.

Project and Lab Work on public exercises (productions: 3 x 25%)*	75%
Assignments (Due dates are dependent upon production and student schedules)	15%
Class Participation	10%

	100%

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.

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM: Students must complete WHMIS training through NEXUS (<http://nexus.uwinnipeg.ca>), expected to be available online beginning Sept 5, 2018.

* **ASSIGNMENT SCHEDULE AND LATE SUBMISSIONS:** Project and lab work worth 25% for each of the three public exercise (production) will be assigned to students individually. Due dates for individual items work will depend on the specific requirements of the assigned task and the detailed production schedule for each project. Production requirements may be subject to change with adequate notice. Students will receive feedback on a minimum of 25% of course work at the end of each production. Once deadlines have been established, all project work and papers must be completed on time. Late assignments will **not** be accepted unless prior arrangements have been made with the instructor concerned.

PROPOSED PRODUCTION SCHEDULE OVERVIEW (subject to improvement)

	Work Begins	Move Into Theatre	Opening Night	Strike
Production I	Mon, Oct 22, 2018	Sun, Nov 18, 2018	Tue, Nov 27, 2018	Sat, Dec 1, 2018
Production II	Thu, Jan 3, 2019	Sun, Feb 3, 2019	Tue, Feb, 12, 2019	Sat, Feb 16, 2019
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Production III	Mon, Feb 25, 2019	Sun, Mar 24, 2019	Tue, Apr 2, 2019	Sat, Apr 6, 2019
** Note that this is the first Saturday of Reading Week				

MINIMUM WORKLOAD Production meetings: 1.0 hrs/week, Research/Readings: 1.0 hrs/week (estimated) In addition to the above, assignments and the production related lab work represents a major time commitment. This work is variable and, where possible, will be worked into individual student schedules prior to each production as this constitutes a major component of the course. Students should not take this commitment lightly and any concerns regarding workload should be addressed to the instructor immediately.

CONVERSION SCALE The following conversion table will be used for calculation of 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				

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.

TEXTS: **Production scripts will be identified and added here as they are selected.**
Other references are not required but may be helpful: These include:

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

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.

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.

"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 19th (Donna-Michelle St. Bernard, playwright and arts administrator), Oct 17th, Nov 14th, Jan 16th, Feb 27th, Mar 13th. 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."

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 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. ATTENDANCE IS COMPULSORY** for all Majors and Honours students. All are welcome but first-year students and all those considering a major in any area of Theatre and Film are strongly encouraged to attend.

TAFSA

All students enrolled in at least one theatre or film class are automatically members of TAFSA, the Theatre and Film Students' Association, which plans a number of exciting activities each academic year. We are looking forward to regular **Performance Jams** and **Socials** as well as **DioFest** (a new

play festival featuring student written and produced plays), and the very popular **24/7 Event** during which students move into our building and several plays are written, rehearsed, produced, and presented – all in a period of 24 hours! Please join TAFSA to find out more at its organizational meeting, tentatively scheduled for Mon Sept 17, 12:30-1:20 pm, Room OT10. This is a great opportunity for students to connect with other like-minded people and a way to get involved in the department events.

BUILDING USE, SECURITY and ELECTRONIC COURSE OUTLINE ADDENDA

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.**

Students must check our website at <http://uwinnipeg.ca/theatre-film> 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.

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; 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 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.

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 POLICY

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 content and style in drama/film are urged to discuss these with their instructor prior to registration.

No matter the 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 fact is reflected in the learning situation in many of the Department's courses. Consequently, it is the Department's policy that students are required to: participate communally, complete homework, papers, readings, line-learning, script analysis, production plots, design drawings, etc.; attend meetings, rehearsals and labs both within and outside of class times; and generally 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.