

UNIVERSITY OF WINNIPEG THEATRE DEPARTMENT

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

Winter 2018-19
Instructor: Tim Babcock
Student: Samantha Sage

Office: 3T12, Phone: 786-9455
t.babcock@uwinnipeg.ca
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
A Midsummer Night's Dream by Wm Shakespeare

TENTATIVE SCHEDULE

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

Rehearsals Start: Mon, Feb 27

Move into the Theatre: Wed, Mar 27

Performance Dates: Tue, Apr 2 - Sat, Apr 6

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.

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>

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.***

FRIDAY, MARCH 15, 2019 is the final date to withdraw without academic penalty from courses which begin Jan 7 and end Apr 5, 2019 (Winter Term, Section 002).

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

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