

UNIVERSITY OF WINNIPEG DEPARTMENT OF THEATRE AND FILM

THFM-2803-001 and 2803-002 (3 credit hours)
LIGHTING AND SOUND IN PRODUCTION
Course Outline

Class Times: Tu/Th 2:30-5:15pm

Instructor: Tim Babcock

Office: 4T09, Phone: 786-9455

E-Mail: t.babcock@uwinnipeg.ca

Off Hrs: Tu/Th 9:30-11:00 am

Fall Section 001: 1st Class is Tue, Sept 3, 2:30 in 0T09

Winter Section 002: 1st Class is Tue, Jan 7, 2:30 in 0T09

PREREQUISITE or CO-REQUISITE: NONE, although THFM-1001 or THFM-1002 are recommended.

The objective of this course is to offer an introduction to technical production concentrating on lighting and an introduction to sound for theatre and film through lectures, projects, and practical work. Emphasis will be on providing basic concepts applicable to both theatre and media.

Lab sessions will offer the student the opportunity of applying the principles acquired from lectures to hands-on projects and production work related to the departmental public exercises. In addition, in order to develop a broad experience in theatre, the student will be provided the opportunity to participate in department activities beyond these supervised sessions.

TEXTS **None.** The following are not required but may 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 and 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.

Students will be expected to have a 3-ring binder and a pencil for every session.

Finally, the purchase of season tickets to the Royal Manitoba Theatre Centre (Mainstage) is suggested. Our program includes the study of theatrical facilities for which we will be using RMTC and its facilities as teaching examples. It is important that you observe the techniques used as a member of the audience.

EVALUATION Work not submitted will be graded as 0%.

3 tests evenly distributed over the Term (Electricity, Lighting, Sound : 3x10%)	30%
Lighting labs for the 2nd quarter production.....	30%
Class participation	10%

Term Work and Tests	70%
Final Exam (Section 001: Dec 7, 1:30 in 3M56, Section 002: TBA)	30%

TOTAL	100%

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.

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				

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 production-related lab work may be estimated at not less than 20 hours for the term. This work is variable and will be dependent upon individual production schedules. Students 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.

MOBILITY AND LAB DRESS REQUIREMENTS

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

TENTATIVE SCHEDULE

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.

Lighting and Sound (Production Labs listed below are NOT optional unless noted)

<u>Section 001 Fall Dates</u>	<u>Section 002 Winter Dates</u>	<u>Activity / Event</u>
Thu, Sep 26	Thu, Jan 30	Electricity Test
Mon, Oct 14-Fri Oct 18	Mon, Feb 17-Fri, Feb, 21	No Classes - Reading Week
Tue, Oct 29	Tue, Mar 3	Lighting Test
Sun, Nov 17	Sun, Mar 22	Hang Lights for Show (at Gas Station Theatre)
Mon-Tue, Nov 18-19	Mon-Tue Mar 23-24	Focus Lights for Show (at the GST)
Wed-Mon, Nov 20-25	Wed-Mon, Mar 25-30	Supplementary Lighting Calls (variable times. must attend 2 of 4)
Thu, Nov 28	Thu, Apr 2	Sound Test
Sat, Nov 30	Sat, Apr 4	Strike Lights after performance (at the GST)
Sat, Dec 7, 1:30, 3M56	April - TBA	Final Exam

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. Please see <http://www.uwinnipeg.ca/accessibility>. If you do not register with AS, you cannot be granted special consideration (e.g. extra time to write exams/tests, attendance issues because of physical or mental health conditions, etc.).

The University of Winnipeg promotes a scent-free environment. Please be respectful of the needs of your fellow classmates and your 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. We are asking for your cooperation to create a scent-free environment **on campus** by students, faculty and staff.

"THE REAL THING" LECTURE SERIES

The Department of Theatre and Film presents 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**:

September 18th (Yvette Nolan, playwright/director/author/arts administrator)
October 30th
November 13th
January 22nd
February 12th
March 4th

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 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-3201 Styles in Design, and THFM-3801 Production II. Penalties for absence may be assigned by individual instructors.

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

2019 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; provide information about the department, its various activities and those of its professors; and deliver news about what's coming up. This year our *Orientation Assembly* will be held on **Wednesday, September 11th, 2019, 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.

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. Activities organized by TAFSA include regular **Performance Jams**, **Department parties** and **Socials** as well as **DioFest** (a new play festival featuring student written and produced plays), and **24/7** (an event in 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 16th, 12:30-13:20 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 SECURITY

The Asper Centre for Theatre and Film (home to the Department of Theatre and Film) is open from 8:00 am to 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.

All studios and labs are locked outside of building hours. Evening and weekend access can be added to your student card by visiting Melinda in the Department office, 3T03.

ELECTRONIC COURSE OUTLINE ADDENDA

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.

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.
- 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.***

- 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>).
- Detailed information regarding these policies can be found at the following:
 - Academic Misconduct Policy and Procedures: <https://www.uwinnipeg.ca/institutional-analysis/docs/policies/academic-misconduct-policy.pdf> and <https://www.uwinnipeg.ca/institutional-analysis/docs/policies/academic-misconduct-procedures.pdf>
 - Non-Academic Misconduct Policy and Procedures: <https://www.uwinnipeg.ca/institutional-analysis/docs/student-non-academic-misconduct-policy.pdf> and <https://www.uwinnipeg.ca/institutional-analysis/docs/student-non-academic-misconduct-procedures.pdf>
- *Misuse of Filesharing Sites.* Uploading essays and other assignments to essay vendor or trader sites (filesharing sites that are known providers of essays for use by others who submit them to instructors as their own work) involves “aiding and abetting” plagiarism. Students who do this can be charged with Academic Misconduct.
- *Avoiding Copyright Violation.* Course materials are owned by the instructor who developed them. Examples of such materials are course outlines, assignment descriptions, lecture notes, test questions, and presentation slides. Students who upload these materials to filesharing sites, or in any other way share these materials with others outside the class without prior permission of the instructor/presenter, are in violation of copyright law and University policy. Students must also seek prior permission of the instructor /presenter before photographing or recording slides, presentations, lectures, and notes on the board.
- 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>

VOLUNTARY WITHDRAWAL DATES (all courses)

The voluntary withdrawal dates for each term, without academic penalty, are:

- **FALL TERM COURSES:** November 12, 2019 for Fall courses which begin September 2019 and end December 2019
- **FALL/WINTER TERM COURSES:** February 14, 2020, for Fall/Winter courses which begin September 2019 and end April 2020
- **WINTER TERM COURSES:** March 13, 2020, for Winter courses which begin January 2020 and end April 2020

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

STUDENT PARTICIPATION POLICY & COURSE CONTENT

Theatre & Film are communal art forms 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, meetings or shoots both within and outside of class times; and, in short, 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

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.