

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 2019-20

Instructor: 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

Instructor: Tim Babcock  
Office: 4T09 Phone: 204-786-9455  
E-Mail: [t.babcock@uwinnipeg.ca](mailto:t.babcock@uwinnipeg.ca)  
Office Hours: Tue/Thu, 9:30-11:00 am  
and by appointment

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**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).

**WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM:** Students must complete WHMIS training through NEXUS ( <http://nexus.uwinnipeg.ca> ), expected to be available online beginning Sept 3, 2019.

**EVALUATION**

Work not submitted will be graded as 0.

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

**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				

**\* 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)**

	<b>Work Begins</b>	<b>Move Into Theatre</b>	<b>Opening Night</b>	<b>Strike</b>
Production I	Mon, Oct 21, 2019	Sun, Nov 17, 2019	Tue, Nov 26, 2019	Sat, Nov 30, 2019
Production II	Mon, Jan 6, 2020	Fri, Jan 31 2020	Tue, Feb, 11, 2020	Sat, Feb 15, 2020 **
Production III	Mon, Feb 24, 2020	Sun, Mar 22, 2020	Tue, Mar 31, 2020	Sat, Apr 4, 2020

\*\* 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.

**FRIDAY, FEBRUARY 14, 2020** is the final date to withdraw without academic penalty from courses which begin September 3, 2019 and end April 3, 2020 (2019-20 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.**

### **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. 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.

### **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 11<sup>th</sup>, 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.

**"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 18<sup>th</sup> (Yvette Nolan, playwright/director/author/arts administrator)  
 October 30<sup>th</sup>  
 November 13<sup>th</sup>  
 January 22<sup>nd</sup>  
 February 12<sup>th</sup>  
 March 4<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 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.

**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 16<sup>th</sup>, 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.

### **STUDENT PARTICIPATION POLICY & COURSE CONTENT**

Theatre & Film are communal art forms in which a number of interdependent artists and crafts people cooperate 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.

### **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](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>