

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

**FALL TERM FIRST CLASS: September 8, 2020**

**WINTER TERM FIRST CLASS: January 6, 2021**

Instructor: Randy Harder

Email: r.harder@uwinnipeg.ca

Virtual Office Hours by appointment  
online

**\*Course will be delivered via NEXUS+:online+Live, in person components**

**\*Note: Both sections will meet online via Zoom for the first class Tuesday Sept. 8 at 2:30PM**

---

**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. The course is divided into online lectures delivered via **NEXUS+, Online, and live in person lab sessions** during which all appropriate social distancing and Covid-19 safety work practices will be followed.

Students can find answers to frequently ask questions related to remote learning here:  
<https://www.uwinnipeg.ca/covid-19/remote-learning-faq.html>.

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. During lab sessions group sizes will be kept to a minimum and Covid-19 safety work practices will be followed.

**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.
9. *Electricity for the Entertainment Electrician and Technician*, by Richard Cadena

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 RMTTC 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%
Practical Lighting Lab.....	30%
Sound, Lighting, Electrical Theory Term Test.....	10%
Class participation .....	10%
	-----
Term Work and Tests .....	80%
Final Exam (End Term date time and location TBA) .....	20%
<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.

**CRITERIA FOR GRADING PARTICIPATION**

With the reality surrounding on-line classes some flexibility will be extended with regards attendance and participation. Professional conduct is expected at all times however if technological obstacles arise the instructor will work with the student to explore solutions and ensure their accessibility needs are being met.

Participation will be based on: attendance and prompt arrival (or timely and thorough communication where the current Covid situation makes this impossible), demonstrated preparation for class, positive contribution to discussion, committed engagement in exercises and projects.

Additionally the criteria the instructor considers in assigning participation marks includes the following:

- **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](mailto: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.

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 (Production Labs listed below are NOT optional unless noted)**

<b><u>Section 001 Fall Dates</u></b>	<b><u>Section 002 Winter Dates</u></b>	<b><u>Activity / Event</u></b>
Tue, Sep 29	Thu, Jan 28	Electricity Test (Take home 24 hours)
Sun-Sat, Oct 11-17	Sun-Sat, Mar 14-20	No Classes - Reading Week
Thu, Oct 29	Tue, Mar 2	Lighting Test (take home 24 hours)
Mon-Tue, Nov 16-17	Wed-Thu Mar 17-18	Lighting Lab Asper Theatre IT15 Lighting Hang
Wed-Fri, Nov 18-20	Fri-Sun, Mar 19-21	Lighting Lab Asper Theatre IT15 Lighting Focus
Sat-Thu, Nov 21-25	Mon-Thu, Mar 22-26	Supplementary Lighting Calls (variable times. must attend 2 of 4) <u>Asper Theatre IT15</u>
Tue, Dec 1	Thu, Apr 1	Sound Test (Take home 24 hours)
TBA	TBA	Lighting Lab Asper Theatre IT15 Lighting Strike
TBA	TBA	Final Exam

### **COVID 19 CONSIDERATIONS**

In a global pandemic, the schedule and content of the course may be subject to change on short notice. Every effort will be made to inform students of these changes, to deliver the course content in the best way possible under the circumstances, and to evaluate students fairly.

### **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.

### **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 on-campus lectures and labs. 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

During the FW terms, the Department of Theatre and Film presents a series of six lectures held on Wednesdays during the free period (12:30-13:20); in 20-21, these will be presented online (by Zoom or other platform). 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.”

The first Lecture will take place at 12:30 pm Wednesday, September 23<sup>rd</sup>, and features Yolanda Bonnell, a performer and playwright of Ojibwe and South Asian descent, from Fort William First Nation Indian Reserve in Thunder Bay, ON. Now based in Toronto, Yolanda graduated from Humber College’s theatre performance program and was named one of NOW Magazine’s artists to watch in Summerworks in 2016.

Further guests and dates will be confirmed in September.

Normally, attendance at **EVERY** lecture is mandatory for all Honours students in Theatre (4000-level courses, all areas), as well as students in THFM-3110-001 Screen Acting, THFM-3201 Styles in Design, and THFM-3801 Production II, and any other appropriate 3000-level course being taught in the term.

For the unusual circumstances of 2020-21, attendance is **STRONGLY RECOMMENDED** for all Honours students, 3000-level THFM majors, potential Theatre Honours/Majors and for Film Majors.

Dates and delivery method will be confirmed in September. Please see our department website in the Fall for information.

### 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. Those considering Honours are strongly recommended to attend. All others are welcome and encouraged to attend.

This September, the Assembly will likely happen via Zoom. Date and delivery method will be confirmed in in early September. Please see our department website for information.

### 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 their meetings, every second Monday from 12:30-13:20 pm (by Zoom or other platform in 2020-21). 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**

To safeguard the health of the UWinnipeg community — and support public health efforts — during the ongoing COVID-19 situation, the UW campus is closed until further notice. All academic instruction and evaluation will continue through alternate delivery.

The Asper Centre for Theatre and Film (home to the Department of Theatre and Film) is CLOSED as per Campus policy. Access for students attending in-person labs in our building will be arranged as necessary. All studios and labs are locked 24/7.

**NOTE:** It is **MANDATORY** that anyone attending labs or rehearsals in the building carry an ID card/student card to verify they are allowed to be on campus. If a Security Guard checks and you do not have proper accreditation, **you will be evicted.**

These rules are in place to protect our students and our equipment; please respect them.

**RECORDING ON-LINE CLASSES**

The instructor may choose to record a zoom or video class if there are online connectivity issues, absences, or to post to Nexus for later review.

If a lecture is recorded, students will be given notice (via the course outline or on a case-by-case basis) that their personal information may be captured; informed of how long the recording will be retained; and whether the recording will be used for evaluation of any kind. Students will also be given the option to turn off their cameras/microphones and use pseudonyms to remain anonymous (except where class participation is required).

Students with concerns or who wish to seek alternate arrangements may discuss the matter with the instructor.

Access to recordings will be limited to the academic staff, students, and others with a legitimate need. Recordings containing student personal information will not be posted publicly, but only on UW-approved servers.

**No student is allowed to disseminate recordings outside of the class or post recordings publicly. Access to the recordings will be limited to the instructor and the students.**

**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* and *Access Card/Building Use Policy*.

Room bookings at the ACTF are suspended until at least December 31, 2020 and possibly longer. However, when we are able to allow students to book rooms again, links to *Room Booking Instructions* and electronic *Online Room Booking Form* can also be found on our department website. Please read and note all instructions carefully.

## GENERAL NOTES

- Students can find answers to frequently ask questions related to remote learning here: <https://www.uwinnipeg.ca/covid-19/remote-learning-faq.html>.
- Students should check their UWinnipeg e-mail addresses daily as this is the most direct way instructors and the University will contact students, particularly during the current remote learning environment.
- 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, they should withdraw from this course immediately.
- Unless necessary for accessing class, cellular phones should 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. ***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.***
- **Regulations, Policies, and Academic Integrity:** Students are encouraged to familiarize themselves with the "Regulations and Policies" found in the University Academic Calendar at: <https://uwinnipeg.ca/academics/calendar/docs/regulationsandpolicies.pdf>. Particular attention should be given to subsections **8 ("Student Discipline")**, **9 ("Senate Appeals")**, and **10 ("Grade Appeals")**.

Please note the importance of maintaining academic integrity, and the potential consequences of engaging in plagiarism, cheating, and other forms of academic misconduct. Even "unintentional" plagiarism, as described in the UW Library video tutorial "Avoiding Plagiarism" (<https://www.youtube.com/watch?v=UvFdxRU9a8g>) is a form of academic misconduct.

Similarly, 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) is a form of misconduct, as it involves “aiding and abetting” plagiarism. More detailed information can be found here: 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>.

- **Copyright and Intellectual Property.** Course materials are the property of the instructor who developed them. Examples of such materials are course outlines, assignment descriptions, lecture notes, notes on whiteboards, test questions, and presentation slides—irrespective of format. 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, for example, photographing, recording, or taking screenshots of slides, presentations, lectures, and notes on the board. Students found to be in violation of an instructor’s intellectual property rights could face serious consequences pursuant to the Academic Misconduct or Non-Academic Misconduct Policy; such consequences could possibly involve legal sanction under the Copyright Policy ([https://copyright.uwinnipeg.ca/docs/copyright\\_policy\\_2017.pdf](https://copyright.uwinnipeg.ca/docs/copyright_policy_2017.pdf)).

- **Research Ethics.** Students conducting research interviews, focus groups, surveys, or any other method of collecting data from any person, including a family member, must obtain research ethics approval before commencing data collection. Exceptions are research activities done in class as a learning exercise. For submission requirements and deadlines, see <http://www.uwinnipeg.ca/research/human-ethics.html>.
- **Privacy.** Students should be familiar with their rights in relation to the collecting of personal data by the University (<https://www.uwinnipeg.ca/privacy/admissions-privacy-notice.html>), especially if Zoom is being used for remote teaching (<https://www.uwinnipeg.ca/privacy/zoom-privacy-notice.html>) and testing/proctoring (<https://www.uwinnipeg.ca/privacy/zoom-test-and-exam-proctoring.html>).
- **Respectful Learning Environment.** All students, faculty and staff have the right to participate, learn and work in an environment that is free of harassment and discrimination. Students are expected to conduct themselves in a respectful manner on campus and in the learning environment irrespective of platform being used.

Behaviour, communication, or acts that are inconsistent with a number of UW policies (e.g., *Respectful Working and Learning Environment Policy* at <https://www.uwinnipeg.ca/respect/respect-policy.html>; *Acceptable Use of Information Technology Policy* at <https://www.uwinnipeg.ca/institutional-analysis/docs/policies/acceptable-use-of-information-technology-policy.pdf>) could be considered “non-academic” misconduct.



More detailed information can be found here:

*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> .

- 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**

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

- **FALL TERM COURSES:** November 17, 2020 for Fall courses which begin in September 2020 and end in December 2020;
- **FALL/WINTER TERM COURSES:** February 23, 2021 for Fall/Winter courses which begin in September 2020 and end in April 2021;
- **WINTER TERM COURSES:** March 16, 2021 for Winter courses which begin in January 2021 and end in April 2021.

Students are encouraged to speak to the Instructor before withdrawing to explore other options.

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