



**UNIVERSITY OF CALGARY**  
**FACULTY OF ARTS**  
**SCHOOL OF CREATIVE AND PERFORMING ARTS - DRAMA**  
**DRAM 223 – Introduction to Theatre Production**  
**Session: Fall 2015 – Winter 2016**

<b>Instructor Office Email Office Hours</b>	<b>April Viczko</b> CHD 227 Telephone: 403-220-6026 <a href="mailto:aaviczko@ucalgary.ca">aaviczko@ucalgary.ca</a> 11:00 – 12:00 Tuesdays and Thursdays or by Appointment
<b>Lab Instructors &amp; Teaching Assistants</b>	<b>Brian Kerby:</b> Technical Labs: Reeve Theatre Primary, <a href="mailto:bkerby@ucalgary.ca">bkerby@ucalgary.ca</a> <b>Lisa Roberts &amp; Halina Supernat:</b> Costume Labs: Reeve Costume Shop, <a href="mailto:lroberts@ucalgary.ca">lroberts@ucalgary.ca</a> <b>Julia Wasilewski:</b> Props Labs: Reeve Prop & Paint Shop, <a href="mailto:jewasile@ucalgary.ca">jewasile@ucalgary.ca</a> <b>Michael Sinnott:</b> Teaching Assistant, <a href="mailto:michael.sinnott@ucalgary.ca">michael.sinnott@ucalgary.ca</a>
<b>Day(s), Time(s) and Location of Class</b>	Lab 1: M & W, 9:00 AM – 10:15 AM Lab 3: T & TH, 3:00 PM – 4:15 PM
<b>Out of Class Activities</b>	Participation on the production crews of Drama productions outside of scheduled class time is <b>required</b> . This course is required for all Drama majors but is open to all undergraduate students for registration.
<b>Learning Resources: Required Readings, Textbooks and Materials</b>	Each Student in this course will require an Instagram or Twitter account.  Recommended Reference: <u>Theatrical Design and Production</u> , 7th Edition. J. Michael Gillette. McGraw-Hill Publisher. (5 <sup>th</sup> or 6 <sup>th</sup> Edition would also be acceptable.) This is the same text required for DRAM225.
<b>Prerequisites</b>	None.
<b>Supplementary Fees</b>	None.
<b>Course Description</b>	An introduction to organizational principles of theatre production and technical theatre skills.
<b>Course Overview</b>	This course provides opportunities for students to become familiar with several of the disciplines within technical theatre through participation in practical projects, mainstage productions and lectures. Students are taught basic skills and safety requirements for all of Drama's shops and theatre spaces.  <b>Labs (constitute 12 weeks of course work):</b> Labs are the main component of this course; please refer to your <b>Lab Schedule</b> on D2L to stay up-to-date. Students will be divided into groups of 10 people or less and will attend 4 different hands-on labs: drafting, technical theatre, costumes, and props. Each lab will consist of 6 sessions where students will be introduced to the common tools, techniques and safety requirements of each unique production department.  <b>Production Crew:</b> <b>Participation in a production assignment is <u>REQUIRED</u>. You will not receive a passing grade if you do not complete the production assignment.</b> Students will participate in one of the crew assignments for Drama's mainstage season. There are several options for participation with different schedules. Please see handout on Production Assignments for more detail. Brian Kerby is the supervisor for all crewing assignments. The important experience in this component is commitment

	to a production or team and the variety of skills learned.
<b>Course Learning Outcomes</b>	By the completion of this course, successful students will be able to: 1. execute basic tasks and skills related to technical theatre. 2. construct their own knowledge of the organizational principles for theatre practitioners through participation in production assignments. 3. practice safe working skills for entry level work “behind the scenes”. 4. demonstrate their knowledge through 4 summary assessment projects or quizzes.
<b>Course Schedule:</b>	Please see attachment. Please keep a copy of the course schedule handy as you will need it throughout the duration of this course.
<b>Assessment Components</b>	<p><b><u>Labs</u></b>  <b>Value:</b> 50% of final grade  <b>Due Date:</b> See course schedule  <b>Description:</b>  Assessment is based on mastery of the skills and vocabulary taught in the course and adherence to safety requirements; as well as punctuality, preparedness, and professionalism. See rubric for further details.</p> <p><b><u>Lab Quizzes</u></b>  <b>Value:</b> 25% of final grade  <b>Due Date:</b> See course schedule  <b>Description:</b>  Upon the completion of each 3-week lab students will be quizzed on their skill and knowledge. Each Quiz will take the form of a Scavenger Hunt to be completed on the day scheduled (see course Schedule). Quizzes will not be offered again if missed.</p> <p><b><u>Production Assignments</u></b>  <b>Value:</b> 25% of final grade  <b>Due Date:</b> See course schedule  <b>Description:</b>  Assessment is based on punctuality, ability to work within a team with professionalism, work ethic and adherence to safety requirements. See rubric for further details.</p>
<b>Assessment Expectations</b>	<p><b><u>Expectations for Writing:</u></b>  Professional use of the English language is expected on all papers. MLA format is to be used for all assignments.</p> <p>Writing skills are important to academic study across all disciplines. Consequently, instructors may use their assessment of writing quality as a factor in the evaluation of student work. Please refer to the Undergraduate Calendar E.2 Writing Across the Curriculum policy for details.</p> <p><b><u>Expectations for Attendance and Participation:</u></b>  Please refer to the Undergraduate Calendar E.3 Attendance for details.</p> <p><b><u>Guidelines for Formatting Assignments</u></b>  All assignments require a bibliography in MLA format.</p> <p><b><u>Guidelines for Submitting Assignments</u></b>  All assignments are to be in handed in at the beginning of the class on the day they are due.</p>

	<p><b><u>Late Assignments</u></b> Papers and projects will be accepted after due dates, but the grade will be reduced by 10% per day late. In other words, work that is graded as A will receive an F after 6 days late.</p> <p>Quizzes will not be given again if missed.</p> <p><b><u>Criteria That Must Be Met To Pass</u></b> <b>Participation in a production assignment is <u>REQUIRED</u>. You will not receive a passing grade if you do not complete the production assignment.</b></p>																																																			
<p><b>Grading Scale</b></p>	<p>For the course as a whole, letter grades should be understood as follows, as outlined in the section F.2 of the Undergraduate Calendar for 2015-2016:</p> <table border="1" data-bbox="532 579 1414 1215"> <thead> <tr> <th>Grade</th> <th>GPA</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>A+</td> <td>4.00</td> <td>Outstanding.</td> </tr> <tr> <td>A</td> <td>4.00</td> <td>Excellent-superior performance, showing comprehensive understanding of subject matter.</td> </tr> <tr> <td>A-</td> <td>3.70</td> <td></td> </tr> <tr> <td>B+</td> <td>3.30</td> <td></td> </tr> <tr> <td>B</td> <td>3.00</td> <td>Good - clearly above average performance with knowledge of subject matter generally complete.</td> </tr> <tr> <td>B-</td> <td>2.70</td> <td></td> </tr> <tr> <td>C+</td> <td>2.30</td> <td></td> </tr> <tr> <td>C</td> <td>2.00</td> <td>Satisfactory - basic understanding of the subject matter.</td> </tr> <tr> <td>C-</td> <td>1.70</td> <td>Receipt of a grade point average of 1.70 may not be sufficient for promotion or graduation. (See individual undergraduate faculty regulations.)</td> </tr> <tr> <td>D+</td> <td>1.30</td> <td></td> </tr> <tr> <td>D</td> <td>1.00</td> <td>Minimal pass - marginal performance; generally insufficient preparation for subsequent courses in the same subject.</td> </tr> <tr> <td>F</td> <td>0</td> <td>Fail - unsatisfactory performance or failure to meet course requirements.</td> </tr> </tbody> </table> <table border="1" data-bbox="462 1278 1393 1394"> <tr> <td>A 93-100</td> <td>B+ 80-85</td> <td>C+ 65-69</td> <td>D+ 50-54</td> </tr> <tr> <td>A - 86-92</td> <td>B 75-79</td> <td>C 60-64</td> <td>D 45-49</td> </tr> <tr> <td></td> <td>B- 70-74</td> <td>C- 55-59</td> <td>F 0-44</td> </tr> </table> <p><b>Participation in a production assignment is <u>REQUIRED</u>. You will not receive a passing grade if you do not complete the production assignment.</b></p>	Grade	GPA	Description	A+	4.00	Outstanding.	A	4.00	Excellent-superior performance, showing comprehensive understanding of subject matter.	A-	3.70		B+	3.30		B	3.00	Good - clearly above average performance with knowledge of subject matter generally complete.	B-	2.70		C+	2.30		C	2.00	Satisfactory - basic understanding of the subject matter.	C-	1.70	Receipt of a grade point average of 1.70 may not be sufficient for promotion or graduation. (See individual undergraduate faculty regulations.)	D+	1.30		D	1.00	Minimal pass - marginal performance; generally insufficient preparation for subsequent courses in the same subject.	F	0	Fail - unsatisfactory performance or failure to meet course requirements.	A 93-100	B+ 80-85	C+ 65-69	D+ 50-54	A - 86-92	B 75-79	C 60-64	D 45-49		B- 70-74	C- 55-59	F 0-44
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<p><b>MIDTERM AND FINAL EXAMINATION SCHEDULING</b></p>	<p>Final examinations may be scheduled at any time during the examination period (11-22 December for Fall 2015 term; 16-27 April for Winter 2016 term); students should therefore avoid making prior travel, employment, or other commitments for this period. If a student is unable to write an exam through no fault of his or her own for medical or other valid reasons, documentation must be provided and an opportunity to write the missed exam <b>may</b> be given. Students are encouraged to review all examination policies and procedures: <a href="http://ucalgary.ca/registrar/exams/deferred_final">ucalgary.ca/registrar/exams/deferred_final</a></p>																																																			
<p><b>DEFERRALS OF EXAMS/TERM WORK</b></p>	<p>It is possible to request a deferral of term work or final examinations for reasons of illness, accident, family or domestic affliction, or religious obligations. Please check with your advisor if any of these issues make it impossible for you to sit an exam or finish term work by stated deadlines. <a href="http://ucalgary.ca/registrar/exams/deferred_final">ucalgary.ca/registrar/exams/deferred_final</a> <a href="http://ucalgary.ca/pubs/calendar/current/g-6.html">ucalgary.ca/pubs/calendar/current/g-6.html</a> <a href="http://ucalgary.ca/pubs/calendar/current/g-7.html">ucalgary.ca/pubs/calendar/current/g-7.html</a></p>																																																			

<b>INTERNET AND ELECTRONIC COMMUNICATION DEVICE</b>	<a href="http://elearn.ucalgary.ca/category/d2/">elearn.ucalgary.ca/category/d2/</a> <a href="http://ucalgary.ca/emergencyplan/emergency-instructions/uc-emergency-app">ucalgary.ca/emergencyplan/emergency-instructions/uc-emergency-app</a> The in-class use of computers may be approved by your Instructor. Cell phones and other electronic communication devices should be silenced or turned off upon entering the classroom. If you violate the Instructor’s policy regarding the use of electronic communication devices in the classroom, you may be asked to leave the classroom; repeated abuse may result in a charge of misconduct. No audio or video recording of any kind is allowed in class without explicit permission of the Instructor.
<b>ACADEMIC INTEGRITY, PLAGIARISM</b>	The University of Calgary is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are referred to the section on plagiarism in the University Calendar ( <a href="http://ucalgary.ca/pubs/calendar/current/k-2.html">ucalgary.ca/pubs/calendar/current/k-2.html</a> ) and are reminded that plagiarism-- Using any source whatsoever without clearly documenting it—is an extremely serious academic offence. Consequences include failure on the assignment, failure in the course and possibly suspension or expulsion from the university. You must document not only direct quotations but also paraphrases and ideas where they appear in your text. A reference list at the end is insufficient by itself. Readers must be able to tell exactly where your words and ideas end and other people’s words and ideas begin. This includes assignments submitted in non-traditional formats such as Web pages or visual media, and material taken from such sources. Please consult your instructor or the Student Success Centre (TFDL 3rd Floor) if you have any questions regarding how to document sources.
<b>COPYRIGHT</b>	It is the responsibility of students and professors to ensure that materials they post or distribute to others comply with the Copyright Act and the University’s Fair Dealing Guidance for Students. Further copyright information for students is available on the Copyright Office web page ( <a href="http://library.ucalgary.ca/copyright">library.ucalgary.ca/copyright</a> ).
<b>ACADEMIC ACCOMMODATION</b>	Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services (SAS); SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit <a href="http://www.ucalgary.ca/access/">www.ucalgary.ca/access/</a> . Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor. The full policy on Student Accommodations is available at <a href="http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy_0.pdf">http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy_0.pdf</a> .
<b>FOIP</b>	<a href="http://ucalgary.ca/secretariat/privacy">ucalgary.ca/secretariat/privacy</a>
<b>STUDENT MISCONDUCT</b>	<a href="http://ucalgary.ca/pubs/calendar/current/k.html">ucalgary.ca/pubs/calendar/current/k.html</a>
<b>ACADEMIC STANDING</b>	<a href="http://ucalgary.ca/pubs/calendar/current/f.html">ucalgary.ca/pubs/calendar/current/f.html</a>
<b>SAFEWALK</b>	220-5333 anytime. <a href="http://ucalgary.ca/security/safewalk">ucalgary.ca/security/safewalk</a>
<b>CAMPUS SECURITY</b>	220-5333. Help phones: located throughout campus, parking lots, and elevators. They connect directly to Campus Security; in case of emergency, press the red button.
<b>EMERGENCY EVACUATION</b>	Assembly points for emergencies have been identified across campus. <b>The primary assembly point for Craigie Hall is the Professional Faculties Food Court.</b> For more information, see the University of Calgary’s Emergency Management website: <a href="http://ucalgary.ca/emergencyplan/assemblypoints">ucalgary.ca/emergencyplan/assemblypoints</a>
<b>FACULTY OF ARTS PROGRAM ADVISING AND STUDENT INFORMATION RESOURCES</b>	<ul style="list-style-type: none"> <li>• <b>For academic advising</b>, visit the Arts Students’ Centre (ASC) for answers about course registration, graduation checks, and the ‘big picture’ on programs and majors. Drop in at SS102, email us at <a href="mailto:ascarts@ucalgary.ca">ascarts@ucalgary.ca</a> or call us at 403-220-3580. You can also visit the Faculty of Arts website at <a href="http://arts.ucalgary.ca/undergraduate">arts.ucalgary.ca/undergraduate</a> which has detailed information on common academic concerns.</li> <li>• <b>For academic success support</b>, such as writing support, peer support, success seminars, and learning support, visit the Student Success Centre on the third floor of the Taylor Family Digital Library (TFDL), email them at <a href="mailto:success@ucalgary.ca">success@ucalgary.ca</a> or visit their website at <a href="http://ucalgary.ca/ssc/">ucalgary.ca/ssc/</a> for more information or to book an appointment.</li> <li>• <b>For enrolment assistance</b>, including registration (add/drop/swap) changes, paying fees, and navigating your Student Centre, contact Enrolment Services at 403-210-ROCK [7625], by email at <a href="mailto:futurestudents@ucalgary.ca">futurestudents@ucalgary.ca</a> or visit them at the MacKimmie Block 117.</li> </ul>

<b>COURSE OUTLINES FOR TRANSFER CREDIT</b>	It is possible that you will be asked for copies of this outline for credit transfers to other institutions or for proof of work done. It is the student's responsibility to keep these outlines and provide them to employers or other universities when requested. Please ensure that outlines of all the courses you take are kept in a safe place for your future reference. Departments/Programs do not guarantee that they will provide copies.
<b>LETTER OF PERMISSION</b>	If you wish to study at another institution while registered at the U of C, you must have a letter of permission. You can submit your request through your Student Centre at MyUofC. Students must have the Letter of Permission before they take the course at another school. Failure to prepare may result in no credit awarded and could result in suspension from the faculty.
<b>STUDENT UNION CONTACT STUDENT OMBUDSPERSON</b>	Student Union: <a href="http://su.ucalgary.ca/about/who-we-are/elected-officials/">su.ucalgary.ca/about/who-we-are/elected-officials/</a> Faculty of Arts reps: <a href="mailto:arts1@su.ucalgary.ca">arts1@su.ucalgary.ca</a> ; <a href="mailto:arts2@su.ucalgary.ca">arts2@su.ucalgary.ca</a> ; <a href="mailto:arts3@su.ucalgary.ca">arts3@su.ucalgary.ca</a> ; <a href="mailto:arts4@su.ucalgary.ca">arts4@su.ucalgary.ca</a> Graduate Student's Association: <a href="http://gsa.ucalgary.ca/executive">gsa.ucalgary.ca/executive</a> Student Ombudsman: <a href="http://su.ucalgary.ca/page/quality-education/academic-services/student-rights">su.ucalgary.ca/page/quality-education/academic-services/student-rights</a>
<b>UNDERGRADUATE ASSOCIATIONS</b>	DUS: Drama Undergraduate Society, CHC 005 <a href="mailto:uofcdus@gmail.com">uofcdus@gmail.com</a> MUS: Music Undergraduate Society, CHF 219 <a href="mailto:undmusic@ucalgary.ca">undmusic@ucalgary.ca</a>