



**UNIVERSITY OF CALGARY**  
**FACULTY OF ARTS**  
**SCHOOL OF CREATIVE AND PERFORMING ARTS**  
**Course Name and Title: DRAM 321 – Stage Management**  
**Session: Fall 2020**

September 5, 2020

<p>Instructor Email Office Hours</p>	<p>Lisa Russell lisa.russell1@ucalgary.ca Zoom - by appointment</p>
<p>Day(s),time(s) and location of class</p>	<p>Lab - Mondays, 15:00-16:50, in person synchronous Rozsa Centre Room 161 (Eckhardt Gramatte Hall) Seminar - Wednesdays, 15:00-16:50, web-based synchronous</p>
<p>Out of class activities</p>	<p>Students are required to attend one evening Cue to Cue session for Drama’s production of Fragile Like a Paper Moon November 17, 18, 19, 21 (Subject to Change) in the Reeve Theatre.</p> <p>Students are invited and encouraged to attend at least one of the weekly zoom production meetings for Jawbone and Fragile Like a Paper Moon. Dates and times TBA.</p>
<p>Learning resources: required readings, textbooks and materials</p>	<p>Required Textbooks: <b>Stage Management Basics: A Primer for Performing Arts Stage Managers</b> by Emily Roth, Jonathan Allender-Zivic and Katy McGlaughlin eBook is available for purchase or rental <a href="https://www.routledge.com/Stage-Management-Basics-A-Primer-for-Performing-Arts-Stage-Managers/Roth-Allender-Zivic-McGlaughlin/p/book/9781138960541">https://www.routledge.com/Stage-Management-Basics-A-Primer-for-Performing-Arts-Stage-Managers/Roth-Allender-Zivic-McGlaughlin/p/book/9781138960541</a></p> <p>Required Reading: PLEASE PURCHASE THE PDF VERSION <b>Up the Garden Path</b> by Lisa Codrington <a href="https://www.playwrightscanada.com/Books/U/Up-the-Garden-Path-The-Adventures-of-the-Black-Girl-in-Her-Search-for-God">https://www.playwrightscanada.com/Books/U/Up-the-Garden-Path-The-Adventures-of-the-Black-Girl-in-Her-Search-for-God</a></p> <p>Recommend Textbook: <b>Stage Managing the Arts in Canada</b> by Winston Morgan <a href="https://stagemanagingthearts.ca/product/stage-managing-the-arts-in-canada/">https://stagemanagingthearts.ca/product/stage-managing-the-arts-in-canada/</a></p> <p>Resources: <i>Canadian Theatre Agreement</i> – can be accessed online at <a href="http://www.caea.com">www.caea.com</a></p> <p>Optional Texts: <b>The Stage Manager’s Toolkit</b> (2<sup>nd</sup> Edition) by Laurie Kinckman <b>Stage Manager: The Professional Experience - Refreshed</b> (2<sup>nd</sup> Edition) by Larry Fazio</p> <p>Materials: Imperial scale ruler or suitable imperial ruler, photocopying, printing, stationary supplies including tabs and highlighters, notebook and binder costs.</p>
<p>Learning technologies and requirements</p>	<p>There is a D2L site for this course which contains required readings and other relevant class resources and materials (see d2L.ucalgary.ca).</p> <p>In order to successfully engage in their learning experiences at the University of Calgary, students taking online, remote and blended courses are required to have reliable access to the following technology:</p> <ul style="list-style-type: none"> <li>• A computer with a supported operating system, as well as the latest security, and malware updates;</li> <li>• A current and updated web browser;</li> <li>• Webcam (built-in or external);</li> </ul>

	<ul style="list-style-type: none"> <li>• Microphone and speaker (built-in or external) or headset with microphone;</li> <li>• Current antivirus and/or firewall software enabled;</li> <li>• Broadband internet connection.</li> </ul> <p>Most current laptops will have a built-in webcam, speaker and microphone.</p>
Prerequisites	DRAM 223 and DRAM 225
Course description	<p>The principals of stage management.</p> <p>This course is designed to provide students with the basic concepts of stage management and provide an understanding of the roles and responsibilities of the stage manager. Instruction will follow the process of preparing, rehearsing, and opening a theatrical production. Students will participate in discussions based on readings and assignments as well as in-class activities to strengthen competency. Assignments will provide students with practical skills that can be applied to professional stage management situations.</p> <p>All classes will be recorded.</p> <p>Students are required to attend one evening Cue to Cue session for Drama’s production of Fragile Like a Paper Moon November 17, 18, 19, 21 (Subject to Change) in the Reeve Theatre.</p> <p>Students are invited and encouraged to attend at least one of the weekly zoom production meetings for Jawbone and Fragile Like a Paper Moon. Dates and times TBA.</p>
Course learning outcomes	<p>By the completion of this course, successful students will be able to:</p> <ol style="list-style-type: none"> <li>1. Understand and articulate the role of the stage management team</li> <li>2. Take initiative and problem-solve</li> <li>3. Communicate clearly and work effectively with others</li> <li>4. Analyze information for the purpose of creating working plans and schedules</li> <li>5. Create clear and concise paperwork</li> <li>6. Display ability to use scale ruler and work with imperial measurement system</li> </ol>
Course schedule	To be posted on D2L
Assessment components	<p><b><u>CLASS PARTICIPATION</u></b></p> <p>Assessment Method: Punctuality and participation Description: In addition to attendance and punctuality there is an expectation that students will participate in discussions and activities both in class and during labs. Because active participation is required, cameras must be turned on for all zoom classes, except when scheduled breaks are taken. Students are expected to complete reading assignments prior to class. Weight: 10% of final grade Due Date: Every class</p> <p><b><u>CONTRIBUTION TO A POSITIVE ENVIRONMENT</u></b></p> <p>Assessment Method: Observational Description: Students are expected to actively contribute to a positive environment both in class and during their lab assignments. Hallmarks of active positive contribution are; supporting classmates and fellow artists in both word and deed; volunteering help; maintaining a positive attitude towards oneself, fellow artists, and the work; contributing to a team atmosphere; troubleshooting and problem-solving for the group; respecting other people’s time by being punctual; complete homework assignments; being fully prepared to work or participate; and being consistently friendly, open and approachable. Weight: 10% of final grade Due Date: Every class</p>

**Assignment #1: Scene Breakdown**

Assessment Method: Type written and submitted as a PDF document by email  
Description: Produce a scene breakdown based on the script *Up the Garden Path*.  
Weight: 5% of final grade  
Due Date: September 21 by 13:00 Mountain Time

**Assignment #2: Props List**

Assessment Method: Type written and submitted as a PDF document by email  
Description: Produce a props list based on the script *Up the Garden Path*.  
Weight: 5% of final grade  
Due Date: September 21 by 13:00 Mountain Time

**Assignment #3: Prompt Book Script Pages**

Assessment Method: Written and photographs submitted as PDFs by email  
Description: Produce assigned prompt book script pages for the script *Up the Garden Path*.  
Weight: 5% of final grade  
Due Date: October 7 by 13:00 Mountain Time

**Assignment #4: Questions for the Creative and Production Teams**

Assessment Method: Written and verbal  
Description: Create and ask questions of the 'creative and production team' for the script *Up the Garden Path* in a role-playing exercise.  
Weight: 3% of final grade  
Due Date: In class exercise September 23

**Assignment #5: Spike Mark Chart and Floor Taping**

Assessment Method: Type written spike mark chart submitted as a PDF document by email and Observational for floor taping exercise  
Description: Produce a spike mark chart from provided ground plan and work in physically distant teams to tape out the ground plan and spike marks on the floor. Team work and fun are an important part of this exercise.  
Weight: 7% of final grade  
Due Date: Spike mark chart is due by 10:00 Mountain Time on September 28  
Floor taping exercise will take place during lab sessions on September 28 and October 5

**Assignment #6: Production Calendar and Daily Schedule**

Assessment Method: Type written and submitted as PDF documents by email  
Description: Analyze provided schedules and find errors, produce a production calendar and daily schedule from provided documentation and notes for the script *Up the Garden Path*.  
Weight: 7% of final grade  
Due Date: October 7 by 13:00 Mountain Time

**Midterm Quiz**

Assessment Method: Written  
Description: Midterm quiz. The electronic version of the Canadian Theatre Agreement is allowed as a resource.  
Weight: 10% of final grade  
Due Date: In class October 19

	<p><b><u>Assignment #7: Production/Rehearsal Notes</u></b>  Assessment Method: Type written and submitted as a PDF document by email  Description: Produce production/rehearsal notes from information provided in class.  Weight: 5% of final grade  Due Date: October 21 by 13:00 Mountain Time</p> <p><b><u>Assignment #8: Preset Checklist</u></b>  Assessment Method: Type written and submitted as a PDF document by email  Description: Create a written preset checklist using provided visuals.  Weight: 5% of final grade  Due Date: November 2 by 13:00 Mountain Time</p> <p><b><u>Assignment #9: Role-Playing</u></b>  Assessment Method: Observational  Description: Participate in role-playing exercises.  Weight: 5% of final grade  Due Date: In October 26 and November 2</p> <p><b><u>Assignment #10: Show Report</u></b>  Assessment Method: Type written and submitted as a PDF document by email  Description: Produce a show report based on described scenarios.  Weight: 3% of final grade  Due Date: November 4 by 13:00 Mountain Time</p> <p><b><u>Final Quiz</u></b>  Assessment Method: Written  Description: Final quiz. The electronic version of the Canadian Theatre Agreement is allowed as a resource.  Weight: 10% of final grade  Due Date: In class December 7</p> <p><b><u>Written Assignment #11: Summary Statement</u></b>  Assessment Method: Written and submitted as a PDF document by email  Description: A two-page, single spaced self-assessment of the student’s learning during the course, their perception of the role of Stage Manager, and how that perception changed over the duration of the course.  Weight: 10% of final grade  Due Date: December 11 by 17:00 Mountain Time</p>
Assessment expectations	<p><b><u>Expectations for Attendance and Participation:</u></b>  Attendance and punctuality will be monitored. Class participation is a necessary component of this course. Please refer to the Undergraduate Calendar E.3 Attendance for details.</p> <p>Active participation in web-based zoom classes is expected. This requires cameras to be on for the duration of the zoom session, except when scheduled breaks are taken.</p> <p><b><u>Guidelines for Submitting Assignments:</u></b>  Written assignments must be emailed as PDF documents to <a href="mailto:lisa.russell1@ucalgary.ca">lisa.russell1@ucalgary.ca</a> on or before the indicated deadline specified for that particular assignment. If a student is not able to attend an in-person lab, an alternative written or web-based assignment will be provided.</p>

	<p><u>Guidelines for Formatting Assignments</u> All written assignments must be typed, proofed, and spell checked prior to submission.</p> <p>Assignments #1, 2, 6, 7, 8 and 10, must be clearly labelled with the date, production name and student's full name on the top of the first page. All pages must include page numbers.</p> <p>Assignment #3 must include photographs that show that the assignment is hole punched and contained in a binder that is labelled with the production name and the student's full name. The photographs must also show that the each section of the script has been tabbed and clearly labelled. The script pages can be scanned or photographed but must be in colour to demonstrate highlighting required.</p> <p>Additional guideline for the formatting of assignments will be given with each assignment. Students are expected to follow the assigned formatting for each project.</p> <p><u>Missed or Late Assignments:</u> For every day that an assignment is late it will be marked down one letter grade.</p> <p><u>Expectations for Writing:</u> 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>																																													
Grading scale	<p>For the course as a whole, letter grades should be understood as follows, as outlined in the section F.1.1 Grading System and Transcripts of the Calendar: <a href="https://www.ucalgary.ca/pubs/calendar/current/f-1.html">https://www.ucalgary.ca/pubs/calendar/current/f-1.html</a></p> <table border="1" data-bbox="500 1192 1487 1732"> <thead> <tr> <th>Grade</th> <th>Grade Point Value</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>A+</td> <td>4.00</td> <td>Outstanding performance</td> </tr> <tr> <td>A</td> <td>4.00</td> <td>Excellent performance</td> </tr> <tr> <td>A-</td> <td>3.70</td> <td>Approaching excellent performance</td> </tr> <tr> <td>B+</td> <td>3.30</td> <td>Exceeding good performance</td> </tr> <tr> <td>B</td> <td>3.00</td> <td>Good performance</td> </tr> <tr> <td>B-</td> <td>2.70</td> <td>Approaching good performance</td> </tr> <tr> <td>C+</td> <td>2.30</td> <td>Exceeding satisfactory performance</td> </tr> <tr> <td>C</td> <td>2.00</td> <td>Satisfactory performance</td> </tr> <tr> <td>C-</td> <td>1.70</td> <td>Approaching satisfactory performance.</td> </tr> <tr> <td>D+</td> <td>1.30</td> <td>Marginal pass. Insufficient preparation for subsequent courses in the same subject</td> </tr> <tr> <td>D</td> <td>1.00</td> <td>Minimal Pass. Insufficient preparation for subsequent courses in the same subject. The Faculty of Law utilizes a "D" grade that does not carry weight in calculating the grade point average. This will be noted in the calendar description as "Not Included in GPA" where applicable.</td> </tr> <tr> <td>F</td> <td>0.00</td> <td>Failure. Did not meet course requirements. Several Faculties utilize an F grade that does not carry weight in calculating the grade point average. This will be noted in the calendar description as "Not Included in GPA" where applicable.</td> </tr> <tr> <td>I</td> <td>0.00</td> <td>Incomplete. Sufficient work has not been submitted for evaluation, unable to adequately assess. May also be used when a final exam is not submitted.</td> </tr> <tr> <td>CR</td> <td></td> <td>Completed Requirements. Carries no weight in calculating the grade point average. This will be noted in the calendar description as "Not Included in GPA" where applicable</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• A grade of "C-" or below may not be sufficient for promotion or graduation, see specific faculty regulations.</li> <li>• The number of "D" and "D+" grades acceptable for credit is subject to specific undergraduate faculty promotional policy.</li> </ul>	Grade	Grade Point Value	Description	A+	4.00	Outstanding performance	A	4.00	Excellent performance	A-	3.70	Approaching excellent performance	B+	3.30	Exceeding good performance	B	3.00	Good performance	B-	2.70	Approaching good performance	C+	2.30	Exceeding satisfactory performance	C	2.00	Satisfactory performance	C-	1.70	Approaching satisfactory performance.	D+	1.30	Marginal pass. Insufficient preparation for subsequent courses in the same subject	D	1.00	Minimal Pass. Insufficient preparation for subsequent courses in the same subject. The Faculty of Law utilizes a "D" grade that does not carry weight in calculating the grade point average. This will be noted in the calendar description as "Not Included in GPA" where applicable.	F	0.00	Failure. Did not meet course requirements. Several Faculties utilize an F grade that does not carry weight in calculating the grade point average. This will be noted in the calendar description as "Not Included in GPA" where applicable.	I	0.00	Incomplete. Sufficient work has not been submitted for evaluation, unable to adequately assess. May also be used when a final exam is not submitted.	CR		Completed Requirements. Carries no weight in calculating the grade point average. This will be noted in the calendar description as "Not Included in GPA" where applicable
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Guidelines for zoom sessions	<p>Zoom is a video conferencing program that will allow us to meet at specific times for a "live" video conference, so that we can have the opportunity to meet each other virtually and discuss relevant course topics as a learning community.</p>																																													

	<p>To help ensure zoom sessions are private, do not share the zoom link or password with others, or on any social media platforms. Zoom links and passwords are only intended for students registered in the course. Zoom recordings and materials presented in zoom, including any teaching materials, must not be shared, distributed or published without the instructor’s permission.</p> <p>The use of video conferencing programs relies on participants to act ethically, honestly and with integrity; and in accordance with the principles of fairness, good faith, and respect (as per the <a href="#">Code of Conduct</a>). When entering zoom or other video conferencing sessions (such as MS Teams), you play a role in helping create an effective, safe and respectful learning environment. Please be mindful of how your behaviour in these sessions may affect others. Participants are required to use names officially associated with their UCID (legal or preferred names listed in the Student Centre) when engaging in these activities. Instructors/moderators can remove those whose names do not appear on class rosters. Non-compliance may be investigated under relevant University of Calgary conduct policies (e.g <a href="#">Student Non-Academic Misconduct Policy</a>). If participants have difficulties complying with this requirement, they should email the instructor of the class explaining why, so the instructor may consider whether to grant an exception, and on what terms. For more information on how to get the most out of your zoom sessions visit: <a href="https://elearn.ucalgary.ca/guidelines-for-zoom/">https://elearn.ucalgary.ca/guidelines-for-zoom/</a>.</p> <p>Please be prepared, as best as you are able, to join class in a quiet space that will allow you to be fully present and engaged in zoom sessions. Students will be advised by their instructor when they are expected to turn on their webcam (for group work, presentations, etc.).</p> <p>Recording zoom class sessions is at the discretion of the instructor; missing a zoom class is equivalent to missing an in-person class. The instructor <i>may</i> record online zoom class sessions for the purposes of supporting student learning in this class – such as making the recording available for review of the session or for students who miss a session – but this is not a requirement. Should an instructor choose to record a class session, students will be advised before the instructor initiates a recording of a zoom session. These recordings will be used to support student learning only and will not be shared or used for any other purpose.</p>
Academic Accommodation	<p>It is the student’s responsibility to request academic accommodations according to the University policies and procedures listed below. The Student Accommodations policy is available at <a href="https://ucalgary.ca/student-services/access/prospective-students/academic-accommodations">https://ucalgary.ca/student-services/access/prospective-students/academic-accommodations</a>. Students needing an accommodation based on disability or medical concerns should contact Student Accessibility Services (SAS) in accordance with the Procedure for Accommodations for Students with Disabilities (<a href="https://www.ucalgary.ca/policies/files/policies/procedure-for-accommodations-for-students-with-disabilities.pdf">https://www.ucalgary.ca/policies/files/policies/procedure-for-accommodations-for-students-with-disabilities.pdf</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. 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>.</p>
Academic integrity, plagiarism	<p>Academic Misconduct refers to student behaviour which compromises proper assessment of a student’s academic activities and includes: cheating; fabrication; falsification; plagiarism; unauthorized assistance; failure to comply with an instructor’s expectations regarding conduct required of students completing</p>

	<p>academic assessments in their courses; and failure to comply with exam regulations applied by the Registrar.</p> <p>For information on the Student Academic Misconduct Policy and Procedure please visit: <a href="https://ucalgary.ca/policies/files/policies/student-academic-misconduct-policy.pdf">https://ucalgary.ca/policies/files/policies/student-academic-misconduct-policy.pdf</a> and <a href="https://ucalgary.ca/policies/files/policies/student-academic-misconduct-procedure.pdf">https://ucalgary.ca/policies/files/policies/student-academic-misconduct-procedure.pdf</a>. Additional information is available on the Academic Integrity Website at <a href="https://ucalgary.ca/student-services/student-success/learning/academic-integrity">https://ucalgary.ca/student-services/student-success/learning/academic-integrity</a>.</p>
Internet and electronic communication device	<p>The use of laptop and mobile devices is acceptable when used in a manner appropriate to the course and classroom activities. Please refrain from accessing websites and resources that may be distracting to you or for other learners during class time. Students are responsible for being aware of the University's Internet and email use policy, which can be found at <a href="https://www.ucalgary.ca/policies/files/policies/electronic-communications-policy.pdf">https://www.ucalgary.ca/policies/files/policies/electronic-communications-policy.pdf</a></p>
Intellectual property	<p>Course materials created by instructors (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the instructor. These materials may NOT be reproduced, redistributed or copied without the explicit consent of the instructor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.</p>
Copyright	<p>All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (<a href="http://www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf">www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf</a>) and requirements of the copyright act (<a href="https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html">https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html</a>) to ensure they are aware of the consequences of unauthorised sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy <a href="https://www.ucalgary.ca/pubs/calendar/current/k.html">https://www.ucalgary.ca/pubs/calendar/current/k.html</a>.</p>
Freedom of Information and Protection of Privacy	<p>Student information will be collected in accordance with typical (or usual) classroom practice. Students' assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary.</p>
Student Support	<p>Please visit this link for important information on UCalgary's student wellness and safety resources: <a href="https://www.ucalgary.ca/registrar/registration/course-outlines">https://www.ucalgary.ca/registrar/registration/course-outlines</a></p>