



UNIVERSITY OF CALGARY
FACULTY OF ARTS
SCHOOL OF CREATIVE AND PERFORMING ARTS
Course Number and Title: DRAM 321 – Stage Management
Session: Fall 2022

Instructor Office Email Office Hours	Lisa Russell CHD 218 lisa.russell1@ucalgary.ca Zoom - by appointment
Day(s), time(s) and location of class	Lab - Tuesdays, 13:00-14:50 - CHE 012 Seminar - Thursdays, 13:00-14:50 - CHE 012 Please note: The Floor Taping Lab will take place in the Rosza Centre and the QLab Class will take place in the Integrated Art Media Lab.
Out of class activities	Students are required to attend one evening Cue to Cue session for Drama's production of <i>Much Ado About Nothing</i> November 16, 17, 18, 19 (Subject to Change) in the Reeve Theatre. Attendance at cue to cue will be arranged in advance. Students are invited and encouraged to attend at least one of the weekly production meetings for <i>Hookman</i> and <i>Much Ado About Nothing</i> . Production meeting will take place on zoom and attendance will need to be arranged in advance. <ul style="list-style-type: none"> ○ Production meetings for <i>Hookman</i> are September 14, 19, 26 and October 3 at 1:00pm. ○ Dates and times for <i>Much Ado About Nothing</i> production meetings are TBA.
Learning resources: required readings, textbooks and materials	<p>Required Textbooks: Stage Management Basics: A Primer for Performing Arts Stage Managers 2nd Edition by Emily Roth, Jonathan Allender-Zivic and Katy McGlaughlin eBook is available through the library, or for purchase or rental. https://calgary-store.vitalsource.com/products/stage-management-basics-emily-roth-jonathan-v9781000482898 https://www.routledge.com/Stage-Management-Basics-A-Primer-for-Performing-Arts-Stage-Managers/Roth-Allender-Zivic-McGlaughlin/p/book/9780367678319</p> <p>Required Reading: Please note, a PDF Version is required for assignments. <i>Up the Garden Path</i> by Lisa Codrington https://www.playwrightscanada.com/Books/U/Up-the-Garden-Path-The-Adventures-of-the-Black-Girl-in-Her-Search-for-God Reading to be completed by September 13.</p> <p>Online Resources: <i>Canadian Theatre Agreement</i> – can be accessed online at www.caea.com</p> <p>Recommended Textbook: <i>Stage Managing the Arts in Canada</i> by Winston Morgan https://stagemanagingthearts.ca/product/stage-managing-the-arts-in-canada/</p> <p>The Stage Manager's Toolkit (3rd Edition) by Laurie Kinckman eBook is available through the library, or for purchase or rental. https://calgary-store.vitalsource.com/products/the-stage-manager-39-s-toolkit-laurie-kinckman-v9781000287639</p>

	<p>https://www.routledge.com/The-Stage-Managers-Toolkit-Templates-and-Communication-Techniques-to-Guide/Kincman/p/book/9780367406370</p> <p>Optional Texts: Stage Manager: The Professional Experience - Refreshed (2nd Edition) by Larry Fazio Stage Management Theory as a Guide to Practice Cultivating a Creative Approach (1st Edition) by Lisa Porter, Narda E. Alcorn</p> <p>Materials: Imperial scale ruler or suitable imperial ruler, photocopying, printing, stationary supplies including tabs and highlighters, notebook and binder costs.</p>
Learning technologies and requirements	<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"> • A computer with a supported operating system, as well as the latest security, and malware updates; • A current and updated web browser; • Webcam (built-in or external); • Microphone and speaker (built-in or external) or headset with microphone; • Current antivirus and/or firewall software enabled; • Broadband internet connection. <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>Should the need arise for any classes to be offered on zoom, classes will be recorded.</p> <p>Students are required to attend one evening Cue to Cue session for Drama's production of <i>Much Ado About Nothing</i> November 16, 17, 18, 19 (Subject to Change) in the Reeve Theatre. Attendance at cue to cue will be arranged in advance.</p> <p>Students are invited and encouraged to attend at least one of the weekly production meetings for <i>Hookman</i> and/or <i>Much Ado About Nothing</i>. Attendance at the production meetings will need to be arranged in advance.</p>
Course learning outcomes	<p>By the completion of this course, successful students will be able to:</p> <ol style="list-style-type: none"> 1. Understand and articulate the role of the stage management team. 2. Take initiative and problem-solve. 3. Communicate clearly and work effectively with others. 4. Analyze information for the purpose of creating working plans and schedules. 5. Create clear and concise paperwork. 6. Display ability to use a scale ruler and work with imperial measurement system.
Course schedule	To be posted on D2L.

<p>Assessment components</p>	<p><u>CLASS PARTICIPATION</u> 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. Should the need arise for any classes to be offered on zoom, cameras must be turned on for all zoom classes. Students are expected to complete reading assignments and watch assigned videos prior to class and to discuss those readings and videos. Weight: 10% of final grade. Due Date: Every class.</p> <p><u>CONTRIBUTION TO A POSITIVE ENVIRONMENT</u> 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, classmates, 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 and engaged in class; completing 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> <p><u>Assignment #1: Production Analysis</u> Assessment Method: Type written and uploaded as a PDF document on D2L. Description: Using provided template, produce a production analysis (scene breakdown) based on assigned scenes from the script <i>Up the Garden Path</i>. Weight: 5% of final grade. Due Date: September 20 by 12:00 Mountain Time.</p> <p><u>Assignment #2: Props List</u> Assessment Method: Type written and uploaded as a PDF document on D2L. Description: Using provided template, produce a props list based on assigned scenes from the script <i>Up the Garden Path</i>. Weight: 5% of final grade. Due Date: September 20 by 12:00 Mountain Time.</p> <p><u>Assignment #3: Questions for the Creative and Production Teams</u> Assessment Method: Type written questions to be uploaded as a PDF document on D2L. Verbal participation in in class exercise. Description: Work with classmates as a stage management team to formulate and ask questions of the ‘creative and production team’ for the script <i>Up the Garden Path</i> in a role-playing exercise. Weight: 2% of final grade. Due Date: Written questions are due September 20 by 12:00 Mountain Time. In class exercise will take place during seminar on September 20.</p> <p><u>Assignment #4: Production Calendar and Daily Schedule</u> Assessment Method: Type written and uploaded as PDF documents on D2L. Description: Analyze provided schedules and find errors. Using provided template, produce a production calendar and daily schedule from provided documentation and notes for the production <i>Up the Garden Path</i>. Weight: 7% of final grade. Due Date: September 29 by 12:00 Mountain Time.</p>
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Assignment #5: Reading a Scale Ruler - Spike Mark Chart and Floor Taping

Assessment Method: Typed and handwritten spike mark chart uploaded as a PDF document on D2L. Observational for floor taping exercise.

Description: Produce a spike mark chart from provided ground plan. Work cooperatively in physically distant teams to tape out the ground plan and spike marks on the floor. Teamwork and fun are an important part of this exercise. Imperial scale rulers are required for this assignment.

Weight: 7% of final grade.

Due Date: Spike mark chart is due September 29 by 10:00 Mountain Time.

Floor taping exercise will take place during lab session on September 29.

Assignment #6: Production (Rehearsal) Notes

Assessment Method: Type written and uploaded as a PDF document on D2L.

Description: Using provided template, produce production/rehearsal notes from information provided in class.

Weight: 5% of final grade.

Due Date: October 13 by 12:00 Mountain Time.

Midterm Quiz

Assessment Method: Written.

Description: Midterm quiz. The electronic version of the Canadian Theatre Agreement, textbooks and class notes are allowed as resources. The quiz will be offered through D2L in the classroom setting. Students must work independently.

Weight: 10% of final grade.

Due Date: In class October 18.

Assignment #7: Preset Checklist

Assessment Method: Type written and uploaded as a PDF document on D2L.

Description: Create a type written preset checklist using provided visuals.

Weight: 5% of final grade.

Due Date: October 27 by 12:00 Mountain Time.

Assignment #8: Role-Playing

Assessment Method: Observational.

Description: Participate in role-playing exercises and class discussion.

Weight: 5% of final grade.

Due Date: In October 27 and November 3.

Assignment #9: Show Report

Assessment Method: Type written and uploaded as a PDF document on D2L.

Description: Using provided template, produce a show report based on information and scenarios provided in class.

Weight: 3% of final grade.

Due Date: November 1 by 13:00 Mountain Time.

Assignment #10: Prompt Book

Assessment Method: Handwritten. Hardcopy of prompt book in a binder.

Description: Produce a prompt book for assigned scenes from the script *Up the Garden Path*, with dividers, scene tabs, blocking pages, highlighting, page and line numbering.

Weight: 6% of final grade.

Due Date: November 15 at 13:00 Mountain Time.

Final Quiz

Assessment Method: Written.

Description: Final quiz. The electronic version of the Canadian Theatre Agreement, textbooks and class notes are allowed as resources. The quiz will be offered through D2L in the classroom setting. Students must work independently.

Weight: 10% of final grade.

	<p>Due Date: In class December 1.</p> <p><u>Written Assignment #11: Summary Statement</u> Assessment Method: Type written and uploaded as a PDF document on D2L. 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 13 by 17:00 Mountain Time.</p>
Assessment expectations	<p><u>Guidelines for Submitting Assignments:</u> Written assignments must be uploaded as PDF documents on D2L on or before the specified deadline for each assignment. If a student is not able to attend an in-person lab, or participate in an in-class exercise, an alternative written or web-based assignment will be provided.</p> <p><u>Guidelines for Formatting Assignments:</u> The format for all file names of PDF document uploaded to D2L is to be: Student Surname.Production Name.Assignment Name.Version Number.DRAM 321</p> <p>All written assignments must be typed, proofed, and spell checked.</p> <p>Assignments #1, 2, 4, 5, 6, 7, and 9, must be clearly labelled with the production name, document (assignment) name, version number, date, and student’s full name on the top of the first page. All pages must include page numbers. Students are to use the templates provided on D2L.</p> <p>Assignment #10 is to be handed in as a hardcopy in a binder at the beginning of class on the specified due date. The binder is to be labelled with the title of the book, production name, and the student’s full name. Each scene of the script must be tabbed and clearly labelled. The script pages are to be formatted with margins for cues, highlighted, and must include line and page numbers. Appropriate blocking pages and production paperwork dividers are to be included.</p> <p>Assignment #11 must be clearly labelled with the date, document name, and student’s full name on the top of the first page. All pages must include page numbers.</p> <p>Additional guidelines for the formatting of assignments will be given with each assignment. Students are expected to use the provided templates and 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>Attendance and Participation Expectations:</u> Attendance and punctuality will be monitored. Class participation is a necessary component of this course. Participation means not only showing up for class, but also attending to the material at hand with effort and engagement. If a student is absent from a class, prior notification is requested. With prior notification, the course material may be provided by an alternative method.</p> <p>Please refer to the Undergraduate Calendar E.3 Attendance for details. Students are responsible for any and all material missed during an absence.</p> <p>Should the need arise for any classes to be offered on zoom, active participation in zoom classes is expected. This requires cameras to be on for the duration of the zoom session.</p>

Expectations for Writing:
 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.

Grading scale

Undergraduate: <https://www.ucalgary.ca/pubs/calendar/current/f-1-1.html>

- A grade of "C-" or below may not be sufficient for promotion or graduation, see specific faculty regulations.
- The number of "D" and "D+" grades acceptable for credit is subject to specific undergraduate faculty promotional policy.

Drama 321	Grade	Grade Point Value	Description
A+ = 95-100	A+	4.00	Outstanding performance
A = 90-94	A	4.00	Excellent performance
A- = 85-89	A-	3.70	Approaching excellent performance
B+ = 80-84	B+	3.30	Exceeding good performance
B = 75-79	B	3.00	Good performance
B- = 70-74	B-	2.70	Approaching good performance
C+ = 65-69	C+	2.30	Exceeding satisfactory performance
C = 60-64	C	2.00	Satisfactory performance
C- = 55-59	C-	1.70	Approaching satisfactory performance.
D+ = 52-54	D+	1.30	Marginal pass. Insufficient preparation for subsequent courses in the same subject
D = 49-51	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 = 0-48	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

Graduate: <https://www.ucalgary.ca/pubs/calendar/current/f-1-2.html>

- All grades of "C+" or lower are indicative of failure at the graduate level and cannot be counted toward Faculty of Graduate Studies course requirements. Individual programs may require a higher passing grade.

Guidelines for Zoom Sessions

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.

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.

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 [Code of Conduct](#)). 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

	<p>(e.g. Student Non-Academic Misconduct Policy). 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: https://elearn.ucalgary.ca/guidelines-for-zoom/.</p> <p>If you are unable to attend a Zoom session, please contact your instructor to arrange an alternative activity for the missed session (e.g., to review a recorded session). 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>The instructor may 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. 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 https://ucalgary.ca/student-services/access/prospective-students/academic-accommodations.</p> <p>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 (https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Accommodation-for-Students-with-Disabilities-Procedure.pdf).</p> <p>Students who require an accommodation in relation to their coursework or to fulfill requirements for a graduate degree, based on a Protected Ground other than Disability should communicate this need in writing to their Instructor.</p> <p>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 www.ucalgary.ca/access/.</p>
Academic integrity, plagiarism	<p>Academic Misconduct refers to student behavior 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 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: https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Student-Academic-Misconduct-Policy.pdf and https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Student-Academic-Misconduct-Procedure.pdf.</p> <p>Additional information is available on the Academic Integrity Website at https://ucalgary.ca/student-services/student-success/learning/academic-integrity.</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 https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Acceptable-Use-of-Electronic-Resources-and-Information-Policy.pdf.</p>

Intellectual Property	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.
Copyright	All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Acceptable-Use-of-Material-Protected-by-Copyright-Policy.pdf) and requirements of the copyright act (https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html) 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 https://www.ucalgary.ca/pubs/calendar/current/k.html .
Freedom of Information and Protection of Privacy	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.
Student Support	Please visit this link for important information on UCalgary's student wellness and safety resources: https://www.ucalgary.ca/registrar/registration/course-outlines
Arts Students' Centre Program Advising:	Have a question but not sure where to start? The Arts Students' Centre is your information resource for everything in the Faculty of Arts. Call us at 403-220-3580 or email us at ascarts@ucalgary.ca . You can also visit the Faculty of Arts website at http://arts.ucalgary.ca/undergraduate which has detailed information on common academic concerns.
Faculty of Graduate Studies:	For graduate studies email: graduate@ucalgary.ca or call 403 220 4938. Visit the Faculty of Graduate Studies for more details: https://grad.ucalgary.ca/