



UNIVERSITY OF  
CALGARY

**UNIVERSITY OF CALGARY**  
**FACULTY OF ARTS**  
**SCHOOL OF CREATIVE AND PERFORMING ARTS- DRAMA**  
**Course Title: Drama 321**  
**Session: Fall 2013**

<b>Instructor</b>	Brian Kerby
<b>Office</b>	Rm D010
<b>Email</b>	bkerby@ucalgary.ca
<b>Office Hours</b>	By appointment
<b>Location and Time of class</b>	Lecture: Tuesday & Thursday 11:00, Rm E002 Lab: TBA
<b>Text(s)/Readings</b>	
<b>Prerequisites</b>	Drama 223 and 225 or consent of the Department.
<b>Course Description</b>	An intense study of Stage Management for the Theatre. The class will deal with the pre-rehearsal, rehearsal and performance periods. Practical experience will be gained through class exercises and the lab assignment
<b>Course Objectives</b>	To give students the ability to function as Stage Managers and Assistant Stage Managers and an understanding on what is required to put on a Production.

<b>Course Activities and Content</b>		
Sept. 10	Course Introduction: Assignment of projects Stage management and stage management	
Sept. 12	Theatrical employee structure: Who are these people what do they do?	
Sept. 17	The play script--analysis & prep.: Assignment is due Oct. 1	
Sept. 19	Problems and plots: Assignment is due Oct. 1	
Sept. 24	The Pre-rehearsal period	
Sept. 26	The Pre-rehearsal period	
Oct. 1	Ground Plans	
Oct. 3	Ground Plans - Practical	
Oct. 8	Schedules, budgets, meetings, and company rules	
Oct. 10	The rehearsal period	
Oct. 15	The rehearsal period	
Oct. 17	Blocking notation	
Oct. 22	Moving in and setting up in the performing space	
Oct. 24	Theatre safety	
Oct. 29	Theatre safety	
Oct. 31	Theatre safety	
Nov. 5	Theatre safety	
Nov. 7	Cueing Sessions	
Nov. 12	Reading Day	
Nov. 14	Cue calling	
Nov. 19	Technical rehearsals	
Nov. 21	Dress rehearsal, preview, opening	
Nov. 26	House Management	
Nov. 28	The Run, Strike and touring	
Dec. 3	The Real World. Theatrical production assignment due	
Dec. 5	Examination on all material covered in the term	
<b>Estimated Production Periods:</b>		
Aesop's Fables:	Sept. 9 – Nov. 2	
Comrades:	Oct. 13 - Dec. 7	
Measure for Measure:	Jan. 2 – Mar 1	
Festival "Taking Flight":	Feb. 17 - Apr. 5	

<b>Assessment</b>	<ol style="list-style-type: none"> <li>1. One Final Examination.</li> <li>2. The preparation of a complete production book for a theoretical production of a play script assigned in class. This project will be <b><u>due no later than December 10, 2013.</u></b></li> <li>3. A major lab assignment as an assistant stage manager on a Mainstage show or (if class size permits) on a final directing project, such as 510 or MFA pre-thesis projects that are part of the Taking flight festival, as assigned by the instructor. <b><u>The assignment will include the preparation of a complete production book, as well as a daily log of the production and a critical assessment of your work.</u></b> You will be graded on your ability to function as an assistant stage manager. The production book is <b><u>due no later than ten days following the final performance</u></b> of the production with which you were involved.</li> </ol> <p><b>NB: <u>This lab assignment requires regular attendance of all casting calls, production meetings, rehearsals, and performances of the production in which you are participating. The majority of this work is conducted in the evening over a period of 8 - 10 weeks during the term.</u></b></p> <p>You can expect to contribute at least 200 hours of work outside the regularly scheduled classes; <b><u>most of this time occurs in the evening and on weekends.</u></b> This course carries an extremely heavy work load and is not recommended for students who work, or who attend classes in the evening, or who are carrying extra courses.</p> <ol style="list-style-type: none"> <li>4. Regular participation in class exercises and discussion.</li> </ol>												
<b>Grading Scale</b>	<b>COMPUTATION OF FINAL GRADE:</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">In class Assignments</td> <td style="text-align: right;">10%</td> </tr> <tr> <td>Final examination</td> <td style="text-align: right;">10%</td> </tr> <tr> <td>Theoretical production assignment</td> <td style="text-align: right;">35%</td> </tr> <tr> <td>Practical lab assignment</td> <td style="text-align: right;">35%</td> </tr> <tr> <td>Class participation</td> <td style="text-align: right;"><u>10%</u></td> </tr> <tr> <td></td> <td style="text-align: right;">100%</td> </tr> </table>	In class Assignments	10%	Final examination	10%	Theoretical production assignment	35%	Practical lab assignment	35%	Class participation	<u>10%</u>		100%
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<b>FACULTY OF ARTS PROGRAM ADVISING AND STUDENT INFORMATION RESOURCES</b>	<ul style="list-style-type: none"> <li>• Have a question, but not sure where to start? The new Faculty of Arts Program Information Centre (PIC) is your information resource for everything in Arts! Drop in at SS102, call us at 403-220-3580 or email us at <a href="mailto:picarts@ucalgary.ca">picarts@ucalgary.ca</a>. You can also visit the Faculty of Arts website at <a href="http://arts.ucalgary.ca/undergraduate">http://arts.ucalgary.ca/undergraduate</a> which has detailed information on common academic concerns.</li> <li>• For program planning and advice, contact the Student Success Centre (formerly the Undergraduate programs Office) at (403) 220-5881 or visit them in their new space on the 3<sup>rd</sup> Floor of the Taylor Family Digital Library.</li> <li>• For registration (add/drop/swap), paying fees and assistance with your Student Centre, contact Enrolment Services at (403) 210-ROCK [7625] or visit them at the MacKimmie Library Block.</li> </ul>												
<b>ACADEMIC ACCOMMODATION</b>	<a href="http://www.ucalgary.ca/access/">http://www.ucalgary.ca/access/</a>												
<b>FOIP</b>	<a href="http://www.ucalgary.ca/secretariat/privacy">http://www.ucalgary.ca/secretariat/privacy</a>												

<b>ACADEMIC STANDING</b>	<a href="http://www.ucalgary.ca/pubs/calendar/current/f.html">http://www.ucalgary.ca/pubs/calendar/current/f.html</a>
<b>CAMPUS SECURITY</b>	403-220-5333. Help phones: located throughout campus, parking lots, elevators. They connect directly to Campus Security; in case of emergency, press the red button.
<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 <b>student's</b> 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>DEFERRALS OF EXAMS/TERM WORK</b>	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.
<b>EMERGENCY EVACUATION</b>	<a href="http://www.ucalgary.ca/emergencyplan/assemblypoints">http://www.ucalgary.ca/emergencyplan/assemblypoints</a>
<b>LETTER OF PERMISSION</b>	If you wish to study at another institution while registered at the UofC, 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 <b>before</b> 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>PLAGIARISM</b>	Using any source whatsoever without clearly documenting it is a serious academic offense. For details see the University of Calgary Calendar. 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 Writing Centre (SS110) if you have any questions regarding how to document sources.
<b>SAFEWALK</b>	<b>403-220-5333 anytime.</b> <a href="http://www.ucalgary.ca/security/safewalk">http://www.ucalgary.ca/security/safewalk</a>
<b>STUDENT MISCONDUCT</b>	<a href="http://www.ucalgary.ca/pubs/calendar/current/k.html">http://www.ucalgary.ca/pubs/calendar/current/k.html</a>
<b>STUDENT UNION CONTACT STUDENT OMBUDSPERSON</b>	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>
<b>UNDERGRADUATE ASSOCIATIONS</b>	DUS: Drama Undergraduate Society CH C 005 <a href="mailto:dusuofc@hotmail.com">dusuofc@hotmail.com</a> MUS: Music Undergraduate Society CH F 219 UofC Mus Group on Facebook PIVOT: Dance Undergraduate Society CH E 211 <a href="mailto:pivot@ucalgary.ca">pivot@ucalgary.ca</a>