



UNIVERSITY OF CALGARY
FACULTY OF ARTS
SCHOOL OF CREATIVE AND PERFORMING ARTS
Drama 321 – Stage Management
Fall 2016

Instructor Office Email Office Hours	Johanne Deleeuw johanne.deleeuw@ucalgary.ca / jdeleeuw@shaw.ca By appointment
Day(s),time(s) and location of Class	Lecture: Mondays, 1:00-1:50 Craigie Hall D003
Out of class activities	Students will be required to attend at least one Out of Class activity at a professional theatre company during the fall term – a rehearsal, technical rehearsal or cuing session – as arranged in consultation with the instructor, the student and a representative of the theatre company.
Learning resources: required readings, textbooks and materials	Canadian Theatre Agreement – can be accessed on-line at http://www.caea.com/EquityWeb/EquityLibrary/Agreements/Theatre/TheatreLibrary.aspx
Prerequisites	Drama 223 and 225 .
Supplementary fees	Students will be required to access some photocopying, with attendant costs
Course description	Principles of stage management; a stage management project related to one of the presentations in Drama's season of plays.
Course learning outcomes	By the completion of this course, successful students will be able to: 1. Understand and articulate the role of a Stage Manager in relationship to the production of live theatre 2. Apply the skills learned in class assignments to a practical situation working on a production of live theatre 3. Perform the duties of a Stage Manager and / or Assistant Stage Manager for a production of live theatre at a professional entry level 4. Generate a Stage Management production script with the relevant schedules, lists and documents covered in the class and required by professionals working in the field
Course schedule	<p>Sept 12 Course Introduction: What is a Stage Manager? What is an ASM? Core Stage Manager Roles & Responsibilities Assignment of projects for Lab portion of class requirement</p> <p>Sept 19 <u>Script Work / Prep Week</u> Breakdowns, lists, schedules, company info Setting up an SM book Scene Breakdown – assignment, due Sept. 26</p> <p>Sept 26 <u>Script Work / Prep Week</u> Prep Paper Work – props lists, costume plots, etc. Props List – assignment, due Oct. 3</p> <p>Oct 3 <u>Using Q-Lab for Sound Cues</u> Work in the computer lab</p>

	<p>Oct 10 THANKSGIVING – no class</p> <p>Oct 17 <u>Rehearsals</u> Prompting, writing blocking Personnel (Actors, Directors, Designers, Crew) Schedules & Communication Rehearsal Schedules – assignment, due. Oct. 24</p> <p>Oct 24 <u>Rehearsals</u> Taping the floor, setting up the hall Safety</p> <p>Oct. 31 <u>Rehearsals</u> Production Meetings Fittings Technical Rehearsals</p> <p>Nov 7 <u>Rehearsals</u> Canadian Actors’ Equity Association IN CLASS EXAM</p> <p>Nov 14 <u>Rehearsals</u> Recording Cues Cueing the show Cue Sheets & Script Cues – assignment, due Nov. 21</p> <p>Nov 21 <u>Dress Rehearsals & Previews & Performances</u> Running the show after opening Show Reports</p> <p>Nov 28 Actors, Directors and Designers Alternative Rehearsal Processes</p> <p>Dec 5 The Real World</p> <p>Jan 16 Check-in Class: Lab assignment review and progress update</p> <p>Feb 13 Check-in Class: Lab assignment review and progress update</p> <p>Mar 20 Check-in Class: Lab assignment review and progress update</p> <p>Apr 10 Check-in Class: Lab assignment review and progress update FINAL Lab assignment due: Stage Management Production Script</p>
Assessment components	<p><u>CLASS ASSIGNMENTS (50% of final grade)</u></p> <p>Assignment 1: Scene Breakdown Value: 10% of final grade Due Date: September 26/16 Type: Written Assignment Description: Creation of a Scene Breakdown of a play script</p>

	<p>Assignment 2: Props List Value: 10% of final grade Due Date: October 3, 2016 Type: Written Assignment Description: Creation of a Props List from a play script</p> <p>Assignment 3: Daily Schedules Value: 10% of final grade Due Date: October 24, 2016 Type: Written Assignment Description: Creation of 2 Daily Rehearsal Schedules</p> <p>Assignment 4: Canadian Theatre Agreement Exam Value: 10% of final grade Due Date: November 7, 2016 Type: In Class Exam Description: Familiarity with CTA guidelines</p> <p>Assignment 5: Cue Sheets and Script Cues Value: 10% of final grade Due Date: November 21, 2016 Type: Written Assignment Description: Creation of Cue Sheets and Script Pages containing cuing notation</p> <p><u>LAB ASSIGNMENT (40% of final grade)</u> A major lab assignment as an assistant stage manager on a U of C Mainstage show or 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. The assignment will include the preparation of a complete Stage Management production book (50%) and a critical assessment of your work on the project (50%).</p> <p>Due Date: Your Stage Management production book must be handed in no later than April 10, 2017</p> <p>NB: This lab assignment requires regular attendance at 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 evenings and on weekends over a period of 8 – 10 weeks during either the fall or winter term. The Lab assignment will be completed outside of scheduled class time.</p> <p>You can expect to contribute at least 200 hours of work outside of the regularly scheduled classes. This course carries an extremely heavy work load and is not recommended for students who work, or who attend classes in the evenings.</p> <p><u>CLASS PARTICIPATION (10% of final grade)</u> Students will be expected to participate in class discussions and in-class exercises throughout the fall term.</p>
Assessment expectations	<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>

Professional use of the English language is expected at all times and must be used on all assignments.

Expectations for Attendance and Participation:

Please see Assessment Components for details on attendance and participation as it applies to the final grade

Please refer to the Undergraduate Calendar E.3 Attendance for details.

Guidelines for Formatting Assignments

Specific guidelines for formatting of assignments will be given with each assignment. Students will be expected to follow the assigned formatting for each project.

Guidelines for Submitting Assignments

Students may submit assignments to the instructor prior to the due date by email, or may submit the assignment in person on the due date, which is a scheduled class time.

Late Assignments

Late assignments will not be accepted and will result in a failing grade for the assignment, unless a late submission has had prior approval by the instructor.

Criteria That Must Be Met To Pass

Students MUST complete the assigned LAB portion of the class (participation as an Assistant Stage Manager on an assigned production) and submit a Stage Management production book in order to pass the class.

Grading scale

For the course as a whole, letter grades should be understood as follows, as outlined in the section F.2 Undergraduate Grading System of the Undergraduate Calendar for 2016-2017:

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.

Letter grades correspond to the following percentages for this class:

A: 93 – 100 percent

A-: 86 – 92 percent

	<p>B+: 80 – 85 percent B: 75 – 79 percent B-: 70 – 74 percent C+: 65 – 69 percent C: 60 – 64 percent C-: 55 – 59 percent D+: 50 – 54 percent D: 45 – 49 percent F: Anything below 45 percent</p>
Academic accommodation	<p>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 ucalgary.ca/access/. 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 ucalgary.ca/policies/files/policies/student-accommodation-policy_0.pdf.</p>
Academic integrity, plagiarism	<p>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 (ucalgary.ca/pubs/calendar/current/k-2.html) 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.</p>
Student misconduct	ucalgary.ca/pubs/calendar/current/k.html
FOIP	ucalgary.ca/secretariat/privacy
Emergency evacuation	<p>Assembly points for emergencies have been identified across campus. THE PRIMARY ASSEMBLY POINT FOR CRAIGIE HALL IS THE PROFESSIONAL FACULTIES FOOD COURT. For more information, see the University of Calgary’s Emergency Management website: ucalgary.ca/emergencyplan/assemblypoints</p>
Internet and electronic communication device	<p>elearn.ucalgary.ca/category/d2l/ ucalgary.ca/emergencyplan/emergency-instructions/uc-emergency-app 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.</p>
Safewalk	220-5333 anytime. ucalgary.ca/security/safewalk
Students’ union and ombudsperson contacts	<p>Student Union: su.ucalgary.ca/about/who-we-are/elected-officials/ Faculty of Arts reps: arts1@su.ucalgary.ca; arts2@su.ucalgary.ca; arts3@su.ucalgary.ca; arts4@su.ucalgary.ca Graduate Student’s Association: ucalgary.ca/pubs/calendar/grad/current/graduate-students-association-gsa-grad.html Student Ombudsman: ucalgary.ca/ombuds/contact</p>
Midterm and final examination scheduling	<p>Final examinations may be scheduled at any time during the examination period (12-22 December for Fall 2016 term; 15-26 April for Winter 2017 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 may be</p>

	given. Students are encouraged to review all examination policies and procedures: ucalgary.ca/registrar/exams/deferred_final
Deferrals of exams/term work	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. ucalgary.ca/registrar/exams/deferred_final ucalgary.ca/pubs/calendar/current/g-6.html ucalgary.ca/pubs/calendar/current/g-7.html
SCPA Claim Your Seat Program: Student Guidelines	<ol style="list-style-type: none"> 1. The Claim Your Seat (CYS) program, funded by the Students' Union Quality Money, allows all University of Calgary students to attend on-campus School of Creative and Performing Arts (Dance, Drama and Music) events free of charge. 2. Depending on the performance, there is a limited number of seats available for CYS. There is not a guarantee that tickets will be available for all CYS patrons for every performance, based on audience size, demand, etc. 3. CYS tickets are a privilege. If a student receives a ticket to attend a performance, it is expected that they will respect the value of the admission and attend the performance. 4. Process for students: On the date of the performance, from 45 minutes prior to 15 minutes prior to the performance start time, they arrive to the CYS table next to the Box Office and show their Unicard. If students arrive after 15 minutes prior to the performance start time, they can go to the Box Office and purchase a ticket at the student rate. Students should not go to the Box Office unless they are purchasing a ticket. 5. If students have a course requirement to attend a performance for a specific date, access to the tickets will be communicated by the instructor to University Theatre Services prior to the event. The best guarantee for a free ticket is to arrive early, up to 45 minutes prior to the performance start time. 6. Respect for the Front of House and theatre staff, performers and fellow patrons is an absolute requirement. Failure to comply with this will lead to being asked to leave the venue and could result in the revoking of CYS privileges.
Academic standing	ucalgary.ca/pubs/calendar/current/f.html
Campus security	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.
Copyright	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 (library.ucalgary.ca/copyright).
Faculty of Arts program advising and student information resources	<p>For academic advising, 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 at ascarts@ucalgary.ca or call at 403-220-3580. You can also visit the Faculty of Arts website at arts.ucalgary.ca/undergraduate which has detailed information on common academic concerns.</p> <p>For academic success support, 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 success@ucalgary.ca or visit their website at ucalgary.ca/ssc/ for more information or to book an appointment.</p> <p>For enrolment assistance, including registration (add/drop/swap) changes, paying fees, and navigating your Student Centre, contact Enrolment Services at 403-210-ROCK [7625], by email at futurestudents@ucalgary.ca or visit them at the MacKimmie Block 117.</p>
Course outlines for transfer credit	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.
Letter of permission	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.

Undergraduate associations	DUS: Drama Undergraduate Society, CHC 005 uofcdus@gmail.com MUS: Music Undergraduate Society, CHF 219 undmusic@ucalgary.ca
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