



UNIVERSITY OF CALGARY
FACULTY OF ARTS
SCHOOL OF CREATIVE AND PERFORMING ARTS
Course Number and Title: Dram517 Scenography IV
Session: Winter 2017

Instructor	April Viczko
Office	CHD 227
Email	aaviczko@ucalgary.ca
Office Hours	By appointment and I'm around all the time.....
Day(s),time(s) and location of Class	Lectures: Wednesdays 3:00pm to 5:00 pm Labs: TBA – will depend on production meetings and rehearsal schedules
Out of class activities	
Learning resources: required readings, textbooks and materials	Each student will be working on a different project(s) for which you will be provided with scripts or materials required for the design. All research material can be acquired in the library, online or other sources.
Prerequisites	Consent of the Division Chair, Drama
Supplementary fees	None
Course description	This course will provide students with an opportunity to practice scenography in connection to a live performance in the Drama season. In addition to designing a production in Taking Flight, students will be given lectures on professional practice and current industry standards. There will also be a portfolio requirement for each student in the course.
Course learning outcomes	By the completion of this course, successful students will be able to: 1. demonstrate their ability to design set, lighting, costumes or sound for a theatrical or dance production for a live audience. 2. create all the communication documents required for a production. Examples include: concept sketches, collages, renderings, sound or lighting plots, sound samples, scale models, constructions drawings, props drawings, pertinent list or schedules related to scenographic elements 3. work effectively and professionally with directors, stage managers and production staff. 4. have a portfolio available for producers and directors to view.
Course schedule	Regular Meetings on Wednesdays and TBA labs.
Assessment components	(Instructors should list the different types of assignments that will be used in the class, indicating the percentage value of each type. Where possible, provide due dates for assignments.) Note: Each project will be looked at as a whole. It is largely an artificial exercise to divide design into small bits that can be evaluated separately. However, for the purpose of this class greater emphasis will be placed on process oriented skills rather than outcome. The theoretical pedagogy is to have the student focus on process with the understanding that good process is the best way to lead to good outcomes. Professionalism is critical to success in this course and will be discussed at length.

	<p><u>Area 1: Conceptualization and Design Process</u> Value: 25% Due Date: First Draft: Late January, Final Draft: Early February Description: Conceptual sketches and research plan and artistic process plan in place for the production(s) to which you are assigned.</p> <p><u>Area 2: Communication</u> Value: 25% Due Date: TBA on production schedule needs Description: All documentation provided to directors, designers, stage managers, production manager and technical staff should be documented and submitted. Essentially this is your Show Bible, where all your notes, drawings, cue sheets etc. are kept in an orderly manner. This will be something you will bring to every Wednesday meeting and we will discuss. Models, costume renderings, swatches, sound samples and light plots will also be included in this grading area.</p> <p><u>Area 3: Professionalism</u> Value: 15% Due Date: Ongoing Description: You are only as good as your NEXT gig. Professionalism is the quality that will have you asked back to a theatre multiple times. It means being ready, open, communicative and cool-headed. While these might seem like personality traits, I assure you these are skills that can be learned and are best learned when practiced. Other considerations in this area are preparedness, punctuality, verbal communication and performance at production meetings and rehearsals.</p> <p><u>Assignment 4: Execution</u> Value: 10% Due Date: One week after opening night Description: A final assessment of your work. This will be submitted to the instructor as an essay on the process of designing the production(s) outlining your process pre-production, your production process evaluation and your final summary of the production itself. The idea is that you evaluate if the goals you set out to achieve were achieved in whole or in part or at all; followed by a critical assessment in your contribution to their success or failure.</p> <p><u>Final Project: Portfolio</u> Value: 25% Due Date: Powerpoint: March 15th, 2017; Website: April 13, 2017 Details: Each student will create a portfolio of their work. Students will be asked to create a wordpress website with samples of their work with a CV and Bio. Students will submit a powerpoint slide show of work they have done to their peers. The idea is to have your ready to get out there working after you are finished here!!!</p>
<p>Assessment expectations</p>	<p><u>Guidelines for Submitting Assignments</u></p> <p><u>Criteria That Must Be Met To Pass</u></p>

Students must design the productions they have been assigned to pass the class.

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.

Professional use of the English language is required for all assignments.

Late Assignments

Late assignments will affect grades significantly in this class. All production schedules must be adhered to.

Expectations for Attendance and Participation:

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

FOR GRADED DANCE STUDIO COURSES

- A significant part of your grade is based on participation. Participation means not only showing up for class, but also attending to the material at hand with effort and engagement.
- With regard to participation, classes are considered equivalent to assignments. Thus, more than 1, 2, or 3 (fill in based on how many times the class meets per week) absences per term will have an adverse effect on your final grade.
- If you miss more than one week of classes, your final grade will begin to drop by as much as 10% per missed class.
- If you miss more than two weeks of classes, you have the potential to fail the course.
- If you show up late for or leave early from class, this will be counted as half an absence.
- If for some reason you are feeling unwell during class time, a substitute form of participation may be arranged; however, *you may not obtain this privilege more than once* and you will receive half an absence.
- For studio courses, if you opt out of full participation and choose to sit for a portion of the class, this will be counted as non-participation and will be marked as half an absence.
- Students are responsible for any and all material missed during an absence.
- If you sustain a significant injury during the term that will impact your participation for longer than a week's worth of classes and if this injury is verified by a medical practitioner's note, your case will be submitted to the Dance Division Committee to address your situation.

FOR PASS/FAIL DNCE COURSES

- Due to the experiential nature of this course, classes are equivalent to assignment. Therefore, classes missed will be detrimental to the final grade. More than four (4) missed classes will result in a fail for the course.
- If you show up late for or leave early from class two (2) times, this will be counted as a full class absence.
- If for some reason you are feeling unwell during class time, a substitute form of participation may be arranged; however, *you may not obtain this privilege more than once* and you will receive half an absence.

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Grading scale	<p>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:</p> <table border="1"> <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>	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.
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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.</p> <p>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	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
Internet and electronic communication device	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.
Safewalk	220-5333 anytime. ucalgary.ca/security/safewalk
Students' union and ombudsperson contacts	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
Midterm and final examination scheduling	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 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	<p>DUS: Drama Undergraduate Society, CHC 005 uofcdus@gmail.com</p> <p>MUS: Music Undergraduate Society, CHF 219 undmusic@ucalgary.ca</p>