

UNIVERSITY OF CALGARY FACULTY OF ARTS

SCHOOL OF CREATIVE AND PERFORMING ARTS DRAMA 623 – Seminar in Scene Design Fall 2016

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expectations Please refer to the Undergraduate Cale	

Please Note:

- In the fine arts, skills are cumulative. Each project adds to the understanding of the organizational processes and skills needed to complete subsequent projects. It is necessary that you participate in, and finish all the projects to be successful in this course.
- Course Critiques and Grades: This course includes in-class critiques in which student works and performance are discussed and critical analysis offered by the instructor and student peers. Formal grades for student work will be conveyed privately and not in class discussion.
- Since class participation is an important component of the course, grading is based on full attendance. Sketchbook assignments will often be started in class; missing a class will mean missing an assignment.
- Similarly, all the parts of a project, exercise or sketchbook assignment contribute to the evolution and final realization of the work. Therefore, the Instructor(s) may decide not to accept or grade incomplete projects; all parts of each project must be included in the final submission by the given deadline.
- Class exercises, sketchbooks, and projects will be given a letter grade and will be due as noted in the schedule or as specified by the instructor.

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.

<u>Guidelines for Formatting Assignments:</u> to be provided on individual assignment sheets.

<u>Guidelines for Submitting Assignments</u>: to be provided on individual assignment sheets.

<u>Late Assignments</u>: Completed projects, exercises, and/or sketchbooks will be accepted after those due dates, but the grade will be reduced by 10% per day late. In other words, work that is graded as A will receive an F after 6 days late.

<u>Criteria That Must Be Met To Pass:</u> All assignments must be handed in in order to pass. Class time must be used effectively in order to receive feedback from the instructor and therefore it is critical that students bring all of their materials and works-in-progress to class.

Grading scale

For the course as a whole, letter grades should be understood as follows, as outlined in the section G.1 Distribution of Grades of the Graduate Calendar for 2016-2017:

Grade	GPA	Graduate Description	
A+	4.00	Outstanding	
А	4.00	Excellent - superior performance showing comprehensive	
		understanding of the subject matter.	
A-	3.70	Very good performance	
B+	3.30	Good performance	
В	3.00	Satisfactory performance	
B-	D	2.70	Minimum pass for students in the Faculty of Graduate
	2.70	Studies	
C+	2.30	All grades below "B-" 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.			
	C 2.00			
	C- 1.70			
	D+ 1.30			
	D 1.00			
	F 0.00			
Academic	Students seeking an accommodation based on disability or medical concerns should contact			
accommodation	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 www.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 http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy 0.pdf .			
Academic integrity,	The University of Calgary is committed to the highest standards of academic integrity and			
plagiarism	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			
	(TFDL 3rd Floor) if you have any questions regarding how to document sources.			
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	elearn.ucalgary.ca/category/d2l/			
communication device	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. <u>ucalgary.ca/security/safewalk</u>			
Students' union and	GSA: ucalgary.ca/pubs/calendar/grad/current/graduate-students-association-gsa-grad.html			
ombudsperson contacts	Student Ombudsman: ucalgary.ca/ombuds/contact			
Deferrals of	Instructors are normally free, subject to any established departmental or faculty procedures, to			
exams/term work	administer their own policies regarding deadlines for the completion of term papers or			
chamb, com work	assignments. However, should an extension of time be sought for completion of any such term			
	work beyond five days after the end of lectures, a Deferral of Term Work form must be			
	completed. Deferrals may only be granted at the discretion of the dean and will normally not			
	exceed thirty days. Application forms are available at ucalgary.ca/registrar or at Enrolment			
	Services.			
	Jet vices.			

SCPA Claim Your Seat	1. The Claim Your Seat (CYS) program, funded by the Students' Union Quality Money, allows
Program: Student	all University of Calgary students to attend on-campus School of Creative and Performing
Guidelines	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
- 1	web page (library.ucalgary.ca/copyright).
Faculty of Arts program	For academic advising, contact the SCPA Graduate Program Administrator Alison Schmal at
advising and student	aschmal@ucalgary.ca
information resources	Specific questions regarding graduate regulations, policies or registration issues, can be
	addressed with the Faculty of Graduate Studies, located in the MacKimmie Tower Room 213. They are open 10:00 – 4:30 Monday to Friday except statutory holidays, and the phone number
	is 403-220-4938 or visit the website at grad.ucalgary.ca/home.
	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.
	For enrolment assistance, including paying fees in person 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.
Course outlines for	It is possible that you will be asked for copies of this outline for credit transfers to other
transfer credit	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.
Studying at another	If you wish to study at another institution while registered at UCalgary, you must gain approval
University	from your program and the Faculty of Graduate Studies before the course(s) begin. If the
	university you wish to attend is not a part of the Western Deans' Agreement or the Canadian
	Mobility Agreement, you will require a Letter of Permission from your University of Calgary
	graduate program and the program at the other institution.
	If you want to go on an exchange, you will need to fill out an Application for Exchange form.
Graduate associations	Graduate Music Society (GMS): Visit them on Facebook at ' <u>University of Calgary SCPA Grads</u> '