



UNIVERSITY OF CALGARY
FACULTY OF ARTS
SCHOOL OF CREATIVE AND PERFORMING ARTS
Course Number and Title: DRAM 321 – Stage Management
Session: 2018 Fall and 2019 Winter

August 16, 2018

Instructor Office Email Office Hours	Andrew North RT 109 andrew.north@ucalgary.ca By appointment
Day(s),time(s) and location of Class	Mondays, 12:00-13:50, Room CHD 003
Out of class activities	Students are required to attend one evening Cue to Cue session for <u>Rhinoceros</u> during November 20-22 in the Reeve Theatre.
Learning resources: required readings, textbooks and materials	Textbook – Stage Management (11 th Edition) by Lawrence Stern and Jill Gold Resources – <i>Canadian Theatre Agreement</i> – can be accessed online at www.caea.com Required Reading – <i>Gasp</i> by Ben Elton Materials – Photocopying, printing, stationary and binder costs.
Prerequisites	DRAM 223 and DRAM 225
Supplementary fees	None
Course description	The study and practice of the principles of stage management and a stage management assignment on one of Drama’s plays this season.
Course learning outcomes	By the completion of this course, successful students will be able to: 1. Understand and articulate a stage manager’s role in creating a production 2. Take initiative and problem-solve on a production 3. Communicate and work effectively with artists and administrators 4. Create plans and schedules to realize their part of a production 5. Create clear and concise stage management paperwork
Course schedule	<u>FALL 2018</u> September 10 (#1) – Course Introduction <ul style="list-style-type: none"> - Role of a stage manager - Production assignments for lab portion of class requirements September 17 (#2) – Philosophy <ul style="list-style-type: none"> - Attributes of a good Stage Manager - Communication/Management Skills - Problem Solving September 24 (#3) – Script Preparation and Paperwork <ul style="list-style-type: none"> - Understanding the Script - SM Prompt Book / ASM Production Book - Scene Breakdown and Production Lists - Scene Breakdown assignment due at October 1 class - Props List assignment due at October 1 class - Prompt Book assignment due October 5 by Noon to RT 109

October 1 (#4) – Scheduling and Planning

- Prep Week
- Canadian Theatre Agreement (CTA)
- Production Calendar
- Rehearsal Schedules
- **Production Calendar assignment due at October 15 class**

October 8 – Thanksgiving Holiday – no class

October 15 (#5) –Taping the floor

- Reading ground plans
- Taping a ground plan out on a rehearsal hall floor

October 22 (#6) – The Rehearsal Period

- Working with the team
- Diagrams
- Blocking Notation
- Notes from Rehearsal
- Spike Marks
- Prompting

October 29 (#7) – Moving to the Stage / Tech Period

- Preparing for the Tech Period
- Paperwork – running lists, cue sheets
- Calling the show

November 5 (#8) – Dress Rehearsals and Performances

- Working with Front of House
- Show Reports
- Giving Notes
- Maintaining the show

November 12 – FALL BREAK – no class

November 19 (#9) – Using QLAB

November 26 (#10) – Discussion of observed Rhinoceros Cue to Cue rehearsal

December 3 (#11) – Being a professional

- Resumes
- Job Interviews
- Contract Negotiations
- Different types of SM work
- Alternative rehearsal processes

ASM Production Books for students assigned to Rhinoceros are due on Wednesday December 12th by Noon to RT 109.

	<p style="text-align: center;"><u>WINTER 2019</u></p> <p>January 14 (#12) – Guest Speaker</p> <ul style="list-style-type: none"> - Lisa Russell, a senior professional Stage Manager, will answer questions and share her experiences working in Theatre, Opera, and Event Management. <p>January 21 (#13) – Check-in Class #1</p> <ul style="list-style-type: none"> - Sharing experiences and group problem solving of issues arising from <u>Machinal</u> and <u>Alchemy</u> lab assignments - Instruction in other areas of Stage Management as needed <p>January 28 (#14) – Check-in Class #2</p> <ul style="list-style-type: none"> - Sharing experiences and group problem solving of issues arising from <u>Machinal</u> and <u>Alchemy</u> lab assignments - Instruction in other areas of Stage Management as needed <p>ASM Production Books for students assigned to <u>Machinal</u> are due at the Wednesday February 27th by Noon to RT 109.</p> <p>March 4 (#15) – Check-in Class #3</p> <ul style="list-style-type: none"> - Sharing experiences and group problem solving of issues arising from <u>Machinal</u> and <u>Alchemy</u> lab assignments - Instruction in other areas of Stage Management as needed <p>March 18 (#16) – Check-in Class #4</p> <ul style="list-style-type: none"> - Sharing experiences and group problem solving of issues arising from <u>Alchemy</u> lab assignments - Instruction in other areas of Stage Management as needed <p>SM Prompt Books for students assigned to <u>Alchemy</u> are due Friday April 12 by Noon to RT 109.</p>
<p>Assessment components</p>	<p><u>CLASS PARTICIPATION (10% of final grade)</u> Students are expected to complete reading assignments prior to class and participate in class discussions and in-class exercises.</p> <p><u>CONTRIBUTION TO A POSITIVE ENVIRONMENT (10% of final grade)</u> 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, 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; complete homework assignments; being fully prepared to work or participate; and being consistently friendly, open and approachable.</p> <p><u>WRITTEN ASSIGNMENTS (40% of final grade)</u> Written assignments demonstrate practical application of text and classroom learning. Assignments must be complete, in the format outlined, proof-read and spell-checked prior to submission.</p>

Written Assignment #1: Scene Breakdown

Value: 5% of Final Grade

Due Date: Monday October 1 at the start of class

Type: Written – paper copy

Description: Produce Scene Breakdown based on the script “Gasping”.

Written Assignment #2: Props List

Value: 5% of Final Grade

Due Date: Monday October 1 at the start of class

Type: Written – paper copy

Description: Produce Scene Breakdown based on the script “Gasping”.

Written Assignment #3: Prompt Book

Value: 5% of Final Grade

Due Date: Friday October 5 by Noon to RT 109

Type: Written – paper copy

Description: Produce assigned production lists based on the script “Gasping”.

Written Assignment #4: Production Calendar

Value: 5% of Final Grade

Due Date: Monday October 15 at the start of class

Type: Written – paper copy

Description: Produce a production calendar for “Gasping”.

Written Assignment #5: ASM Production Book or SM Prompt Book from Lab Assignments

Value: 15% of Final Grade

Due Dates:

- ASM Production Books for students assigned to Rhinoceros are due on **Wednesday December 12th by Noon** to RT 109.
- ASM Production Books for students assigned to Machinal are due at the **Wednesday February 27th by Noon** to RT 109.
- SM Prompt Books for students assigned to Alchemy are due **Friday April 12 by Noon** to RT 109.

Type: Written – paper copy in a binder

Description: Complete and up-to-date final paperwork generated during lab assignment

- For Assistant Stage Managers – complete Production Book including all final props/costume list, preset checklist, scene/wardrobe change lists, running duties list, spike chart, scene by scene diagrams, etc.
- For Stage Managers – complete Prompt Book including all calendars, schedules, and lists, scene breakdown, all Notes from Rehearsal, all Show Reports, etc.

Written Assignment #6: Summary Statement

Value: 5% of Final Grade

Due Date: **Friday April 12th by Noon**

Type: Electronic - delivered by email to andrew.north@ucalgary.ca

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.

	<p><u>LAB ASSIGNMENT (40% of final grade)</u></p> <p>Students will complete an Assistant Stage Manager role on a Drama main stage production of <u>Rhinoceros</u> or <u>Machinal</u> or a Stage Manager role on a production in the <u>Alchemy</u> festival as assigned by the instructor. Successful demonstration of the Course Learning Outcomes will determine the grade on this assignment. Grades will be determined through a combination of direct observation by the instructor and the student’s ability to respond to feedback from Production Department personnel, directors, designers, crew and co-workers on the production.</p> <p>Please note that the paperwork generated during the lab assignment is a required component of this course’s Written Assignments (see details and percentage of final grade in Written Assignment #5 above).</p> <p>The lab assignment requires attendance at all meetings, rehearsals and performances for the assigned production. The majority of this work is conducted in the evenings and on weekends during either the Fall or Winter terms. 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 regularly scheduled classes. This course carries an extremely heavy work load.</p>
Assessment expectations	<p><u>Expectations for Attendance and Participation:</u> Attendance will be monitored. Class participation is a necessary component of this course. Please refer to the Undergraduate Calendar E.3 Attendance for details.</p> <p><u>Guidelines for Submitting Assignments</u> Written assignments must be hand delivered paper or electronic copies, on or before the deadline, to the SCPA office reception, RT 109 or at the beginning of class as specified for that particular assignment.</p> <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> <p>Professorial use of the English language is expected at all times and must be used on all assignments.</p> <p><u>Guidelines for Formatting Assignments</u> Assignments must be typed, proofed, and spell-checked prior to submission.</p> <p>Written Assignments #1-4 must be clearly labelled with the production and participant’s names on the top of the first page, stapled in the top left hand corner and 3-hole punched along the left-hand side.</p> <p>Written Assignment #5, the ASM Production Book or SM Prompt Book from the lab assignments must be delivered in a binder labelled with the production and participant’s name on the cover and clear interior tabs for each section.</p>

	<p>Written Assignment #6 must be clearly labeled with the participant’s name, course number, assignment title, and date submitted on the top of the first page.</p> <p>Additional guidelines for formatting of assignments will be given with each assignment. Students are expected to follow the assigned formatting for each project.</p> <p><u>Late Assignments</u> Late assignments will be penalized by one letter grade per day late.</p> <p><u>Criteria That Must Be Met To Pass</u> Students must complete all course assignments.</p>																																													
Grading scale	<p>For the course as a whole, letter grades should be understood as follows, as outlined in the section F.1.1 Undergraduate Grading System of the Undergraduate Calendar for 2018-2019:</p> <table border="1" data-bbox="456 653 1487 1577"> <thead> <tr> <th>Grade</th> <th>Grade Point Value</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>A+</td> <td>4.00</td> <td>Outstanding performance</td> </tr> <tr> <td>A</td> <td>4.00</td> <td>Excellent performance</td> </tr> <tr> <td>A-</td> <td>3.70</td> <td>Approaching excellent performance</td> </tr> <tr> <td>B+</td> <td>3.30</td> <td>Exceeding good performance</td> </tr> <tr> <td>B</td> <td>3.00</td> <td>Good performance</td> </tr> <tr> <td>B-</td> <td>2.70</td> <td>Approaching good performance</td> </tr> <tr> <td>C+</td> <td>2.30</td> <td>Exceeding satisfactory performance</td> </tr> <tr> <td>C</td> <td>2.00</td> <td>Satisfactory performance</td> </tr> <tr> <td>C-</td> <td>1.70</td> <td>Approaching satisfactory performance.</td> </tr> <tr> <td>*D+</td> <td>1.30</td> <td>Marginal pass. Insufficient preparation for subsequent courses in the same subject</td> </tr> <tr> <td>*D</td> <td>1.00</td> <td>Minimal Pass. Insufficient preparation for subsequent courses in the same subject.</td> </tr> <tr> <td>F</td> <td>0.00</td> <td>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.</td> </tr> <tr> <td>**I</td> <td>0.00</td> <td>Incomplete. Sufficient work has not been submitted for evaluation, unable to adequately assess. May also be used when a final exam is not submitted.</td> </tr> <tr> <td>CR</td> <td></td> <td>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</td> </tr> </tbody> </table> <p>Notes:</p> <ul style="list-style-type: none"> • 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. 	Grade	Grade Point Value	Description	A+	4.00	Outstanding performance	A	4.00	Excellent performance	A-	3.70	Approaching excellent performance	B+	3.30	Exceeding good performance	B	3.00	Good performance	B-	2.70	Approaching good performance	C+	2.30	Exceeding satisfactory performance	C	2.00	Satisfactory performance	C-	1.70	Approaching satisfactory performance.	*D+	1.30	Marginal pass. Insufficient preparation for subsequent courses in the same subject	*D	1.00	Minimal Pass. Insufficient preparation for subsequent courses in the same subject.	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
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Important Term Dates	<p>Fall 2018 Thursday, September 6th to Friday December 7th 2018 Reading Week: November 11-17 Last day to drop a course: Thursday September 13th Last day to add a course: Friday, September 14th Tuition and fee payment deadline: Friday, September 21st</p> <p>Winter 2019</p>																																													

	<p>Thursday, January 10th to Friday April 12th 2019 Reading Week: February 17-23 Last day to drop a course: Thursday January 17th Last day to add a course: Friday, January 18th Tuition and fee payment deadline: Friday, January 25th</p>
Midterm and final examination scheduling	<p>Final examinations may be scheduled at any time during the examination period (December 10-20 for Fall 2018; Apr. 15-27 for Winter 2019); 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</p>
Deferrals of exams/term work	<p>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</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/accommodations/policy. 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.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-3.html; ucalgary.ca/pubs/calendar/current/k-5.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>
Internet and electronic communication device	<p>elearn.ucalgary.ca/category/d21/ 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. For more information on Freedom of Information and Privacy visit: ucalgary.ca/legalservices/foip</p>
Copyright	<p>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).</p>
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</p>

	<p>Graduate Student's Association: ucalgary.ca/pubs/calendar/grad/current/graduate-students-association-gsa-grad.html</p> <p>Student Ombudsman: ucalgary.ca/ombuds/contact</p>
Student Wellness and Mental Health	<p>The University has a wealth of resources to support student physical and mental health, please see the SU Wellness Centre (http://www.ucalgary.ca/wellnesscentre/) or the Campus Mental Health Strategy (https://www.ucalgary.ca/mentalhealth/) for more information on these resources.</p>
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.</p> <p>For classes in the Kinesiology buildings, the primary assembly point is in the MacEwan Student Centre – North Courtyard. The alternate assembly point is in the lobby of the University Theatres.</p> <p>For more information, see the University of Calgary's Emergency Management website: ucalgary.ca/emergencyplan/assemblypoints</p>
Campus security	<p>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. For safewalk info visit: ucalgary.ca/security/safewalk</p>
SCPA Claim Your Seat Program: Student Guidelines	<ol style="list-style-type: none"> 1. The Claim Your Seat (CYS) program 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 the time the Box Office opens until 15 minutes prior to the performance start time, students should find the UTS staff member with an iPad and show their UCID card to print their CYS ticket. If students arrive after 15 minutes prior to the performance start time, they can also 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. they can find a UTS staff member with an iPad and get their CYS ticket from them. 6. 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. 7. 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.
SCPA Librarian	<p>Marc Stoeckle, MLIS, BA Learning & Services Librarian for <i>School of Creative & Performing Arts</i> and <i>School of Languages, Linguistics, Literatures & Cultures</i> Libraries & Cultural Resources, University of Calgary Ph: 403.220.6777, Email: mstoeckle@ucalgary.ca, Office: TFDL 160D</p>
Faculty of Arts program advising and student information resources	<p>For academic advising, visit the Arts Students' Centre (ASC) for answers about graduation checks, and the 'big picture' questions. Drop in at SS102, email at ascarts@ucalgary.ca or call at 403-220-3580.</p> <p>For academic success support, such as writing, learning and peer support, visit the Student Success Centre on the third floor of the Taylor Family Digital Library (TFDL), email them at success@ucalgary.ca.</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], or visit them at the MacKimmie Block 117.</p>
Letter of permission	<p>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.</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.
Undergraduate associations	DUS: Drama Undergraduate Society, CHC 005 uofcdus@gmail.com MUS: Music Undergraduate Society, CHF 219 undmusic@ucalgary.ca