Course Coordinator: Christine Brubaker, Drama Division Lead christine.brubaker@ucalgary.ca

Read ALL of these directions carefully.

These courses have been designed to provide students with course credit for major artistic projects which they undertake during the academic year. Students completing the BFA Drama in Fall will be required to complete DRAM 391/393 as part of their program. Please see page 3 for a detailed listing of possible practicum opportunities for 2022-2023. If you would like to propose a role outside of the list, please email the Course Coordinator.

THE FOLLOWING PRINCIPLES AND PROCEDURES MUST BE FOLLOWED

1) Any project must have an artistic or ‘growth’ component. It cannot be work duty.

2) A student has completed Drama 391/393/491 and 493 when they have completed the required project(s) AND submitted a written essay to their supervisor.

NOTE: It is possible that a single project may not qualify for credit, in which case it may be possible to combine certain projects.

Prior to registration you must:

1) Secure/Select a role or function in an appropriate project. Select 2nd and 3rd choices as well.

2) For a 1st Practicum DRAM 391, select a position you are interested in pursuing and fill the appropriate information on the online application form

3) For senior level practicums DRAM 393/491/493, secure formal supervision by an appropriate member of the Drama faculty. The appropriate supervisor is as follows:
   • For performance in a mainstage production, the supervisor is the Drama Lead or Director of Acting. If the Director is a graduate student, the course supervisor is the graduate student’s supervisor (or another appropriate faculty member).
   • For design, technical positions and special projects, the faculty member with whom the student is working is the appropriate supervisor.

4) Complete an online Performance Practicum Application

5) Final practicum approvals will be sent to the SCPA for processing, and you will be notified via email when you can register for 391/393/491/493 in your Student Center.

IMPORTANT: All University registration deadlines must be adhered to.

<table>
<thead>
<tr>
<th>DEADLINES</th>
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<tbody>
<tr>
<td>FALL 2022</td>
<td></td>
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<tr>
<td>Deadline to add courses</td>
<td>Friday September 16, 2022</td>
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<tr>
<td>Practicum application forms due</td>
<td>Monday September 12, 2022, 12:00 p.m.</td>
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<tr>
<td>Course written essay due via D2L</td>
<td>Friday, December 9, 2022</td>
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<tr>
<td>WINTER 2023</td>
<td></td>
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<tr>
<td>Deadline to add courses</td>
<td>Friday January 29, 2023</td>
</tr>
<tr>
<td>Practicum application forms due</td>
<td>Friday January 13, 2023 12:00 p.m.</td>
</tr>
<tr>
<td>Course written essay due via D2L</td>
<td>Friday April 14, 2023</td>
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DETAILS OF WRITTEN ESSAY AND FINAL GRADES

Written Essay

The essay should be 1000 words in length and should be a thorough and honest reflection of your experience of the project, tracking the aspects of the process that were the most challenging and rewarding for you. The focus should be on what you have learned through engaging in this process. This is not a critique of the director, supervisor, or ensemble members. Please keep this essay focused on your learning experience, based on your practicum objectives and expected responsibilities.

Grading

There are four components that make up the final grade:

**Professionalism** 25% - conduct in rehearsals/production, focus, reliability, clear and open communication, collegiality.

**Preparation** 25% - diligence in attending to: homework, punctuality, deadlines, and other requirements.

**Research** 25% - originality, initiative in creative contribution and collaboration.

**Written Essay** 25% - the quality of reflection and analysis, thoroughness, clarity of expression, organization of thought, grammar, etc.

The grade is based purely on the quality of your process. No component deals with an evaluation of the quality of the overall product in which you were involved.

All components will be graded by the supervisor who signed the form in consultation with the director or designer (where applicable).

The essay will be due on the final day of classes (Fall 2022 deadline is Friday, December 9, 2022; Winter 2022 deadline is Friday April 14, 2023) via your D2L. Essays will be treated as confidential between the supervisor and the student.
What can count as Drama Performance Practicum?

Mainstage Productions

- Actor
- Stage Manager
- Assistant Designer or Designer (set, costume, lighting, sound, projection)
- Assistant to a specific production department (*judged on a show-by-show basis for sufficient time and complexity* - for example: Assistant Head of Props, Props Builder, Head of Wardrobe Running)
- Scenic Painter
- Musician
- Composer

Other

- Alchemy Production Manager
- Alchemy Production Stage Manager
- ND Theatre Executive Member
  (*may only receive 3.00 units of practicum credit for this role*)

What does not count as Drama Performance Practicum?

- Off Campus productions
- Single show participation in Alchemy
- Single show participation in ND Theatre
- Acting in undergraduate/graduate directing scenes (DRAM 413, 511, 611)
The following positions are available for DRAM 391/393/491/493 Practicums

**Acting positions**

- **Hookman** – September 12-October 29
- **Much Ado About Nothing** – October 11-December 3
- **Argonautika** – January 3-February 18

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**Prerequisite** – DRAM 209 or 210; 223, 225; 243 and consent of Drama Lead

**Required**
- Audition
- Complete UC Harassment and Violence Awareness online training

**Outcomes** (anticipated skills to be learned or practiced in this practicum)
- Skills in acting and performance: character work, text, voice, and movement
- Skills in research preparation, rehearsal techniques and etiquette
- Practice working with cast members, directors, stage management, production, and design teams
- Practice sustaining performance in a run context
- (You must list a research component)

**Anticipated activities** (major responsibilities that you will carry out in your role)
- Work with the director to realize the role assigned
- Conduct the necessary preparation to engage fully in rehearsals and performances

**Dates** – (see above)
- There are no rehearsals during Fall Break or Winter Reading Week

**Hours** – variable
- usually 4 nights per week (4 hours per night) and 1 day on the weekends (7 hours) for 7 weeks
- additional time required for preparation, learning lines, research, fittings, and coaching
The following positions are available for a DRAM 391 Practicum

Hang, Focus, and Install Crew

- **Prerequisite** – DRAM 209 or 210; 223, 225; 243 and consent of Drama Lead
- **Required**
  - Pre-Assignment meeting
  - Complete UC Harassment and Violence Awareness online training
  - Closed-toed shoes
  - Steel-toe shoes or boots an asset but not required
- **Outcomes** (anticipated skills to be learned or practiced in this practicum)
  - Workplace safety including personal protective equipment (PPE)
  - How to use stage tools and equipment including lighting, sound, projections, and rigging
  - How to work with designers, other production personnel, and on a team
- **Anticipated activities** (major responsibilities that you will carry out in your role)
  - Learn how to hang and focus lighting equipment, install sound equipment, rigging, set installs, seating assembly and the removal of all equipment
  - Replacing, cleaning, and organizing technical production equipment
- **Dates** – Fall (September 6-December 7), Winter (January 9-April 12)
  - There are no shifts during Fall Break or Winter Reading Week
- **Hours** – variable

Running Crew

- **Hookman** – September 12-October 29
- **Much Ado About Nothing** – October 11-December 3
- **Argonautika** – January 3-February 18
- **Alchemy** (various projects TBA) – March 14-April 6

- **Positions Available**
  - Lighting Board Operator
  - Sound Board Operator
  - Projection System Operator
  - Backstage Crew (Set, Props and Furniture)
  - Dressers
  - Venue Technician (Alchemy)

- **Prerequisite** – DRAM 209 or 210; 223, 225; 243 and consent of Drama Lead
- **Required**
  - Pre-Assignment meeting
  - Complete UC Harassment and Violence Awareness online training
  - Black clothing: long-sleeved shirt, pants, closed-toes shoes
- **Outcomes** (anticipated skills to be learned or practiced in this practicum)
  - Skills and tasks specific to position running a show backstage – including presets, postsets, deck mopping, laundry, props maintenance
  - Safe operating, setup, maintenance, and storage of equipment
  - Understanding and using proper headset etiquette
  - Teamwork
- **Anticipated activities** (major responsibilities that you will carry out in your role)
  
  o Following instructions of senior crew members and stage management
  o Accomplishing cues during the show as directed and rehearsed in technical rehearsals
  o Performing all tasks safely to the best of your ability
  o Practicing working on a team with actors, directors, designers, stage managers, and production personnel

- **Dates** – (see above)
  
  o There is no work during Fall Break or Winter Reading Week

- **Hours** – variable
  
  o usually 4 nights per week (5 hours per night) and 1 day on the weekends (8 hours) for 3 weeks
  o additional time required for paperwork, meetings, training, and responding to emails and messages

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**Video Camera Crew**

- **Prerequisite** – DRAM 209 or 210; 223, 225; 243 and consent of Drama Lead
- **Required**
  
  o Pre-assignment meeting
  o Complete UC Harassment and Violence Awareness online training
  o Black clothing: long-sleeved shirt, pants, closed-toes shoes
- **Outcomes** (anticipated skills to be learned or practiced in this practicum)
  
  o Learning to use cameras and related equipment in a performance setting
  o Setup and storage of equipment
  o Timing – cues, listening skills
  o Headset etiquette
  o Teamwork
- **Anticipated activities** (major responsibilities that you will carry out in your role)
  
  o Following instructions of senior crew members or video director, execute presets and cues as directed and rehearsed in technical rehearsals, and perform all tasks safely to the best of your ability
  o Practice working on a team with video directors and production personnel

- **Dates** – Fall (September 6-December 7), Winter (January 9-April 12)
  
  o There are no shifts during Fall Break or Winter Reading Week
- **Hours** – variable
The following positions are available for DRAM 393/491/493 Practicums

Costume Workshop – Production Assistant (in RT 119)

- **Prerequisite** – DRAM 209 or 210; 223, 225; 243 and consent of Drama Lead
- **Required**
  - Pre-assignment meeting
  - Complete UC Harassment and Violence Awareness online training
- **Outcomes** (anticipated skills to be learned or practiced in this practicum)
  - Workshop safety including personal protective equipment (PPE)
  - Basic hand sewing skills, pressing techniques, laundry skills
  - Organization and paperwork – ex. dresser sheets
  - How to use a domestic sewing machine
  - How to work with actors, designers, other production personnel, and on a team
  - (Areas of learning desired by the student)
- **Anticipated activities** (major responsibilities that you will carry out in your role)
  - Work on mainstage production costume creation which may include alterations, hemming, buttons, ironing, laundry, maintenance of costume pieces, organization of costume racks
  - Creating and updating production costume paperwork – ex. costume plot, dresser sheets, costume bible
  - Assist in costume fittings
  - Organize and maintain the costume workshop and storage areas – ex. replacing items, cleaning, organizing
- **Dates** – Fall (September 6-December 7), Winter (January 9-April 12)
  - There are no shifts during Fall Break or Winter Reading Week
- **Hours** – 2 x 3.5 hours shifts per week during regular workshop hours
  - 8:30am-12:00pm or 13:00-16:30pm (subject to change)

Properties Workshop – Production Assistant (in RT 122)

- **Prerequisite** – DRAM 209 or 210; 223, 225; 243 and consent of Drama Lead
- **Required**
  - Pre-Assignment meeting
  - Complete UC Harassment and Violence Awareness online training
- **Outcomes** (anticipated skills to be learned or practiced in this practicum)
  - Workshop safety including personal protective equipment (PPE)
  - Learn how to use properties workshop machines - including saws, drills, knives, and spray equipment
  - Learn basic props construction techniques, molding, casting, upholstering depending on mainstage production work needed and areas of learning desired by student
  - How to work with designers, other production personnel, and on a team
  - (Areas of learning desired by the student)
- **Anticipated activities** (major responsibilities that you will carry out in your role)
  - Applying learned skills and techniques to support the construction of set and properties pieces for mainstage productions – this will include basic painting and breakdown on sets, props, and floors
Organize and maintain the properties workshop and storage areas – ex. replacing items, cleaning, organizing
- Dates – Fall (September 6-December 7), Winter (January 9-April 12)
  o There are no shifts during Fall Break or Winter Reading Week
- Hours – 2 x 3.5 hours shifts per week during regular workshop hours
  o 8:30am-12:00pm or 12:30-16:00pm (subject to change)

Stagehand – Production Assistant
- Prerequisite – DRAM 209 or 210; 223, 225; 243 and consent of Drama Lead
- Required
  o Interview
  o Complete UC Harassment and Violence Awareness online training
  o Steel-toe shoes or boots an asset
- Outcomes (anticipated skills to be learned or practiced in this practicum)
  o Workshop safety including personal protective equipment (PPE)
  o How to use stage tools and equipment including lighting, sound, projections, and rigging, and seating risers
  o How to work with designers, other production personnel, and on a team
  o (Areas of learning desired by the student)
- Anticipated activities (major responsibilities that you will carry out in your role)
  o Role will vary by assignment and may include -
  o Learning how to read a lighting plot, lighting hangs and focus, sound equipment hanging, rigging, set installs, and seating assembly and removal of all equipment
  o Operating lighting, sound, and projection equipment for classes
  o Maintaining standard rehearsal items in studio
  o Providing technical support to classes and productions
  o Equipment maintenance
  o Organize and maintain the tech work room, assorted theatre venues, and storage areas – ex. replacing items, cleaning, organizing
- Dates – Fall (September 6-December 7), Winter (January 9-April 12)
  o There are no shifts during Fall Break or Winter Reading Week
- Hours – 2 x 3.5 hours shifts per week during regular workshop hours
  o 8:30am-12:00pm or 13:00-16:30pm (subject to change)

Stage Management positions
- DRAM 611 – September 6-December 7
  o Stage Manager/Coordinator for Class presentations
- Hookman – September 6-October 29
  o Assistant Stage Manager x 2
- Much Ado About Nothing – October 3-December 3
  o Stage Manager
  o Assistant Stage Manager x 2
- Argonautika – January 3-February 18
  o Stage Manager
  o Assistant Stage Manager x 2
- Alchemy (various projects TBA) – February 27-April 6
  o Various Stage Manager positions
- Prerequisite – DRAM 209 or 210; 223, 225; 243 and consent of Drama Lead
  o Normally DRAM 321 is required
- Required
  o Pre-meeting interview
  o Complete UC Harassment and Violence Awareness online training
- Outcomes (anticipated skills to be learned or practiced in this practicum)
  o Practice organizational, time management, paperwork, and people skills
  o Practice working on a team with actors, directors, designers, and production personnel
  o Practice professional standards as outlined in CAEA Collective Agreement
- Anticipated activities (major responsibilities that you will carry out in your role)
  o Take a leadership role to ensure that the production is organized towards the established goals
  o Organize rehearsals, paperwork and communication between actors, the creative team, and the production workshops
- Dates – (see above)
  o There are no rehearsals during Fall Break or Winter Reading Week
- Hours – variable
  o usually 4 nights per week (5 hours per night) and 1 day on the weekends (8 hours) for 8 weeks
  o additional time required for paperwork, meetings, responding to emails and messages, and daily workshop visits

**Scenic Painter**

- Fall 2022 – September 6-December 7
  o For Hookman, Much Ado About Nothing and other projects
- Winter 2023 – January 9-April 12
  o For Argonautika, Alchemy and other projects

- Prerequisite – DRAM 209 or 210; 223, 225; 243 and consent of Drama Lead
- Required
  o Interview
  o Complete UC Harassment and Violence Awareness online training
- Outcomes (anticipated skills to be learned or practiced in this practicum)
  o Learn and practice painting techniques and skills
  o Practicing specific painting techniques in advance of apply paint to the set, floor, or properties pieces
  o Practice project management, organizational, time management skills
  o Practice working on a team with designers, and production personnel
- Anticipated activities (major responsibilities that you will carry out in your role)
  o Follow instruction of Head Painter to ensure that the scene paint work on the production is organized and executed towards established goals and deadlines
  o Support the work of the set and properties designer on the production
  o Complete the painting on the production within the time allotted
  o Communicate between the set and props designer, the properties workshop, stage management, and the creative team
- **Dates** – (see above)
  - There is no work during Fall Break or Winter Reading Week
- **Hours** – variable (daytimes, evenings, and weekends)
The following positions are available for DRAM 491/493 Practicums only

**Creative Team positions**

- **Hookman** – September 6-October 29
  - Assistant Director
  - Assistant Designer
- **Much Ado About Nothing** – September 6-December 3
  - Assistant Director
  - Assistant Designer
  - Movement Director
- **Argonautika** – January 3-February 18
  - Assistant Director
  - Assistant Designer
  - Movement Director

**Prerequisite** – DRAM 393 and DRAM 511 (Directing Positions), 300 Level Design Course (Design Positions) and Consent of Drama Lead

**Required** – Interview

**Outcomes** (anticipated skills to be learned or practiced in this practicum)
- Specific skills associated with position
- Practice working on a team with actors, directors, designers, stage managers, and production personnel
- Advanced communication skills
- Personal time management in a semi-professional setting

**Anticipated activities** (major responsibilities that you will carry out in your role)
- Communicate and interact with the directors, designers, and stage management on the production to a professional standard
- Demonstrate leadership skills to ensure that your area of production is organized towards the established goals and deadlines
- Generate paperwork and communicate between the creative team, stage management, designers, and production workshops
- Demonstrate interpersonal skills: in written and verbal communications and interactions
- Complete specific tasks assigned based on assignment to a semi-professional standard. Tasks may include model-making, drafting, sketches, paperwork

**Dates** – (see above)
- There is no work during Fall Break or Winter Reading Week

**Production Department Lead**

- **Fall 2022** – September 6-December 7
  - For Hookman, Much Ado About Nothing and other projects
- **Winter 2023** – January 9-April 12
  - For Argonautika, Alchemy and other projects

**Positions Available**
- Production Management
- Venue Technician
- **Lighting and Projection**
- **Sound**
- **Set and Properties**
- **Costumes**

- **Prerequisite** – DRAM 393 and Consent of Drama Lead
- **Required**
  - Interview
  - Steel-toe shoes or boots (depending on position)
  - DRAM 321 an asset but not required
- **Outcomes** (anticipated skills to be learned or practiced in this practicum)
  - Learn and practice leadership, project management, organizational, time management, costing, paperwork, and people skills
  - Practice working on a team with actors, directors, designers, stage managers, and production personnel
- **Anticipated activities** (major responsibilities that you will carry out in your role)
  - Work with the Department head to prioritize the workshop build and projects
  - Ensure that your area of production is organized towards the established goals and deadlines
  - Complete tasks as assigned by the deadline given
  - Generate paperwork and communicate between the creative team, stage management, designers, and production workshops
- **Dates** – (see above)
  - There is no work during Fall Break or Winter Reading Week
- **Hours** – variable (daytimes, evenings, and weekends)

Please note that this is not a complete list of all possible opportunities. If you have an idea for a specific role that you would like to do for a Drama Performance Practicum, please consult with a Drama faculty member.

Check your UCalgary email regularly and watch [https://arts.ucalgary.ca/creative-performing-arts](https://arts.ucalgary.ca/creative-performing-arts) for postings for specific opportunities!!