

DRAMA PRACTICUM
DRAM 391/393/491/493

Course Coordinator: Peter Balkwill, Drama Division Lead, peter.balkwill@ucalgary.ca

Read **ALL** 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 will be required to complete DRAM 391 as part of their program. Please see page 3 for a detailed listing of possible practicum opportunities. 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) Choose a role or function in an appropriate project.
- 2) For intro level practicum 391, proceed to step 4 below.
- 3) For senior level practicums (393, 491 & 493) you must secure formal supervision by an appropriate member of the Drama faculty. The appropriate supervisor is as follows:
 - For acting in a mainstage production, the supervisor is the Course Coordinator, the Division Lead, or the Coordinator of Acting.
 - For design, technical positions, and special projects, the faculty or staff member with whom the student is working is the appropriate supervisor, although final grades and final essays are assessed by an appointed faculty member.
- 4) Submit your application via the [online form](#) for approval.
- 5) Approval or rejection of your submission will be emailed to you by the SCPA Academic Program Specialist. If successful, you will be notified via email that you can register for your 391/393/491/493 course in your student centre. **Don't forget to register for the course in your student centre or you will not be enrolled.**

IMPORTANT: All University registration deadlines must be adhered to. Please submit the Drama Practicum Form **as soon as possible** for processing. **Roles will be assigned prior to the deadline and may no longer be available if you leave submission to the last minute.**

DEADLINES		
FALL 2024	Practicum application forms due	Monday September 9 2024, 9 a.m.
	Deadline to add courses	Thursday September 12, 2024
	Course written essay due via D2L	one-week after the completion of the project to which the practicum was allocated
WINTER 2025	Practicum application forms due	Monday January 13, 2025, 9 a.m.
	Deadline to add courses	Thursday January 23, 2025
	Course written essay due via D2L	one-week after the completion of the project to which the practicum was allocated

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 on 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, not a simple account of the activated in which you engaged. Think of articulating how you will work differently within theatre as a result of the experience. 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 and grammar. The structure of the essay should be formal with an articulated thesis and supporting examples fleshing out the argument or articulated thoughts being made. For more information on the written essay please see requirements for written work as outlined by the University of Calgary.

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 in consultation with the director, designer, or staff involved (where applicable).

The essay will be due one week after the completion of the project **(for example if you are working on a mainstage your essay is due one-week after the final performance)**. **Ongoing projects will hold a due date of the last class of the semester. All essays to be handed in via the D2L for the course.** Essays will be treated as confidential between the supervisor and the student.

Equivalent Letter- Percentage Grades

A+	100 – 97
A	96 – 93
A-	92 – 90
B+	89 – 86
B	85 – 83
B-	82 – 80
C+	79 – 76
C	75 – 73
C-	72 – 70
D+	69 – 65
D	64 - 60
F <	- 60

What can count as Drama Practicum?

Here are some examples and idea.

Mainstage Productions

- DRAM 391 - Running Crew (lighting, sound, projection board operator, backstage crew, dresser)
- DRAM 393 / 491 / 493 (see details below)
 - Actor
 - Stage Manager
 - Assistant 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*)
 - Musician
 - Composer
 - Alchemy Production Manager
 - Alchemy Production Stage Manager
 - ND Theatre Executive Member
(*may only receive 3.00 units of practicum credit for this role*)
 - Junior and Senior Producer

What does not count as Drama 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, 613)

The following positions are available for a DRAM 391 Practicum

Running Crew

- The Wolves – October 1-26
- Our Town – January 20-February 15
- Alchemy (various projects TBA) – March 10-April 6

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

- Prerequisite – DRAM 200 or 210; 223, 225; 240 or 243 and consent of Drama Lead
 - Complete UC Harassment and Violence Awareness online training
- Required
 - Black clothing with no logos: long-sleeved shirt, pants, closed-toes shoes
- Outcomes (anticipated skills to be learned or practiced in this practicum)
 - Tasks specific to position running a show backstage – including presets, resets, quick changes, deck mopping, laundry, set and 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)
 - Following instructions of senior crew members and stage management
 - Accomplishing cues during the show as directed and rehearsed in technical rehearsals
 - Performing all tasks safely to the best of your ability
 - Practicing working on a team with actors, directors, designers, stage managers, and production personnel
- Dates – (see above)
 - There is no work during Fall or Winter Term Break Weeks
- Hours – variable
 - usually 4 nights per week (5 hours per night) and 1 day on the weekends (8 hours) for 3-4 weeks
 - additional time required for paperwork, meetings, training, and responding to emails and messages

The following DRAM 391 position is only available to students who cannot be on a running crew because of ongoing availability conflicts on evenings and weekends. Students must state in their practicum application the ongoing conflict they have that prevents them from participating on a running crew on evenings and weekends during their degree.

Hang, Focus, Install, Strike, and Laundry Crew

- Prerequisite – DRAM 200 or 210; 223, 225; 240 or 243 and consent of Drama Lead
 - Required
 - o Closed-toed shoes
 - o Steel-toe shoes or boots an asset but not required
 - o Complete UC Harassment and Violence Awareness online training
 - Outcomes (anticipated skills to be learned or practiced in this practicum)
 - o Workplace safety including personal protective equipment (PPE)
 - o How to use tools and equipment possibly including lighting, sound, projections, rigging, scenic elements, seating, and laundry
 - o How to work with designers, other production personnel, and on a team
 - Anticipated activities (major responsibilities that you will carry out in your role)
 - o May include hang and focus lighting equipment, install and removal of sound equipment, rigging, scenic elements, seating, and proper use of laundry equipment
 - o May include replacing, cleaning, and organizing technical production equipment
 - Dates – Fall (September 3-December 6), Winter (January 13-April 11)
 - o There are no shifts during Fall or Winter Term Break Weeks
 - Hours – variable
 - o mostly daytimes, some evenings, and weekends – daytime calls will be scheduled around the student’s class schedule
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The following positions are available for DRAM 393/491/493 Practicum

Acting positions

- The Wolves – August 26-October 26 – already cast
- Our Town – December 10-February 15 – Auditions to be announced

- Prerequisite – DRAM 200 or 210; 223, 225; 240 or 243; 391 and consent of Drama Lead
- Required
 - o Audition
 - o Complete UC Harassment and Violence Awareness online training
- Outcomes (anticipated skills to be learned or practiced in this practicum)
 - o Acting and performance: character work, text, voice, and movement
 - o Research preparation, rehearsal techniques and etiquette
 - o Sustaining performance in a run context
 - o Working with cast members, directors, stage management, production, and design teams
 - o Working within professional standards as outlined in Canadian Actors Equity Association (CAEA) Collective Agreement
 - o (You must list a research component)
- Anticipated activities (major responsibilities that you will carry out in your role)
 - o Work with the director to realize the role assigned
 - o Conduct the necessary preparation to engage fully in rehearsals and performances
- Dates – (see above)
 - o There are no rehearsals during Fall or Winter Term Break Weeks
- Hours – variable
 - o usually 4 nights per week (4 hours per night) and 1 day on the weekends (7 hours) for 7-9 weeks
 - o additional time required for preparation, learning lines, research, fittings, and coaching

Costume Workshop (Reeve Theatre room 119) – Production Assistant

- Prerequisite – DRAM 200 or 210; 223, 225; 240 or 243; 391 and consent of Drama Lead
 - o Normally DRAM 381.04 Costume Techniques is required
- Required
 - o Pre-assignment meeting
 - o Complete UC Harassment and Violence Awareness online training
- Outcomes (anticipated skills to be learned or practiced in this practicum)
 - o Workshop safety including personal protective equipment (PPE)
 - o Basic hand sewing, pressing techniques, laundry
 - o Organization and paperwork – ex. dresser sheets
 - o How to use a domestic sewing machine
 - o How to work with actors, designers, other production personnel, and on a team
 - o (You must list a research component)
- Anticipated activities (major responsibilities that you will carry out in your role)
 - o Work on mainstage production costume support which may include alterations, hemming, buttons, ironing, laundry, maintenance of costume pieces, organization of costume racks, and sewing tags

- 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, laundry, organizing
- Dates – Fall (September 3-December 6), Winter (January 13-April 11)
 - There are no shifts during Fall or Winter Term Break Weeks
- Hours – 2 x 3.5 hours shifts per week during regular workshop hours
 - 8:30am-12:00pm or 12:30-4:00pm (subject to change) around class schedule

Costume Workshop (Reeve Theatre room 119) – Introduction to Sewing and Drafting

- Prerequisite – DRAM 200 or 210; 223, 225; 240 or 243; 391 and consent of Drama Lead
 - Normally DRAM 381.04 Costume Techniques is required
- 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)
 - Sewing:
 - Threading domestic sewing machine both straight stitch and serger
 - Different stitches on the machine and what they do
 - Hand stitching (running stitch, hand gathering, back stitch, prick stitch, cross stitch)
 - Ironing and ironing board
 - Basic seams (plain seam/open seam, top stitching, eased seam, gathered seam, French seam, inner and outer curve seam with under stitch)
 - Seam finish (pinked edge, edge-stitched, turned and stitch, zigzag, serged)
 - Pleats, topstitched pleats
 - Hem by machine or by hand (serged and fold, double folded, by hand)
 - Pockets (1/4 top, in-seam)
 - Zippers (centered, lap)
 - Buttons and buttonholes
 - Sewing buttons, snaps, hooks and bar
 - Drafting:
 - How to take measurements
 - How to manipulate a basic block to different style of skirts
- Anticipated activities (major responsibilities that you will carry out in your role)
 - Drafting:
 - Research different styles of skirt
 - Draft basic skirt block and waistband (learn grainline and notches)
 - Draft a skirt
 - Cut and sew a skirt
- Dates – Fall (September 3-December 6), Winter (January 13-April 11)
 - There are no shifts during Fall or Winter Term Break Weeks
- Hours – 2 x 3.5 hours shifts per week during regular workshop hours
 - 8:30am-12:00pm or 12:30-4:00pm (subject to change) around class schedule

Properties Workshop (Reeve Theatre room 122) – Production Assistant

- **Prerequisite** – DRAM 200 or 210; 223, 225; 240 or 243; 391 and consent of Drama Lead
- **Required**
 - o Pre-Assignment meeting
 - o Complete UC Harassment and Violence Awareness online training
- **Outcomes** (anticipated skills to be learned or practiced in this practicum)
 - o Workshop safety including personal protective equipment (PPE)
 - o Using properties workshop machines - including saws, drills, knives, and spray equipment
 - o Basic props construction techniques, molding, casting, upholstering depending on mainstage production work needed and areas of learning desired by student
 - o How to work with designers, other production personnel, and on a team
 - o (You must list a research component)
- **Anticipated activities** (major responsibilities that you will carry out in your role)
 - o 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
 - o Organize and maintain the properties workshop and storage areas – ex. replacing items, cleaning, organizing
- **Dates** – Fall (September 3-December 6), Winter (January 13-April 11)
 - o There are no shifts during Fall or Winter Term Break Weeks
- **Hours** – 2 x 3.5 hours shifts per week during regular workshop hours
 - o 8:00-11:30am or 12:00-3:30pm (subject to change) around class schedule

Stagehand – Production Assistant

- **Prerequisite** – DRAM 200 or 210; 223, 225; 240 or 243; 391 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 (You must list a research component)
- **Anticipated activities** (major responsibilities that you will carry out in your role)
 - o Role will vary by assignment and may include -
 - How to read a lighting plot, lighting hangs and focus, sound equipment hanging, rigging, set installs, and seating assembly and removal of all equipment
 - Operating lighting, sound, and projection equipment for classes
 - Maintaining standard rehearsal items and technical equipment in studio
 - Providing technical support to classes and productions
 - Organizing and maintaining the technical work room, assorted theatre venues, and storage areas – ex. replacing items, cleaning, organizing
- **Dates** – Fall (September 3-December 6), Winter (January 13-April 11)
 - o There are no shifts during Fall or Winter Term Break Weeks

- Hours – 2 x 3.5 hours shifts per week during regular workshop hours
 - o 8:30am-12:00pm or 1:00-4:30pm (subject to change)

Stage Management positions

- DRAM 511/611 – September 3-December 6
 - o Stage Manager/Coordinator for Class presentations
- The Wolves – August 26-October 26
 - o Assistant Stage Manager
- Our Town – December 3-February 15
 - o Assistant Stage Manager x 2
- Alchemy (various projects TBA) – February 23-April 6
 - o Various Stage Manager positions

- Prerequisite – DRAM 200 or 210; 223, 225; 240 or 243; 391 and consent of Drama Lead
 - o Normally DRAM 321 Stage Management 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 Organizational, time management, paperwork, and people skills
 - o Working on a team with actors, directors, designers, and production personnel
 - o Working within professional standards as outlined in Canadian Actors Equity Association (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 or Winter Term Break Weeks
- Hours – variable
 - o usually 4 nights per week (5 hours per night) and 1 day on the weekends (8 hours) for 8-9 weeks
 - o additional time required for paperwork, meetings, responding to emails and messages, and daily workshop visits

Scenic Painter

- Fall Term – September 3-December 6
 - o For The Wolves and other projects
- Winter Term – January 13-April 11
 - o For Our Town, Alchemy, and other projects

- Prerequisite – DRAM 200 or 210; 223, 225; 240 or 243; 391 and consent of Drama Lead
 - o Normally DRAM 381.05 Scenic Art is required
- Required

- Interview
 - Complete UC Harassment and Violence Awareness online training
 - Outcomes (anticipated skills to be learned or practiced in this practicum)
 - Painting techniques of applying paint to the set, floor, or properties pieces
 - Project management, organizational, time management
 - Working on a team with designers, and production personnel
 - Anticipated activities (major responsibilities that you will carry out in your role)
 - Research and plan for scenic painting work needed based on the production designs
 - Ensure that the scenic paint work is organized and executed towards established goals and deadlines
 - Support the work of the set and properties designer on the production
 - Complete the painting on the production within the time allotted
 - 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 or Winter Term Break Weeks
- Hours – variable based on production schedule (daytimes, evenings, and weekends)

Junior Producer

- Prerequisite – DRAM 209 or 210; 223, 225, 391 and consent of Drama Lead
 - Required
 - Interview
 - Complete UC Harassment and Violence Awareness online training
 - Outcomes (anticipated skills to be learned or practiced in this practicum)
 - Marketing and Promotion Strategies for Theatre
 - Event Planning
 - Facilitation and Leadership working with multiple teams and stakeholders
 - (You must list a research component)
 - Anticipated activities (major responsibilities that you will carry out in your role)
 - Market and promote mainstage performances through conventional and digital media
 - Liaising and working with the matrix of producing activities including FOH, production and creative teams
 - Observing the activities and responsibilities of Artistic Direction
 - Planning, organizing, and running of opening night and other division events
 - Dates – Fall (September 3-December 6), Winter (January 13-April 11)
 - There are no shifts during Fall or Winter Term Break Weeks
 - Hours – Weekly meetings with Marketing (TBD), Production (TBD); Approximately 5 hours per week with concentrated time in preparation for opening performances.
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The following positions are available for DRAM 491 and 493 Practicums only

Creative Team positions

- The Wolves – August 26-October 26
 - Stage Manager
 - Sound Designer
- Our Town – December 3-February 15
 - Stage Manager
 - Assistant Director
 - Sound Designer
- Prerequisite – DRAM 393 and consent of Drama Lead
- Required – Interview
- Outcomes (anticipated skills to be learned or practiced in this practicum)
 - Specific skills associated with the position
 - Working on a team with actors, directors, designers, choreographers, stage managers, musicians, 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 actors and other members of the creative and production teams to a semi-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.
 - Attend specified rehearsals and technical sessions
- Dates – (see above)
 - There is no work during Fall or Winter Term Break Weeks
- Hours – variable

Production Department Lead

- Fall Term – September 3-December 6
 - For The Wolves and other projects
- Winter Term – January 6-April 11
 - For Our Town, Alchemy, and other projects
- Positions Available (subject to needs of mainstage productions)
 - Production Management
 - Venue Technician
 - Lighting
 - Sound
 - Video
 - Scenic Carpentry
 - Properties

- Costumes

- Prerequisite – DRAM 393 and consent of Drama Lead
- Required
 - Interview
 - DRAM 321 an asset but not required
- Outcomes (anticipated skills to be learned or practiced in this practicum)
 - Leadership, project management, organizational, time management, costing, paperwork, and people skills
 - 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 plan, prioritize, and execute the production builds and other projects
 - Ensure that your area of production is organized towards the established goals and deadlines
 - Complete tasks assigned by the deadline
 - Generate paperwork and communicate between the creative team, stage management, designers, and production workshops
- Dates – (see above)
 - There is no work during Fall or Winter Term Break Weeks
- Hours – variable (daytimes, evenings, and weekends)

Senior Producer

- Prerequisite – DRAM 393 and consent of Drama Lead
- Required
 - Interview
 - Complete UC Harassment and Violence Awareness online training
- Outcomes (anticipated skills to be learned or practiced in this practicum)
 - Marketing and Promotion for theatre performances
 - Event Planning
 - Working with producing teams including multiple stakeholders
 - Experience with Artistic Direction
 - (You must list a research component)
- Anticipated activities (major responsibilities that you will carry out in your role)
 - Designing and executing marketing and promotional strategies for mainstage performances through conventional and digital media
 - Liaising and working with the matrix of producing activities including Front of House, production, and creative teams
 - Working closely with the Artistic Director of Drama on outward facing events
 - Taking the producing lead on various Alchemy events
 - Planning, organizing, and running opening night and other events
- Dates – Fall (September 3-December 6), Winter (January 13-April 11)
 - There are no shifts during Fall or Winter Term Break Weeks

Hours – Weekly meetings with Drama Artistic Director, Marketing, & Production; Approximately 5 hours per week with concentrated time in preparation for opening performances.

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

Check your UCalgary email regularly!!