

THFM-2201-001 and THFM-2201L-070 and THFM-2201L-071 (3 credit hours)

PRINCIPLES OF DESIGN

Fall, 2020

Lecture: Friday, 9:30am – 11:20am

Lab (070): Monday, 9:30am – 11:15am

Lab (071): Wednesday, 9:30am – 11:15am

Instructor: Adam Parboosingh

Office: Zoom

Phone: 204-786-9380

Virtual Office Hours: Tuesday/Thursday 1:00 - 2:00pm

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COURSE DESCRIPTION

This course is an introduction to the process of design, applying the principles and elements of design to the theatrical production. Students will explore the design process in projects involving analysis, interpretation, observation and presentation of concepts through a variety of visually expressive means.

The course also explores stage terminology so the student will be familiar with stage language and the technical means of realizing a design concept. With online pre-recorded lectures and live labs as the basis for instruction, the course outlines and assignments are structured to teach fundamental design skills in sketching, painting, model building and research. A knowledge of and exposure to these skills is essential to the design process and advanced design courses in the department.

NEXUS+: Online + live components. Students must be available during the posted lecture times for live streaming and/or group interactions. High speed internet is mandatory. Section material is accessed via nexus.uwinnipeg.ca.

COMMUNICATION

Students have the responsibility to regularly check their UWinnipeg e-mail addresses to ensure timely receipt of correspondence from the University and/or their course instructors. Please refrain from using the email, pager or chat function in Nexus due to its limitations.

I will be creating a Slack Workspace (<https://slack.com/intl/en-ca/>) for this course. Slack is a free software app for both OS and Android phones and desktops. For this course, you will only need the app for the phone. This mode of communication will allow me to send reminders about assignment projects, and Zoom Meeting invitations. It is also a way to communicate with me privately or within a designated group. An email with a link will be sent out prior to the first day of class to download this software.

Any form of communication will happen through both Slack and UWinnipeg e-mails.

TEXTBOOK

Found *free* and online through the UW Library website as an eBook:

Benedetto, Stephen Di. *An Introduction to Theatre Design*. Taylor & Francis, 2012.

<https://uwinnipeg.on.worldcat.org/oclc/798531484>

Other readings will be available through Nexus.

Access to the UW Library website / databases is necessary: Digital Theatre+ will be used to view previously filmed theatre performances.

LAB SUPPLIES - required for Course Outlines and Assignments

Michaels, Staples, Artist Emporium and Dollarama will have many of the supplies listed below at various prices. An image / video of all the tools and supplies will be sent out prior to the first week of class.

Tools**Architectural Scale Ruler**

12" Architect's Scale (needs to have 1/8", 1/4", 1/2", 1" scales)

Triangle

Clear 30/60/90 drafting triangle - 8 or 10"

Metal Ruler

12" Metal ruler with cork on back

Pencils and eraser

Sketching Pencils - 4B, 2B, HB, 2H, 4H

Plastic Eraser

Watercolour Paint and Brushes

12 Colour Watercolour Paint Pack

Paint brush set

X-acto Knife with Blades

X-ACTO® #1 Precision Knife

#1 Precision Knife blades

Bond Glue and Glue Stick**Tape**

Painter's Tape (small roll)

Paper Supply**Graph Paper**

8.5"x 11" Letter Size Graph Paper Pad

Card Stock (110lbs weight)

White or assorted Colours - will need more than 25 sheets

Watercolour paper

Strathmore® 300 Series Watercolor Pad 11"x15"

Sketchbook

Fundamentals™ Sketch Pad by Artist's Loft™ 9"x12"

Illustration Board x 2 sheets

Canson® Comic/Manga Illustration Art Board (white) 16"x20"
(at Michaels/Artist Emporium)

MARK DISTRIBUTION

(An assignment sheet and rubric will be available through Nexus)

Chapter Outlines	Total 25%
Chapter 1 – Theatre Designer’s Job due Sept 15	
Chapter 3 – Vocabulary of Visual Thinking due Sept 22	
Chapter 2 – Traditions of Stage Design due Sept 29	
Chapter 4 – The artistry of the set due Oct 6	
Chapter 5 – The artistry of costumes due Oct 27	
Chapter 6 – The artistry of light due Nov 10	
Chapter 7 – The artistry of sound due Nov 24	
Visual Vocabulary: Elements and Principles of Design assignment due Oct 1	Total 5%
Model Building assignment due Oct 22	Total 10%
Costume Rendering assignment due Nov 5.....	Total 10%
Lighting Assignment due Nov 19	Total 5%
Final Project due Dec 15	Total 30%
Group Assignment - Miro due Dec 8.....	Total 10%
In Course Participation.....	Total 5%
Total.....	100%

Work not submitted will be graded as 0%. Late projects will be assessed a 10% reduction per day. After 72 hours, you will be assessed zero (0) marks for that project.

In Course Participation

- This includes attending scheduled live Zoom meetings, active engagement in Nexus discussion boards and online viewing of lecture and supplementary material. A criteria rubrics will be included.

Project notes:

- As all projects will be online, it would be ideal for you to have the following software:
 - Presentation program – Powerpoint or Keynote
 - Word processing software – Word or Pages
 - PDF Reader - Adobe Acrobat Reader or Preview
 - Graphic editing software* - Adobe Photoshop, Affinity Photo or GIMP
 - GIMP = a free equivalent to Photoshop.
 - Affinity Photo = is a non-subscription Photoshop equivalent software. (I use this now after 20 years of paying for Photoshop on a yearly basis.)
- The following would be ideal but not necessary as there are other methods of digitizing or preparing materials:
 - Scanner
 - Printer
 - If printer is not available, please consider using a print shop such as Staples for printing worksheets. Being able to print on card stock is ideal for some assignments and course outlines.
 - A smartphone with camera for digitizing your work.

FALL 2020 WEEKLY READING ASSIGNMENT SCHEDULE

Week #	Chapter Reading - Subject Focus	Projects & Chapter Outlines due
1 (Sept 8 - 11)	Chapter 1 - The Theatre Designer's Job	
2 (Sept 14 - 18)	Chapter 3 - Vocabulary of Visual Thinking	Chapter 1 Outline due Sept 15
3 (Sept 21 - 25)	Chapter 2 - Traditions of Stage Design	Chapter 3 Outline due Sept 22
4 (Sept 28-Oct 2)	Chapter 4 - The Artistry of the Set	Chapter 2 Outline due Sept 29 Texture assignment due Oct 1
5 (Oct 5 - 9)		Chapter 4 Outline due Oct 6
6 (Oct 11 - 17)		
7 (Oct 19 - 23)	Chapter 5 - The Artistry of the Costumes	Model Building assignment due Oct 22
8 (Oct 26 - 30)		Chapter 5 Outline due Oct 27
9 (Nov 2 - 6)	Chapter 6 - The Artistry of the Light	Costume Rendering assignment due Nov 5
10 (Nov 9 - 13)		Chapter 6 Outline due Nov 10
11 (Nov 16 -20)	Chapter 7 - The Artistry of the Sound	Lighting assignment due Nov 19
12 (Nov 23 - 27)		Chapter 7 Outline due Nov 24
13 (Nov 30-Dec4)	Chapter 8 - Collaboration	
14 (Dec 6 - 8)		Group Assignment due - Dec 8
Finals (Dec 10-23)		Final Project due - Dec 15

COURSE ENGAGEMENT

This course will consist of the following instructional methods:

- Live Zoom Lab Drop-In Sessions.
 - For Lab - 070 (Monday - 9:30 to 11:20am) and Lab - 071 (Wednesday- 9:30 to 11:20am), I will be holding a Drop-In session for students who wish to ask questions about the assignments or just chat.
 - From my side of the Zoom, I'll have my own work station set up to demonstrate techniques needed for the assignments.
 - A Zoom meeting invite will be sent out at the beginning of the week: **this session is not mandatory.**
- Pre-recorded Lectures.
 - Chapter lecture videos will be uploaded to Nexus prior to the Friday, 9:30am for viewing. These lectures will help to complete the Course Outlines.

- Posted lecture videos will only be available for 48 hours before removed from Nexus.
- Live Meetings : Introduction and Professional Interviews
 - There will be a Live Meeting via Zoom on Friday, September 11 at 9:30am. After reviewing the syllabus, you will be assigned teams for the Group Assignment. **This meeting is mandatory.**
 - There will be four Zoom meetings (Oct 9, Oct 23, Nov 13, Nov 27) held over the semester industry professional designers. Connected to the Group assignment, **these Zoom meetings are mandatory.**
- Collaborative Group engagement.
 - In groups composed of 4-6 students from each Lab section, watch and critique 3 online filmed performances throughout the semester.
 - Using a collaborative online platform called Miro, the group will observe and critique 3 productions.
 - Production #1 - Stratford Festival's 1957 *Oedipus Rex*. (YouTube)
 - Production #2 - Julie Taymor's *A Midsummer Night's Dream* (Digital Theatre+)
 - Production #3 - *A Disappearing Number* (Digital Theatre+)
 - All productions are free. Digital Theatre+ is available through the UW Library website.

FALL 2020 ONLINE ZOOM SCHEDULE

(Please note I have the ability to change the schedule to suit the needs of the course).

Week #	<u>Live Lab Drop-in Sessions</u> Monday: 9:30 - 11:20am Wednesday: 9:30 - 11:20am (This session is not recorded.)	<u>Pre-recorded Lecture / Live Professional Interviews</u> Friday: 9:30 - 11:20am (These sessions will be available for 48 hours only.)
1 (Sept 7 - 11)	No Lab - Week #1	Live Meeting with instructor and class Chapter 1 - The Theatre Designer's job
2 (Sept 14 - 18)	Drop-In	Chapter 3 – Vocabulary of Visual Thinking
3 (Sept 21 - 25)	Drop-In	Chapter 2 - Traditions of Stage Design
4 (Sept 28 - Oct 2)	Drop-In	Chapter 4 – The artistry of the set
5 (Oct 5 - 9)	Drop-In	Live Meeting : Professional Interview #1 : Scenic Designer
6 (Oct 11 - 17)	Reading Week	Reading Week
7 (Oct 19 - 23)	Drop-In	Chapter 5 – The artistry of costumes
8 (Oct 26 - 30)	Drop-In	Live Meeting : Professional Interview #2 : Costume Designer

9 Nov 2 - 6)	Drop-In	Chapter 6 – The artistry of light
10 (Nov 9 - 13)	No Drop-In class Nov 11	<i>Live Meeting : Professional Interview #3 : Lighting Designer</i>
11 (Nov 16 -20)	Drop-In	Chapter 7 - the artistry of sound
12 (Nov 23 - 27)	Drop-In	<i>Live Meeting : Professional Interview #4 : Sound Designer</i>
13 (Nov 30 - Dec 4)	Drop-In	Chapter Reading on Projection Design
14 (Dec 8 only)	Makeup Drop-In Lab For Nov. 11	
Finals (Dec 10 - 23)		

CONVERSION SCALE

For the calculation of the final grade the following conversion table will be used:

A+	90 – 100%	GPA	4.5	C+	65 – 69.9%	GPA	2.5
A	85 – 89.9%	GPA	4.25	C	60 – 64.9%	GPA	2.0
A-	80 – 84.9%	GPA	4.0	D	50 – 59.9%	GPA	1.0
B+	75 – 79.9%	GPA	3.5	F	below 50%	GPA	0
B	70 – 74.9%	GPA	3.0				

STUDENT PARTICIPATION POLICY & COURSE CONTENT

Theatre & Film are communal art forms in which a number of interdependent artists and crafts people cooperate to create a work of art. This fact is necessarily transferred to the learning situation, and is reflected in many of the Department's courses. Consequently, it is the Department's policy that students are required to: complete homework such as reading, line-learning, script analysis, prop lists, design drawings, etc.; attend classes; attend rehearsals, meetings or shoots both within and outside of class times; and, in short, exhibit commitment towards the inevitably shared endeavours of our field of study.

Any student failing to fulfil these requirements is harmful to the progress of dedicated students and may, after due warning, be asked to withdraw from any individual Departmental course.

COURSE CONTENT NOTE

Dramatic Literature depicts a wide variety of human action, both elevated and base, public and private, physical and psychological, sexual and non-sexual, etc. The Department of Theatre and Film will not undertake to censor the subject matter of dramatic works.

Students who have concerns about dealing with the full range of content and style in drama/film are urged to discuss these concerns with the course instructor.

HEALTH AND ACCESSIBILITY SERVICES

Life happens to everyone. If you are experiencing a crisis in your life, or if you have a physical or mental health issue, communicate with your Professor or Accessibility Services – let us know so we can provide support or direct you to those who can. The earlier we know, the earlier we can discuss what resources might be available. Students with documented disabilities, or temporary or chronic medical conditions requiring academic accommodations for tests/exams/presentations (e.g., private space or more time) or during lectures/labs (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 204-786-9771 or accessibilityservices@uwinnipeg.ca to discuss appropriate options. All information about a student's disability or medical condition remains confidential. If you are registered with Accessibility Services, do not assume that Accessibility Services (AS) has informed your instructor that you have registered with them. Please see <http://www.uwinnipeg.ca/accessibility>. If you do not register with AS, you cannot be granted special consideration (e.g. extra time to write exams/tests, attendance issues because of physical or mental health conditions, etc.).

The University of Winnipeg promotes a scent-free environment. Please be respectful of the needs of your fellow classmates and your instructor by avoiding the use of scented products while attending on-campus lectures and labs. Exposure to perfumes and other **scented products (such as lotion)** can trigger serious health reactions in persons with asthma, allergies, migraines or chemical sensitivities. We are asking for your cooperation to create a scent-free environment **on campus** by students, faculty and staff.

"THE REAL THING" LECTURE SERIES

During the FW terms, the Department of Theatre and Film presents a series of six lectures held on Wednesdays during the free period (12:30-13:20); in 20-21, these will be presented online (by Zoom or other platform). This series will feature speakers from a range of areas in the performing arts: technical, performance, design, management, film, directing, playwrighting, etc. These speakers will specifically address issues related to "the business of the business."

The first Lecture will take place at 12:30 pm Wednesday, September 23rd, and features Yolanda Bonnell, a performer and playwright of Ojibwe and South Asian descent, from Fort William First Nation Indian Reserve in Thunder Bay, ON. Now based in Toronto, Yolanda graduated from Humber College's theatre performance program and was named one of NOW Magazine's artists to watch in Summerworks in 2016.

Further guests and dates will be confirmed in September.

Normally, attendance at **EVERY** lecture is mandatory for all Honours students in Theatre (4000-level courses, all areas), as well as students in THFM-3110-001 Screen Acting, THFM-3201 Styles in Design, and THFM-3801 Production II, and any other appropriate 3000-level course being taught in the term.

For the unusual circumstances of 2020-21, attendance is **STRONGLY RECOMMENDED** for all Honours students, 3000-level THFM majors, potential Theatre Honours/Majors and for Film Majors.

Dates and delivery method will be confirmed in September. Please see our department website in the Fall for information.

ORIENTATION ASSEMBLY

Each year in September we hold an *Orientation Assembly* to welcome students to the new term; introduce our new students to faculty and other students; provide information about the department, its various activities and those of its professors; and deliver news about what's coming up. Those considering Honours are strongly recommended to attend. All others are welcome and encouraged to attend.

This September, the Assembly will likely happen via Zoom.

Date and delivery method will be confirmed in in early September.

Please see our department website for information.

TAFSA

All students enrolled in at least one theatre or film class are automatically members of TAFSA, the Theatre and Film Students' Association, which plans a number of exciting activities each academic year. Activities organized by TAFSA include regular **Performance Jams, Department parties** and **Socials** as well as **DioFest** (a new play festival featuring student written and produced plays), and **24/7** (an event in which students move into our building and several plays are written, rehearsed, produced, and presented – all in a period of 24 hours!).

Please join TAFSA to find out more at their meetings, every second Monday from 12:30-13:20 pm (by Zoom or other platform in 2020-21). This is a great opportunity for students to connect with other like-minded people and a way to get involved in the department events.

BUILDING SECURITY

To safeguard the health of the UWinnipeg community — and support public health efforts — during the ongoing COVID-19 situation, the UW campus is closed until further notice. All academic instruction and evaluation will continue through alternate delivery.

The Asper Centre for Theatre and Film (home to the Department of Theatre and Film) is CLOSED as per Campus policy. Access for students attending in-person labs in our building will be arranged as necessary. All studios and labs are locked 24/7.

NOTE: It is **MANDATORY** that anyone attending labs or rehearsals in the building carry an ID card/student card to verify they are allowed to be on campus. If a Security Guard checks and you do not have proper accreditation, **you will be evicted.**

These rules are in place to protect our students and our equipment; please respect them.

RECORDING ON-LINE CLASSES

The instructor may choose to record a zoom or video class if there are online connectivity issues, absences, or to post to Nexus for later review.

If a lecture is recorded, students will be given notice (via the course outline or on a case-by-case basis) that their personal information may be captured; informed of how long the recording will be retained; and whether the recording will be used for evaluation of any kind. Students will also be given the option to turn off their cameras/microphones and use pseudonyms to remain anonymous (except where class participation is required).

Students with concerns or who wish to seek alternate arrangements may discuss the matter with the instructor.

Access to recordings will be limited to the academic staff, students, and others with a legitimate need. Recordings containing student personal information will not be posted publicly, but only on UW-approved servers.

No student is allowed to disseminate recordings outside of the class or post recordings publicly. Access to the recordings will be limited to the instructor and the students.

ELECTRONIC COURSE OUTLINE ADDENDA

Students must check our website at <http://uwinnipeg.ca/theatre-film> and read the menu items called *Fire Safety Instructions in the Asper Centre for Theatre and Film* and *Access Card/Building Use Policy*.

Room bookings at the ACTF are suspended until at least December 31, 2020 and possibly longer. However, when we are able to allow students to book rooms again, links to *Room Booking Instructions* and electronic *Online Room Booking Form* can also be found on our department website. Please read and note all instructions carefully.

GENERAL NOTES

- Students can find answers to frequently ask questions related to remote learning here: <https://www.uwinnipeg.ca/covid-19/remote-learning-faq.html>.
- Students should check their UWinnipeg e-mail addresses daily as this is the most direct way instructors and the University will contact students, particularly during the current remote learning environment.
- This course outline should be considered a guideline only. Time constraints and other unforeseen factors may require that some topics be omitted or covered in less detail than indicated.
- Archival records such as videotapes, sound recordings, and photographs may be made or taken during class or lab times. The University uses such materials primarily for archival, promotional, and teaching purposes. Promotional use may include display at open houses or conferences, or use in advertising, publicity, or brochures. In reading and accepting the terms in this course outline, students acknowledge consent for such use by the University. Should a student not wish to convey such consent, they should withdraw from this course immediately.
- Unless necessary for accessing class, cellular phones should be turned off during classes and examinations. Texting is not permitted in class.
- Any student attending a test or final examination may be required to present proof of identity; photo identification is preferred.

It is the student's responsibility to retain a photocopy or computer disk copy of **ALL** assignments submitted for grading; in the event of loss or theft, a duplicate copy is required.

- When it is necessary to cancel a class due to exceptional circumstances, instructors will make every effort to inform students via uwinnipeg email (and/or using the preferred form of communication, as designated by the instructor), as well as the Departmental Assistant and Chair/Dean. ***Students are reminded that they have a responsibility to regularly check their UWinnipeg e-mail addresses to ensure timely receipt of correspondence from the university and/or their course instructors.***
- **Regulations, Policies, and Academic Integrity:** Students are encouraged to familiarize themselves with the "Regulations and Policies" found in the University Academic Calendar at: <https://uwinnipeg.ca/academics/calendar/docs/regulationsandpolicies.pdf>. Particular attention should be given to subsections **8 ("Student Discipline")**, **9 ("Senate Appeals")**, and **10 ("Grade Appeals")**.

Please note the importance of maintaining academic integrity, and the potential consequences of engaging in plagiarism, cheating, and other forms of academic misconduct. Even "unintentional" plagiarism, as described in the UW Library video tutorial "Avoiding Plagiarism" (<https://www.youtube.com/watch?v=UvFdxRU9a8g>) is a form of academic misconduct.

Similarly, uploading essays and other assignments to essay vendor or trader sites (filesharing sites that are known providers of essays for use by others who submit them to instructors as their own work) is a form of misconduct, as it involves "aiding and abetting" plagiarism. More detailed information can be found here: Academic Misconduct Policy and Procedures: <https://www.uwinnipeg.ca/institutional-analysis/docs/policies/academic-misconduct-policy.pdf> and <https://www.uwinnipeg.ca/institutional-analysis/docs/policies/academic-misconduct-procedures.pdf>.

- **Copyright and Intellectual Property.** Course materials are the property of the instructor who developed them. Examples of such materials are course outlines, assignment descriptions, lecture notes, notes on whiteboards, test questions, and presentation slides—irrespective of format. Students who upload these materials to filesharing sites, or in any other way share these materials with others outside the class without prior permission of the instructor/presenter, are in violation of copyright law and University policy.

Students must also seek prior permission of the instructor/presenter before, for example, photographing, recording, or taking screenshots of slides, presentations, lectures, and notes on the board. Students found to be in violation of an instructor's intellectual property rights could face serious consequences pursuant to the Academic Misconduct or Non-Academic Misconduct Policy; such consequences could possibly involve legal sanction under the Copyright Policy (https://copyright.uwinnipeg.ca/docs/copyright_policy_2017.pdf).

- **Research Ethics.** Students conducting research interviews, focus groups, surveys, or any other method of collecting data from any person, including a family member, must obtain research ethics approval before commencing data collection. Exceptions are research activities done in class as a learning exercise. For submission requirements and deadlines, see <http://www.uwinnipeg.ca/research/human-ethics.html>.

- **Privacy.** Students should be familiar with their rights in relation to the collecting of personal data by the University (<https://www.uwinnipeg.ca/privacy/admissions-privacy-notice.html>), especially if Zoom is being used for remote teaching (<https://www.uwinnipeg.ca/privacy/zoom-privacy-notice.html>) and testing/proctoring (<https://www.uwinnipeg.ca/privacy/zoom-test-and-exam-proctoring.html>)
- **Respectful Learning Environment.** All students, faculty and staff have the right to participate, learn and work in an environment that is free of harassment and discrimination. Students are expected to conduct themselves in a respectful manner on campus and in the learning environment irrespective of platform being used.

Behaviour, communication, or acts that are inconsistent with a number of UW policies (e.g., *Respectful Working and Learning Environment Policy* at <https://www.uwinnipeg.ca/respect/respect-policy.html>; *Acceptable Use of Information Technology Policy* at <https://www.uwinnipeg.ca/institutional-analysis/docs/policies/acceptable-use-of-information-technology-policy.pdf>) could be considered “non-academic” misconduct.

More detailed information can be found here:

Non-Academic Misconduct Policy and Procedures: <https://www.uwinnipeg.ca/institutional-analysis/docs/student-non-academic-misconduct-policy.pdf>

And <https://www.uwinnipeg.ca/institutional-analysis/docs/student-non-academic-misconduct-procedures.pdf> .

- Students may choose not to attend classes or write examinations on holy days of their religion, but they must notify their instructors at least two weeks in advance. Instructors will then provide opportunity for students to make up work examinations without penalty. A list of religious holidays can be found at <http://uwinnipeg.ca/academics/calendar/docs/important-notes.pdf>

VOLUNTARY WITHDRAWAL DATES

The voluntary withdrawal dates for each term, without academic penalty, are:

- **FALL TERM COURSES:** November 17, 2020 for Fall courses which begin in September 2020 and end in December 2020;
- **FALL/WINTER TERM COURSES:** February 23, 2021 for Fall/Winter courses which begin in September 2020 and end in April 2021;
- **WINTER TERM COURSES:** March 16, 2021 for Winter courses which begin in January 2021 and end in April 2021.

Students are encouraged to speak to the Instructor before withdrawing to explore other options.

Please note that withdrawing before the VW date does not necessarily result in a fee refund.