

THFM-3802-001 and THFM-3802L-070 (3 credit hours)

STAGE MANAGEMENT

and

THFM-4802-001 and THFM-4802L-070 (3 credit hours)

HONOURS STAGE MANAGEMENT - THEORY

Course Information

Fall, 2020

Lecture: Tu/Th 10:00-11:15 am

Live Zoom

Lab: Tu/Th 8:30-9:45 am

Nexus +

Instructor: Melissa Novecosky

Phone: 204-997-6245

E-mail: melissa.novecosky@gmail.com

Virtual office hours by appointment

COURSE DESCRIPTION

These courses are combined into a single class in the Fall term. Students enrolled in THFM-4802 will be expected to show a deeper understanding of the material and complete an additional assignment. Those students in the Honours Program have an option to take THFM-4803 Honours Stage Management – Practicum upon completion of this course.

This course is designed to provide students with an introduction to concepts of stage management including organization, leadership, communication, analysis, and teamwork. The roles and responsibilities of the stage manager will be explored following the process of preparing, rehearsing, and opening a theatrical production. At the conclusion of this course the student will have a solid theoretical grasp of the skills and processes involved in stage managing for theatre. A strong emphasis will be placed on the rules and guidelines outlined in the Canadian Theatre Agreement (CTA). This course offers an excellent introduction to theatre management and communication and should prove valuable to any student with an interest in the business.

REQUIRED TEXT & MATERIALS

- *The Stage Manager's Toolkit: Templates and Communication Techniques to Guide Your Theatre Production from First Meeting to Final Performance (second edition)* by Laurie Kinckman
- *Intimate Apparel* by Lynn Nottage (Dramatist Play Service Inc. version)

- 3-Ring Binder (at least 1") and dividers
- Imperial Scale Ruler, two 25' measuring tapes, and sidewalk chalk
- Ability to print 8 ½ by 11 paper
- Basic stationary supplies (pens, pencils, highlighter, scissors, tape, glue, hole punch)

COURSE DELIVERY

This course is delivered through a combination of synchronous and asynchronous instruction, administered through Zoom and the course website on Nexus. Students will require reliable access to the Internet and access to both Microsoft Word and Excel (PC, MAC, or free online versions are acceptable). Lectures and discussion will take place live on Zoom on Tuesday & Thursday from 10-11:15am. Lectures and group discussions will be recorded for asynchronous access (group breakout sessions will not be recorded). Recorded lectures will be available to the instructor and course members only, via Nexus until the end of the

term. Students may choose to turn off personal cameras during lecture recordings. Students will have 48 hours to asynchronously contribute to online discussion threads after lectures are posted. Thoughtful participation, preparedness, and timely completion of assignment reading is essential to succeed in this course.

LAB - Lab work will focus on the data processing skills and paperwork generated by a stage manager during a production. Pre-recorded demonstrations of each piece of paperwork and steps to create the template will be made available via Nexus each Tuesday at 8:30am (CDT). Lab assignments are due by e-mail in the appropriate format to melissa.novecosky@gmail.com by the following Monday at 5pm. Drop in virtual office hours will be open each Thursday from 8:30-9:45am (CDT). Students are not required to attend drop in sessions, but are encouraged to attend to check in, ask questions, or deepen their understanding of the material. Templates from each lab assignment will be the basis used to create complete the final prompt book assignment.

- Word & Excel Document Templates
- Company Paperwork
- Scene Breakdown
- Scheduling Paperwork
- Rehearsal Notes
- Wardrobe Paperwork
- Props Paperwork
- Pre-set List
- Running List
- Show Report

1% will be awarded for each completed lab assignment assessed with the following criteria:

0 – unsubmitted or late assignment

0.5 – partially complete assignment and/or the template does not indicate comprehension of the piece of paperwork

1 – complete assignment and template displays comprehension of the piece of paperwork

ASSIGNMENTS

Assignments will be submitted through file sharing, email, and/or in live Zoom one-on-one sessions. Students will need to have access to a file sharing software (like Google Docs, Drop Box or WeTransfer) to share photos and videos with the instructor. Students will be expected to print documents for one of the assignments.

FINAL EXAM

The final exam will be administered asynchronously (ie: as 'take-home' tests). The exam will be posted to Nexus and students will have a finite time to complete the exam. As this exam is open-book, students will be expected to display a high degree of specificity and deep understanding of the material. This is **not** a collaborative project – students are required to complete this work alone. Date and time TBA.

EVALUATION

For THFM-3802-001

Lab Assignments.....	10%
Term Assignments (due Oct 1, Oct 22, Nov 5, Nov 12 – 4x7.5%)	30%
Final Prompt Book Assignment (due Dec 3).....	30%
Final Take Home Examination (TBA)	20%
Class Participation	10%
TOTAL	100%

For THFM-4802-001

Lab Assignments.....	10%
Term Assignments (due Oct 1, Oct 22, Nov 5, Nov 12 – 4x7.5%)	30%
Final Prompt Book Assignment (due Dec 3).....	30%
Final Take Home Examination (TBA)	10%
Final Research Paper (due Dec 10)	10%
Class Participation	10%
TOTAL	100%

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				

Work not submitted will be graded as 0%.

EXPECTATIONS

- **Deadlines** - All work must be completed and submitted on time. Late materials will **NOT** be accepted unless prior arrangements have been made at least two days in advance of the due date.
- **Punctuality, attendance, and preparation** are essential to stage management. Students will be expected to attend all live zoom classes (unless the absence is cleared with the instructor in advance or unforeseen technological issues make attendance impossible). Students are responsible for communicating about their attendance via email.
- **Respectful Zooming** – Students are expected to show the highest level of respect for fellow students and instructors. This includes muting/unmuting yourself as appropriate, using the ‘raise hand’ tool, using Q&A or chat to ask questions. I would respectfully ask that you include your first name and keep your video on for discussion purposes. If this is not possible, please connect with me outside of class time to discuss an alternative.
- **E-mail** – Students have a responsibility to check their UWinnipeg email address (or primary address as discussed on the first day of class). Please send all emails to melissa.novecosky@gmail.com. I will not be checking the Nexus email regularly.

PARTICIPATION RUBRIC

Contribution to discussions of readings, lectures and activities is critical to success in this course. Particular importance is placed on timeliness and respect to fellow students. Open and **respectful** discussions are expected during the class.

Outstanding (9-10%): Demonstrates consistent on-time attendance, preparation, and constructively contributes to all class activities and discussions; consistently demonstrates insight by asking questions, making statements that add to and facilitate the class discussion, or building upon others' comments. Consistently demonstrates respect for professor and other classmates.

Very Good (7-8%): Demonstrates consistent on-time attendance, preparation, and constructively contributes in all class activities and discussions; demonstrates insight by asking questions or making statements that are relevant, add to, and facilitate the class discussion.

Fair (5-6%): Demonstrates consistent attendance and preparation; occasionally contributes to class discussions, regularly participates in other class activities; may occasionally arrive late to class. Generally demonstrates respect for professor and other classmates.

Poor (3-4%): Demonstrates inconsistent attendance/timeliness/contribution in class activities; may occasionally be unengaged in class activities and/or is disruptive/distracting or disrespectful in class; is frequently not prepared, regularly arrives late to class; falls asleep or uses laptop/cell phone, etc. during class.

Fail (0-2%): Demonstrates consistently poor attendance and consistently poor preparation; is unengaged or fails to contribute in class activities; may be disruptive/distracting or disrespectful in class to others; falls asleep or uses laptop/cell phone, etc. during class.

Note: Permission to distribute this rubric was granted by the Faculty of Business and Economics: Business and Administration Department.

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, playwriting, 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 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.