



UNIVERSITY OF
CALGARY

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FACULTY OF ARTS
SCHOOL OF CREATIVE AND PERFORMING ARTS - DRAMA
Course Title: Drama 321 – Stage Management
Session: Fall 2014/Winter 2015

Instructor	Brian Kerby
Office	Rm D010
Email	bkerby@ucalgary.ca
Office Hours	By appointment
Location and Time of class	Lecture: Monday & Friday, 12:00-12:50 in Craigie Hall Block E Room 012 Lab: TBA
Text(s)/Readings	
Prerequisites	Drama 223 and 225 or consent of the Department.
Course Description	An intense study of Stage Management for the Theatre. The class will deal with the pre-rehearsal, rehearsal and performance periods. Practical experience will be gained through class exercises and the lab assignment
Course Objectives	To give students the ability to function as Stage Managers and Assistant Stage Managers and an understanding on what is required to put on a Production.
Course Activities and Content	<p>Sept. 8 Course Introduction: Assignment of projects Stage managers and stage management</p> <p>Sept. 12 Theatrical employee structure: Who are these people and what do they do?</p> <p>Sept. 15 The play script--analysis & prep.: Assignment is due Oct. 1</p> <p>Sept. 19 Problems and plots: Assignment is due Oct. 1</p> <p>Sept. 22 The Pre-rehearsal period</p> <p>Sept. 26 The Pre-rehearsal period</p> <p>Sept. 29 Ground Plans</p> <p>Oct. 3 Ground Plans - Practical</p> <p>Oct. 6 Schedules, budgets, meetings, and company rules</p> <p>Oct. 10 The rehearsal period</p> <p>Oct. 13 Thanksgiving</p> <p>Oct. 17 The rehearsal period</p> <p>Oct. 20 Blocking notation</p> <p>Oct. 24 Moving in and setting up in the performing space</p> <p>Oct. 27 Theatre safety</p> <p>Oct. 31 Theatre safety</p>

	<p>Nov. 3 Theatre safety</p> <p>Nov. 7 Theatre safety</p> <p>Nov. 10 Reading Day</p> <p>Nov. 14 Cueing Sessions</p> <p>Nov. 17 Technical rehearsals</p> <p>Nov. 21 Dress rehearsal, preview, opening</p> <p>Nov. 24 House Management</p> <p>Nov. 28 The Run, Strike and touring</p> <p>Dec. 1 The Real World.</p> <p>Dec. 5 Examination on all material covered in the term</p> <p>Estimated Production Periods:</p> <p>Jebat: Sept. 8 – Nov. 1</p> <p>Bloody Poetry: Oct. 12 - Dec. 6</p> <p>Man Equals Man: Jan. 5 – Feb. 28</p> <p>Festival “Taking Flight”: Feb. 15 - Apr. 11</p>
<p>Assessment</p>	<p>COURSE REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. One Final Examination. 2. The preparation of a complete production book for a theoretical production of a play script assigned in class. This project will be <u>due no later than January 12, 2015.</u> 3. A major lab assignment as an assistant stage manager on a Mainstage show or (if class size permits) on a final directing project, such as 510 or MFA pre-thesis projects that are part of the Taking flight festival, as assigned by the instructor. <u>The assignment will include the preparation of a complete production book, as well as a daily log of the production and a critical assessment of your work.</u> You will be graded on your ability to function as an assistant stage manager. The production book is <u>due no later than ten days following the final performance</u> of the production with which you were involved. <p>NB: <u>This lab assignment requires regular attendance of all casting calls, production meetings, rehearsals, and performances of the production in which you are participating. The majority of this work is conducted in the evening over a period of 8 - 10 weeks during the term.</u></p> <p>You can expect to contribute at least 200 hours of work outside the regularly scheduled classes; <u>most of this time occurs in the evening and on weekends.</u> This course carries an extremely heavy work load</p>

	<p>and is not recommended for students who work, or who attend classes in the evening, or who are carrying extra courses.</p> <p>4. Regular participation in class exercises and discussion.</p>												
Grading Scale	<p>COMPUTATION OF FINAL GRADE:</p> <table style="margin-left: 40px;"> <tr> <td>In class Assignments</td> <td style="text-align: right;">10%</td> </tr> <tr> <td>Final examination</td> <td style="text-align: right;">10%</td> </tr> <tr> <td>Theoretical production assignment</td> <td style="text-align: right;">35%</td> </tr> <tr> <td>Practical lab assignment</td> <td style="text-align: right;">35%</td> </tr> <tr> <td>Class participation</td> <td style="text-align: right;"><u>10%</u></td> </tr> <tr> <td></td> <td style="text-align: right;">100%</td> </tr> </table> <p>Please see the Undergraduate Calendar F.2 Undergraduate Grading System for details.</p>	In class Assignments	10%	Final examination	10%	Theoretical production assignment	35%	Practical lab assignment	35%	Class participation	<u>10%</u>		100%
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Attendance	See item #3 in the Assessment section.												
FACULTY OF ARTS PROGRAM ADVISING AND STUDENT INFORMATION RESOURCES	<ul style="list-style-type: none"> • Have a question, but not sure where to start? The Faculty of Arts Program Information Centre (PIC) is your information resource for everything in Arts! Visit us for answers about course registration, graduation checks, and the ‘big picture’ on programs and majors. Drop in at SS102, email us at artsads@ucalgary.ca or call us at 403-220-3580. You can also visit the Faculty of Arts website at http://arts.ucalgary.ca/undergraduate which has detailed information on common academic concerns. • For academic success support, such as writing support, peer support, success seminars, and learning support, visit the Student Success Centre on the third floor of the Taylor Family Digital Library (TFDL), email them at success@ucalgary.ca or visit their website at http://www.ucalgary.ca/ssc/ for more information or to book an appointment. • For registration (add/drop/swap), paying fees and assistance with your Student Centre, contact Enrolment Services at 403-210-ROCK [7625], by email at futurerstudents@ucalgary.ca or visit them at the MacKimmie Library Block 117. 												
ACADEMIC ACCOMMODATION	http://www.ucalgary.ca/access												
FOIP	http://www.ucalgary.ca/secretariat/privacy												
ACADEMIC STANDING	http://www.ucalgary.ca/pubs/calendar/current/f.html												
CAMPUS SECURITY	220-5333. Help phones: located throughout campus, parking lots, and elevators. They connect directly to Campus Security; in case of emergency, press the red button.												
COURSE OUTLINES FOR TRANSFER CREDIT	It is possible that you will be asked for copies of this outline for credit transfers to other institutions or for proof of work done. It is the student's responsibility to keep these outlines and provide them to employers or other universities when requested. Please ensure that outlines of all the courses you take are kept in a safe place for your future reference. Departments/Programs do not guarantee that they will provide copies. ³												

DEFERRALS OF EXAMS/TERM WORK	It is possible to request a deferral of term work or final examinations for reasons of illness, accident, family or domestic affliction, or religious obligations. Please check with your advisor if any of these issues make it impossible for you to sit an exam or finish term work by stated deadlines.
EMERGENCY EVACUATION	http://www.ucalgary.ca/emergencyplan/assemblypoints
LETTER OF PERMISSION	If you wish to study at another institution while registered at the U of C, you must have a letter of permission. You can submit your request through your Student Centre at MyUofC. Students must have the Letter of Permission before they take the course at another school. Failure to prepare may result in no credit awarded and could result in suspension from the faculty.
PLAGIARISM	Using any source whatsoever without clearly documenting it is a serious academic offense. For details see the University of Calgary Calendar. Consequences include failure on the assignment, failure in the course and possibly suspension or expulsion from the university. You must document not only direct quotations but also paraphrases and ideas where they appear in your text. A reference list at the end is insufficient by itself. Readers must be able to tell exactly where your words and ideas end and other people's words and ideas begin. This includes assignments submitted in non-traditional formats such as Web pages or visual media, and material taken from such sources. Please consult your instructor or the Student Success Centre (TFDL 3 rd Floor) if you have any questions regarding how to document sources.
SAFEWALK	220-5333 anytime. http://www.ucalgary.ca/security/safewalk
STUDENT MISCONDUCT	http://www.ucalgary.ca/pubs/calendar/current/k.html
STUDENT UNION CONTACT STUDENT OMBUDSPERSON	Faculty of Arts reps: arts1@su.ucalgary.ca ; arts2@su.ucalgary.ca ; arts3@su.ucalgary.ca ; arts4@su.ucalgary.ca
UNDERGRADUATE ASSOCIATIONS	DUS: Drama Undergraduate Society, CH C 005 uofcdus@gmail.com MUS: Music Undergraduate Society, CH F 219 undmusic@ucalgary.ca PIVOT: Dance Undergraduate Society, CH E 211 pivotdancers@gmail.com