COURSE CALENDAR DESCRIPTION

Examines all areas of production applicable to dance, to discover how each of these areas can individually support a unified collaborative artistic vision. Through lectures and labs, students will become familiar with current production practices, with an emphasis on creative collaboration, sustainability and safe working practice. During the labs, students have access to fully equipped, state-of-the-art theatre facilities and inventory. The course is divided into two components of equal import: Each week features a 90-minute lecture that will explore current technical theory (lighting, sound, projections and electricity for crew) and theatre management (front-of-house, marketing, publicity, budgets, fund-raising and professional associations). In addition, the weekly 120-minute lab component offers hands-on experience in lighting, projections, sound, wardrobe, and stage-management practices. Course credit exclusion: FA/THEA 1100 3.00.

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INSTRUCTOR(S)

<table>
<thead>
<tr>
<th>Name</th>
<th>Section / Format / Term</th>
<th>Contact Email</th>
<th>Contact Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mackwood, William J</td>
<td>Sec. A / LECT / F</td>
<td><a href="mailto:mackwood@yorku.ca">mackwood@yorku.ca</a></td>
<td>York Ext. 33445</td>
</tr>
</tbody>
</table>

SPECIAL FEATURES

Course: FA/DANC 1271 F A 3.0 – Dance Production  
Term: Fall 2018-2019
Course Director: William J Mackwood  
Lab Instructor: Ruthann Drummond

Course Director
William J Mackwood  
Office: 323 ACET  
Telephone: (416) 736-2100 ext: 33445 (no voice mail)  
Cell Phone: (647) 828-0071 (voice mail)  
Email: mackwood@yorku.ca

Course consultation hours: Tuesdays: 15:00 – 16:00 and by appointment (or just drop by to chat), ACE323

Lab Instructor
Ruthann Drummond
Cell Phone: (647-998-4847) 
(voice mail)
Email: ruthann@yorku.ca

Course consultation hours: By appointment

Prerequisite / Co-requisite: No prerequisite: Mandatory for all first-year dance students

Special Note: You cannot be in 1271 and in a curricular performance at the same time, the conflicts are simply too great. Therefore:

- Those students in 1271 in the Fall term may only audition for Winter performances e.g. York Dances.
- Those students in 1271 in the Winter term may only audition for Fall performances e.g. Dance Innovations.

The Dance Production Course examines all areas of production applicable to dance, to discover how each of these areas can individually support a unified collaborative artistic vision. Through lectures and labs, students will become familiar with current production practices in preparation for their 2nd year crew assignments, where they will have the opportunity to apply their acquired knowledge and skills in a working theatre environment. During the labs and productions assignments, students have access to fully equipped, state-of-the-art theatre facilities and inventory.

The course is divided into two components of equal import. Each week features a lecture that will explore current technical theory combined with standards and practices of producing live performance (through the paradigm of design goals and artistic collaboration). The lab component offers hands-on experience in lighting, rigging, sound, projection and stage-management practices. Times and locations of labs will vary depending on the current area of study. Check the course website for weekly schedules.

Time and Location

Lectures: -Tue 13:00-14:30  ACE 244 (Studio ‘F’)
-Guest Lecturers: TBA

Labs: Thu 13:00-15:00 (Please note, details regarding times and locations of individual labs will be announced on the Course Website)
-Most common location: ACE244
-Other lab locations: TBA

Course consultation hours: Tuesdays 15:00 – 16:00 or by appointment (or just drop by William’s office to chat), ACE 323

Course Webpage: https://moodle.yorku.ca/moodle/

TOPICS AND CONCEPTS

- Required Textbook: Dance Production: Design and Technology by Jeromy Hopgood (available at the University Bookstore or as 'kindle' edition.
- Department of Dance Production Manual 2018-2019 (available on Course Website)
- Additional readings may be assigned and/or recommended during the course. (Check Course Website)

N.B. All weekly lecture content, quizzes, assignments, readings and presentations are listed on the course website.

LIST OF LEARNING OUTCOMES AND EXAMPLES OF

1. Course Learning Objectives:

The purpose of this course is to give students a wide range of theoretical information, re-enforced by practical skills and hands-on experience, so they can serve as efficient, effective members of a production crew. The knowledge, skills and experience gained in this course will serve the students in three ways. As theatre practitioners, they will increase their skill base, making them more attractive to professional producing companies. As independent producers of dance, they will be able to take on any number of necessary duties, promoting the ultimate success of the production. Finally, as performing artists they will be better able to communicate with designers and technical crew, demonstrating respect for the challenges faced
by all members of the team.

By the end of this course, students will be able to:

- Identify all members of the production/management/creative team and define their respective major areas of responsibility.
- Define terms and technical expressions used throughout the theatre industry.
- Use industry recommended/regulated safe working practices during labs and production crew assignments.
- In the areas of Lighting, Sound and Projections students will be able to:
  - Identify and explain the function of the major components of each of these systems.
  - Demonstrate a detailed working knowledge of select components.
  - Identify, compare and contrast connecting cables used in the industry.
  - Demonstrate their ability to accomplish basic programming of control/mixing boards.
  - Calculate simple electrical loads
- Explain and reflect on basic design objectives and strategies used in each of the areas in relation to a specific project.
- Costumes:
  - Describe the fundamental objectives, challenges and strategies of costume design.
  - Demonstrate their ability to ‘source’ costumes in the local area.
  - List the ‘rules’ for the maintenance of stage costumes.
- In the areas of Stage Management, Front-of-House, and Publicity/Marketing, students will be able to:
  - Develop an appreciation of the challenges faced, and strategies employed by theatre managers in their respective areas of responsibility.
  - Design and create publicity/marketing material for a production.
  - Comprehend the power and effectiveness of a properly managed social media promotional campaign: networking, media generation and distribution.

GRADED ASSESSMENT

1. The final grade for the course will be based on the following items weighted as indicated:

<table>
<thead>
<tr>
<th>Assessment Item</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Mid-Term Exam (in class)</td>
<td>20%</td>
</tr>
<tr>
<td>Written Assignments (“Midterm Written Assignment”)</td>
<td>15%</td>
</tr>
<tr>
<td>Final Exam (in class)</td>
<td>20%</td>
</tr>
<tr>
<td>On-Line quizzes: (weekly)</td>
<td>10%</td>
</tr>
<tr>
<td>Participation and attendance (lectures and labs)</td>
<td>15%</td>
</tr>
<tr>
<td>Lab: Tech Rodeo 1 (in class)</td>
<td>10%</td>
</tr>
<tr>
<td>Lab: Tech Rodeo 2 (in class)</td>
<td>10%</td>
</tr>
</tbody>
</table>

Note: “Final course grades may be adjusted to conform to Program or Faculty grades distribution profiles.”

ADDITIONAL INFORMATION

Important University Sessional Dates (classes start/end dates, reading/co-curricular week, add/drop deadlines, holidays, etc.): http://registrar.yorku.ca/enrol/dates/

York University Grading System:

Grading, Assignment Submission, Lateness Penalties, and Missed Tests:
The grading scheme for courses conforms to the 9-point grading system used in undergraduate programs at York (e.g., A+ = 9, A = 8, B+ = 7, C+ = 5, etc.). Assignments and tests will bear either a letter grade designation or a corresponding number grade (e.g. A+ = 90 to 100, A = 80 to 90, B+ = 75 to 79, etc.) An average piece of work in university is about a C+ or B. Grades go up or down from there depending on the attention and effort applied as well as evidence of tangible change.

The Senate Grading Scheme and Feedback Policy stipulates that (a) the grading scheme (i.e. kinds and weights of assignments, essays, exams, etc.) be announced, and be available in writing, within the first two weeks of class, and that, (b) under normal circumstances, graded feedback worth at least 15% of the final grade for Fall, Winter, or Summer Term, and 30% for full year courses offered in the Fall/Winter Term be received by students in all courses prior to the final withdrawal date from a course without receiving a grade.

Assignment Submission/Lateness Penalty:
Proper academic performance depends on students doing their work not only well, but on time. Assignments must be received on the due date specified and are to be handed in at the beginning of class. No electronic submissions will be accepted. Assignments received later than the specified due date will be penalized one-half letter grade per day. There are exceptions to this lateness penalty for valid reasons such as illness, compassionate grounds, etc. but require supporting documentation (e.g. a doctor’s letter).

N.B. Final course grades may be adjusted to conform to Program or School grades distribution profiles. Once final grades have been posted, the full breakdown will be available and can be discussed in an appointment with the Course Director or Chair of the department.

"20% Rule":
No examinations or tests collectively worth more than 20% of the final grade in a course will be given during the final 14 calendar days of classes in a term. The exceptions to the rule are classes which regularly meet Friday evenings or on Saturday and/or Sunday at any time, and courses offered in the compressed summer terms.

Last date to drop a full year (Y) course without receiving a grade: February 8, 2019
Last date to drop a Fall term (F) course without receiving a grade: November 9, 2018
Last date to drop a Winter term (W) course without receiving a grade: March 8, 2019

Course Withdrawal Period: (withdraw from a course and receive a grade of “W” on transcript)
Last date for full year (Y) course: February 9 to April 3, 2019
Last date for Fall term (F) course: November 10 to December 4, 2018
Last date for Winter term (W) course: March 9 to April 3, 2019

Please note that financial deadline dates differ from add/drop deadlines.

Department of Dance Studio Dress Requirements:
In order to give students the best possible guidance in Contemporary Ballet and Modern studio dance classes, teachers must be able to see the entire body. Postural alignment and joint and muscle use cannot be corrected in these classes if loose or bulky clothing hide the body. World Dance and other dance forms we teach may require specific footwear, props, and/or other clothing options. Please make sure to check your outlines for each of your studio dance classes for the specific dress requirements and the details each teacher will require.

The general requirements are:
• Form fitting clothing that covers torso and legs should be worn. Bring close-fitting warmer clothing and socks for cold days. (No loose-fitting or ragged clothing unless specified).
• Hair must be worn off the neck and face for Ballet, and back and off the face for Modern. Tight buns are not recommended for Contemporary/Modern as they may impede floorwork.
• Students can wear leotard and tights (any solid colour), and ballet slippers for Ballet and bare feet for Modern.
• Please be considerate of your fellow dancers; avoid long fingernails and jewellery (including piercings, watches, earrings, necklaces, bracelets, and large rings). Ensure hair-wear is secure.

Department of Dance Studio Use Regulations:
• There is absolutely no food or drink (other than water) permitted in the studios.
• Leave street shoes and boots in the cubbies outside the studio or preferably, in your locker. If you must bring street shoes and boots in to the studio, please place them inside a bag. Grit and dirt brought into the space pose a safety hazard for dancers (particularly for those working barefoot) in addition to damaging the floor surfaces. NO BARE FEET in the Dance Department hallways, stairs, elevators, or bathrooms. Bring indoor flip-flops or slippers to go from studio to studio.
• Do not prop the studio doors open by using the deadbolt, the mirror curtain, or anything that blocks the studio entrance.
• Please return studio furniture to its rightful place according to the floor plan posted by the door in each space.

Department of Dance Video Guidelines:
The Department of Dance has developed these guidelines in order to raise awareness of expected behaviour regarding recording/videotaping curricular work, and to foster a culture of respect for intellectual and creative property, as well as for individual privacy.
While the Department recognizes the democratizing effect of the internet, the Department requests that students do not post curricular work publicly to the internet, unless by express permission of the Chair of the Department, and waivers signed by all concerned. Work is to be shared only via private file-sharing access. This applies to documentation made by the Department and/or by individual students for their own archives.

Department of Dance Guidelines For Scented Products:
York University endeavours to provide an indoor environment that supports the University community at work and study. Some people experience severe health problems from exposure to chemicals contained in scented products including aftershave lotions, hair spray, deodorants and fragrances. In consideration of those who are affected by such chemicals, use unscented products only.

Department of Dance Guidelines For Physical Demands of the Program:
Courses in the Department of Dance may include elements that are physically demanding. Prior injuries can be aggravated by strenuous exercise so check with your physician and inform the Course Director before beginning the course. Be sure to share with the Course Director any changes in your injury or health that may affect your participation.

Courses in the Department of Dance may also include the possibility/likelihood of human contact (i.e., correction of alignment or technical execution as well as the possibility of collision with colleagues). Students uncomfortable with the use of touch are requested to relay feelings to the Course Director as soon as possible.

Department of Dance Guidelines For Safety and Wellbeing:
Should an accident occur in studio, there is a very clear protocol for reporting. This information is posted in every studio. Faculty members and staff are well versed in the protocol. For the various minor issues that
come up in your day-to-day life as a dancer, it is recommended that you carry a well-stocked personal first aid kit in your dance bag. Programs Assistant Flannery Muise and faculty member Claire Wootten are the department’s certified first-aid reps.

**Department of Dance Attendance and Participation Policy:**

Students are expected to participate in every dance class, both studio and lecture courses. Under exceptional circumstances they may miss, without penalty, half the number of classes per term as the class meets in the week. (i.e., If your class meets two times a week, you may miss ONE class over the entire course without penalty.)

**For studio classes that meet one (1) time per week:**
- Absences or early departures in excess of 1 per term can result in a grade deduction of 4% per occurrence.
- Partial class participation beyond 1 class per term results in a 2% grade penalty.
- Non-participation beyond 1 class per term results in a 4% grade penalty.

**For studio classes that meet two (2) or more times per week:**
- Absences or early departures in excess of 1 per term can result in a grade deduction of 2% per occurrence.
- Partial class participation beyond 1 class per term results in a 1% grade penalty.
- Non-participation beyond 1 class per term results in a 2% grade penalty.

**For all classes:**
- In the event of an absence or limited participation, all missed material is to be learned prior to returning to class.
- In the event of an injury or illness preventing full participation for more than 1 class in a term, it is the student’s immediate responsibility, in consultation with the Course Director, to devise a plan for make-up work. The sooner this is done, the less stress you will experience from the uncertainty of the situation. If you are injured or ill, obtain and submit a hard copy doctor’s note. The doctor’s note will allow you to arrange for appropriate make-up work. **Grade penalties can still apply,** but the documentation assists in gauging the amount of penalty and make-up work needed.
- As detailed in the Injury Guidelines in the Department of Dance, students must complete a minimum of 60% of the studio work to receive course credit.
- Finally, in consideration of all participants, if you are ill, stay home and/or see your healthcare provider. You will recover faster and, should your illness be contagious, you will have shown others consideration by limiting their exposure. **Do NOT** come to class if you are ill!

**Department of Dance Technical Evaluation Policy:**

It is the Department’s responsibility to ensure that every dance major experiences optimal training and educational conditions. This is especially important in physical practice where safety is a pedagogical imperative. To that end, all students enrolled in dance technique courses (i.e. Contemporary Modern and/or Contemporary Ballet) participate in technical level evaluation at the beginning of the Fall term. Dance faculty conduct evaluations in a traditional group class setting. Students who have successfully completed the pre-requisite courses, have maintained an appropriate level of fitness, and have continued with technical training over the spring and summer months normally proceed to the next level.

**It must be noted that a satisfactory grade in the pre-requisite course does not guarantee placement in the next level of technique.** Some students may be required to remain at the previous level to safely develop additional technical skill. Extended illness, injury, or insufficient technical skill are some of the factors that lead to such a decision.

The study of dance as a physical and artistic practice requires a commitment to **year-round** technical training, body conditioning, and cross training. Students are, therefore, expected to independently seek out
and maintain an appropriate training regimen all 12 months of the year.

**York University Academic Senate Policies and Information:**

All students are expected to familiarize themselves with the Policies and Regulations information which can be found on the 2017/18 Academic Calendars page:


We recommend carefully reviewing all three sections: About, Degree Requirements, and Faculty Rules. Important information is explained here including the Policy on Academic Honesty, Academic Responsibility and Student Responsibility, and Academic Standing. Further details are available on the Secretariat Policies website, http://secretariat-policies.info.yorku.ca/, which covers the following topics:

- Academic Accommodation for Students with Disabilities:
  http://calendars.students.yorku.ca/2018-2019/policies-and-regulations/academic-policies-and-regulations/academic-accommodation
- Religious Accommodation:
- Code of Student Rights and Responsibilities:
- Academic Honesty:

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Many courses utilize Moodle, York University’s course website system. If your course is using Moodle, click here to access it.

Moodle @ York University