COURSE CALENDAR DESCRIPTION

Required of all fourth-year students working in production and design, the course gives advanced students an opportunity to further develop and perfect skills in the creation of a show. Labs include work on departmental productions. Prerequisite: FA/THEA 3100 3.0 or FA/THEA 3101 6.00 with a minimum grade of C+ or by permission of the Production/Design Area. Corequisite: At least one other 4000-level course in theatre production. Open to non-majors by permission of the department. Note: Students may take FA/THEA 4100 3.00 or FA/THEA4101 6.00, but not both concurrently.

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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>
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<tbody>
<tr>
<td>Defend, Sylvia</td>
<td>Sec. A / STDO / Y</td>
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<td>Kerwin, Shawn Jennifer</td>
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<td>McKernan, James B</td>
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<td>Przybylski, Teresa</td>
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<td>Mayberry, John Bengtsson</td>
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<td>Ross, Steve</td>
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SPECIAL FEATURES

YORK UNIVERSITY DEPARTMENT OF THEATRE

COURSE OUTLINE

PRODUCTION PRACTICUM F/W 2018-19

Courses:
THEA 2100 3.0 Y PRODUCTION PRACTICUM
THEA 2101 3.0 Y PRODUCTION PRACTICUM
THEA 3100 3.0 Y PRODUCTION PRACTICUM
THEA 3101 6.0 Y PRODUCTION PRACTICUM
THEA 4100 3.0 Y PRODUCTION PRACTICUM
THEA 4101 3.0 Y PRODUCTION PRACTICUM

Course Moodle: https://moodle.yorku.ca/moodle/ (requires Passport York Log-in)
Term: Fall/Winter 2018-19
Prerequisite / Co-requisite:
THEA 2100 3.0 A PRODUCTION PRACTICUM
Pre-requisite: THEA 1010 3.0, THEA 1100 3.0 and THEA 1200 6.0. A minimum grade of C+ in THEA 1100 3.0, and permission of the Department.
Co-requisite: THEA 2110 6.0 and THEA 2410 6.0

THEA 2101 3.0 A PRODUCTION PRACTICUM
Pre-requisite: THEA 1010 3.0, THEA 1100 3.0 and THEA 1200 6.0. A minimum grade of C+ in THEA 1100 3.0, and permission of the Department.
Co-requisite: THEA 2110 6.0, THEA 2100 3.0, THEA 2410 6.0

THEA 3100 3.0 A PRODUCTION PRACTICUM
Pre-requisite: THEA 2100 3.0/THEA 2101 6.0 or permission of the Production Area.
Co-requisite: At least one other studio course in theatre production.
Course Credit Exclusion: THEA 3101 6.0

THEA 3101 3.0 A PRODUCTION PRACTICUM
Prerequisite: THEA 2100 3.0/THEA 2101 6.0 or permission of the Production Area.
Co-requisite: At least one other studio course in theatre production.

THEA 4100 3.0 A PRODUCTION PRACTICUM
Pre-requisite: THEA 3100 3.0/THEA 3101 6.0.
Co-requisite: At least one other 4000-level course in Theatre production.
Note: If taking a design practicum you must be enrolled in the 4000 level class of the discipline.

THEA 4101 3.0 A PRODUCTION PRACTICUM
Pre-requisite: THEA 3100 3.0/THEA 3101 6.0.
Co-requisite: At least one other 4000-level course in Theatre production.
Note: If taking a design practicum you must be enrolled in the 4000 level class of the discipline.

COURSE INSTRUCTORS

John Mayberry (Lead Course Director) mayberry@yorku.ca
416-736-2100, ext. 77432
WIN 121
Course consultation hours: Wednesday 9:30-11:30 a.m. or by appt.

James McKernan (Co-Course Director) mckernan@yorku.ca
416-736-2100, ext. 774357
CFT 334
Course Consultation hours: TBA or by appt.

Sylvia Defend (Co-Course Director)       defsyl63@yorku.ca
416-736-2100, ext. 30013
CFT 105 (Costume Shop)
Course consultation hours: TBA or by appt.

Shawn Kerwin (Co-Course Director)      shawn@yorku.ca
CFT 321
Course consultation hours: Tuesday 12:00 noon – 2:00 p.m. or by appt.

Teresa Przybylski (Co-Course Director)             teresap@yorku.ca
CFT 314
Course consultation hours: TBA or by appt.

Gavin McDonald (Co-Course Director)              gavmcd@yahoo.ca
Course consultation hours: TBA or by appt.

**RESOURCE PERSONNEL**

Aaron Kelly, Production Coordinator, ext. 33905            akelly1@yorku.ca

- **Time and Location**
  
  Lecture/Seminar            T 2:30 – 4:30 pm CFA 312
  
  Crew Work: As assigned

**Expanded Course Description**

These courses represent the practical application of all material learned in the production and design area. Generally, the work will be at an advanced level and will encompass the expertise necessary for the mounting of a theatrical production. Those taking 3.0-credit courses can expect assignments in either term.

Each class will consist of a Production Meeting to discuss progress of the current production(s), and occasionally a lecture and/or tutorial on topics pertinent to work in the Design and Production disciplines of the professional theatre. There will be guest lecturers from time to time.

Most of the activity of these courses will occur outside class, during “Crew Time”, which is normally Tuesday, Wednesday, and Thursday 6pm to 10pm, Friday 2:30 pm to 6:30 pm, and Saturday 10am to 6pm. During performance weeks and technical rehearsal weeks students will be expected to be available outside these times. The instructors and resource personnel will be available for supervision, consultation, and guidance during crew time and additionally as needed. Production schedules do not allow for scheduled days off for crew class members. A crew class member who requires a day off must confer with his or her crew head first, and then seek permission from the Course Director. Course Instructors and the Department Production Manager may respond to changing scheduling needs by reducing the number of crew required for a specific shift without seeking permission of the Course Director.

**Course Learning Objectives**

The purpose of these courses is to familiarize students with the range of processes and procedures that are standard in the professional production of live performances in North America. Students will acquire specific
skills in craft and collaborative creation, as well as an understanding of how all of the various departments of a production organization work together to create the theatrical production.

The specific objectives of the course are that students will be able to:
- develop their skills in a specific area, such as props building or stage management, through the exercise of those skills
- develop their skills as supervisors, both through practice and the observation of their classmates’ work
- understand the complexity of a producing organization
- demonstrate the ability to work collaboratively in a range of situations
- develop their ability to discuss and write about the process of artistic collaboration

Course Text / Readings

Additional readings may be assigned or recommended during the course.

Required Text:

Evaluation

Evaluation of a student’s performance in an assigned position is done on a continuous basis over the course of the production process. The model for this evaluation is the professional workplace, where there should be clear expectations, clear evaluations of the strengths and weaknesses being shown by the employee during the process, and clear post-production feedback on the employee’s performance. After each assignment, the Course Instructors confer to evaluate the student’s performance according to the rubric below. (Designers also receive feedback on their design decisions and solutions).

Final Grade

85% Evaluations of the crew assignments that were completed during the year.
15% Written reports (8 ½” x 11”, approx. 300 words, proofread. Due 10 days after closing performance), including:
- Discussion of the student’s own experience in the position: strengths, weaknesses, lessons learned, etc.
- Discussion of working relationships with immediate superiors, co-workers, and crews (including attendance/evaluation charts for crews)

Suggestions for improving future processes.

N.B.

Designers will be graded by the requirements outlined in the contracts they sign.

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. See the policy for exceptions to this aspect of the policy - http://www.yorku.ca/secretariat/legislation/senate/gradfeed.htm
Last date to drop courses without receiving a grade

Grading, Assignment Submission, Lateness Penalties and Missed Tests

Grading: The grading scheme for the course 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.) (For a full description of York grading system see the York University Undergraduate Calendar - http://calendars.registrar.yorku.ca/pdfs/ug2004cal/calug04_5_acadinfo.pdf)

Students may take a limited number of courses for degree credit on an ungraded (pass/fail) basis. For full information on this option see Alternative Grading Option in the Faculty of Fine Arts section of the Undergraduate Calendar: http://www.yorku.ca/rocal/pdfs/ug2004cal/calug04_5_acadinfo.pdf

Assignment Submission: The bulk of the work in these courses is, by the nature of the collaborative art form, completely driven by absolute deadlines. Work that is late is of no use to those depending on it to be ready at a specified time. Any missing of deadlines is a serious matter and will be reflected in the student’s grade. All members of the team have a responsibility to ensure that the deadlines are clearly communicated and understood by everyone.

Lateness Penalty: Written reports received later than the due date will be penalized one-half letter grade (1 grade point) per day that assignment is late. Exceptions to the lateness penalty for valid reasons such as illness, compassionate grounds, etc., may be entertained by the Course Instructor but will require supporting documentation (e.g., a doctor’s letter).

Additional Information

Some of the assigned positions will require specialized clothing, such as safety shoes, safety glasses, and hearing protection, which must be provided by the student. These requirements will be clearly communicated before the assignment begins.

Some positions may require a key deposit.

Assignment of Positions

Positions are assigned taking into account their expected relative weights, including time commitment, level of responsibility, and amount of independent work required. This chart is merely a VERY ROUGH guide, and individual shows will often require that it be adapted.

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<th>Lightest</th>
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<tbody>
<tr>
<td>Prod. Management</td>
<td>Set Design</td>
<td>Cutter</td>
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<td>Costume Design</td>
<td>1st Hand</td>
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<td>Lighting Design</td>
<td>Technical Direction</td>
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<td></td>
<td>Stage Management</td>
<td>Sustainability Manager</td>
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PM
playGround
ASM
Head Projections
Projection Design?

ASM
Head Wardrobe

Head Carp

Head Stage Carp
Head Lx, Head Sound
Sound Design
Head Flys
Head Props
Head Scenic Art
APM

Ass't Cutter
Ass't 1st Hand
Ass't TD

Wigs, Makeup, Masks
Ass't Wardrobe, Carp,

Ass't LX, Sound
Ass't Props, Sc Art
Ass't Stage Carp, Flys
Publicity

House Manager

**Other guidelines:**
A student will usually have no more than two assignments/year.
3 credits = usually one medium or two lighter assignments.
6 credits = usually one heavy assignment or two others.
There are usually two fully-mounted shows per year + playGround + Scenes by Design.
There is usually one production per year in the Faire-Fecan Theatre.

- **IMPORTANT COURSE INFORMATION FOR STUDENTS**

**Theatre Degree Status – BA and BFA:**
Students accepted into Theatre are entering as Honours BA Theatre Majors. The first-year is a program common to all Theatre students, and offers courses in Acting, Production/Design and Theatre Studies. At the end of the first-year, there is a selection process (either by audition or interview) to proceed into the various areas of interest, or students may remain in the program as Theatre Studies students. Students who proceed in Production/Design or Acting should complete a Change of Degree form to switch from a BA Honours to a BFA Honours; this form can be obtained from the Undergraduate Program Assistant (Room 318 CFT). All students proceeding into second year in Theatre will choose and/or seek admission to an area of concentration, which will define the requirements (more or less rigorous and exclusive) that will govern the selection of courses available to them. Once a student has declared, and been accepted into, an area of concentration, s/he becomes subject to a number of specific core requirements and recommended options within the general requirements of the BA/BFA degrees in Theatre.

**Academic Policies / Information** The Senate Academic Standards, Curriculum and Pedagogy Committee (ASCP) provides a Student Information Sheet that includes:

- York's Academic Honesty Policy and Procedures / Academic Integrity Web site
- Access/Disability
- Ethics Review Process for Research Involving Human Participants
- Religious Observance Accommodation
- Student Code of Conduct
- http://secretariat.info.yorku.ca/files/CourseInformationForStudentsAugust20121.pdf
- Academic Accommodation for Students with Disabilities
- Alternate Exam and Test Scheduling

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.

- Important University Sessional Dates (you will find classes and exams start/end dates, reading/co-curricular week, add/drop deadlines, holidays, University closings and more. http://www.registrar.yorku.ca/enrol/dates/index.htm
- Manage my Academic record http://myacademicrecord.students.yorku.ca/
- "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.
- Final course grades may be adjusted to conform to Program or Faculty grades distribution profiles.

**Studio Booking Policy:**

ALL requests for studio space must be made in writing to Aaron Kelly, the Production Coordinator, at akelly1@yorku.ca by Thursday for the upcoming week. You may not “claim” a space by writing in your name or the course name in an empty slot on the weekly schedules posted outside each studio.

Theatre @ York rehearsals always take precedence when rooms are assigned, followed by Faculty-assigned work. Personal projects, including playGround, will only be considered if space allows.

Adopt professional standards by agreeing on a rehearsal schedule in advance with group members and by appointing one group member to do the arranging of the space with the Production Manager.
All studios must be neutralized before leaving the space, with all door flats, rehearsal blocks, chairs, and tables moved to the sides of the room. All garbage must be removed. Please ensure that the floors and walls are clean. Please treat the studios with respect.

Students and faculty are not allowed to rehearse past 10:00 p.m. without special permission from the Production Manager. First-year Theatre majors are not eligible to book studios.

Site-Specific Projects:
All site-specific theatre projects anywhere on campus must be cleared by the course director, York University’s Security Services, and the department or governing body of the proposed site. This request should be made in writing at least three weeks in advance of the date required.

For all AMPD buildings, the request should also go to Tom Hodgson, Facilities Manager:
thodgson@yorku.ca

All other public spaces on Campus require contact with the Office of Temporary Use of University Space. http://www.yorku.ca/vpa/tempspace.htm

The course director will also need to complete a “Temporary Use of University Space Application and Notification Form” and submit it two weeks in advance of the date required.

For ALL site-specific work, the course director must send the request to security@yorku.ca outlining where and when the work is to take place.

Please note: at no time shall any form of replica, prop, or real weapon (handguns, rifles, shotguns, swords, daggers, knives, etc.) be used in any site-specific work.

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